

The Page Layout Tab

The Page Layout tab allows you to change the look and feel of your printed worksheet. Here you can enhance the style and presentation of everything in your worksheet, control how the worksheet is printed, and arrange the objects within the worksheet.

Themes Commands

The Themes group lets you control the color, font, and effect schemes used in your worksheet. By using themes, you can ensure your document remains consistently formatted. This means you don't have to spend time changing the look and feel of each individual element.



Page Setup Commands

The Page Setup group lets you control the physical properties of the printed page, including:

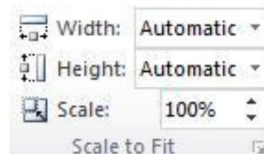
- Margin sizes
- Page orientation (portrait or landscape)
- Paper size (letter, A4, etc.)
- How much to print on the page
- Page breaks (important when deciding how much to print per page)
- Page background
- Titles printed on each page (file name, date, page #, etc.)



Click the option button to open the **Page Setup** dialog. This dialog offers more specific page options than those provided on the Page Layout ribbon.

Scale to Fit Commands

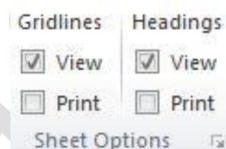
The Scale to Fit group gives you finer control over the look of printed data. You can force Excel to make the data fit within the height/width of the page, or you can manually adjust the scale of the printed data.



Click the option button to open the **Page Setup** dialog box. This dialog offers more specific page options than those provided on the Page Layout ribbon.

Sheet Options Commands

When you open a new file in Excel, the standard worksheet displays a grid (showing cell boundaries) and row/column headings. However, if you print a worksheet, Excel will not show the grid or the row/column headers. Use these commands to toggle the grid and headings on or off.



Click the option button to display the **Page Setup (Sheet tab)** dialog box. This dialog offers more specific page options than those provided on the Page Layout ribbon.

Arrange Commands

The Arrange group allows you to control where various objects in your worksheet are placed. For example, if you had a company logo you wanted to add to a chart, you would insert the graphic (via the Insert tab) and then position it on top of the chart by using the Bring Forward command. You could also use the Align command to make sure various objects in your worksheet were neatly lined up along an imaginary margin.

Finally, you can group many objects together (enabling to perform an action on all of them at once) and rotate objects to suit your needs.



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