28<sup>th</sup> Aprl 2020

### Page Style

This option is used to set up of page for printing. Follow these steps to open Page Style dialog box.

- ➢ Go to Format Menu → Choose Page option
- Page Style dialog box will be opened.
- Click on Page tab.

In Page tab under Page Style dialog box, you have - Paper Format, Orientation, Margins and Layout Settings:

#### Paper Format

Use this option to set the size of the paper. You can set the width and height of the paper manually or select the predefined paper like letter, A4, legal as per your need. The default paper format is Letter which has 8.50" width and 11.00" height.

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#### Page Orientation

Page orientation is the way in which a page is oriented for viewing. Portrait and Landscape are two types of page orientation.

### Page Margins

Margins are the space between the edge the page and the text. You can adjust left, top, right and bottom margins.

### Layout Settings

Use this option to set how the printed text appears on the different pages:

Right and Left - Use this option if you want to take printed text on both sides of the pages.

Mirrored - Use this option if you want to set up facing pages for double sided documents like books or magazines.

Only Right - Use this option if you want to take printed text on left side of pages only. Only Left - Use this option if you want to take printed text on right side of pages only.

(As shown in figure)

# 4.2.6 Printing of spreadsheet

To take printout or hardcopy of your spreadsheet, follow these steps:

- ➢ Go to File Menu → Click on Print option
- Print dialog box will be opened.
   Or
- You can also press Ctrl + P to open Print dialog box Or
- > Click on **Print** option available on Standard Tool bar

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-	From which print      O All pages
1/1	Pages 1 Print in reverse page order
Help	OK Cancel

In Print dialog box, you have - Printer, Range and Copies, Number of Copies and From which print:

Printer

Select the printer from where you want to take printout. If no printer is available, first install the printer.

Range and Copies

Here, you have to select the sheet/cell that you want to print i.e. - All sheets, Selected sheets or Selected cells.

Number of Copies

Type the number of copies required for printing. By default, 1 is selected.

From which print

Here, select the page(s) that you want to take printout i.e. all pages or specify the pages manually like **1-5** or **1, 3, 5** or **1-3, 5 or 1-3, 5-7**.

**Note:** It is better practice to see the preview of your spreadsheet before going for printing. During preview of your spreadsheet, you might find that margins or other items are not set properly. Therefore, first look preview of your spreadsheet then go for final printing.

➢ Go to File Menu → Click on Print Preview

or

Use shortcut Ctrl + Shift + O

## Saving of spreadsheet

To save your new spreadsheet to avoid losing of your work, follow these steps:

- ➢ Go to File Menu → Click on Save option
- Save As dialog box will be opened.
   Or
- Press Ctrl + S to open Save As dialog box Or
- > Click on **Save** option available on Standard Tool bar

(As shown in figure)

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Select (1)	Automatic file name extension Save with password	Туре	Name of sprea	dsheet 2
	Encrypt with GPG key Edit filter settings			
Hide Folders		Click	Save	Cancel

Note: If your spreadsheet is already saved, and you want to save it with new name or with new location then use Save As option. (For first time saving of spreadsheet, Save and Save As are the same).

➢ Go to File Menu → Click on Save As or

Use shortcut Ctrl + Shift + S

## **Opening and Closing of Spreadsheet**

- If you want to open an existing spreadsheet then follow these steps:
  - Go to File Menu Click on Open

```
or
```

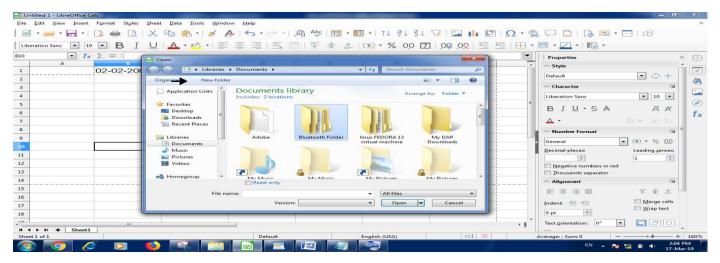
Press Ctrl + O shortcut

- Click on Open option available on Standard Tool bar
- > Open Dialog box will be appeared
- Choose your spreadsheet file which you want to open

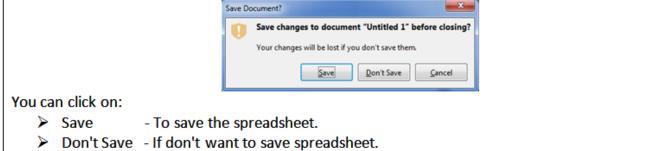
(As shown in figure)

Click on Open button

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Note: You must save spreadsheet before closing it, otherwise your data will be lost. If you click on close without saving, it prompts following:



> Cancel - To close prompt message.