

CHANGING PAGE SETUP IN PRINT PREVIEW

- ❖ Click the **Print Preview** button on the **Standard** toolbar.
- ❖ Move to the workbook that is to be changed.
- ❖ Click **Setup** on the **Print Preview** toolbar.
- ❖ Choose the **Pages** tab and change the **Orientation** to either **Portrait** or **Landscape**.
- ❖ Choose the **Headers and Footers** tab.
- ❖ Choose either **Custom Footer** or **Custom Header**.
- ❖ See the Headers and Footers link in the Excel Web page for information on working with this dialog box.
- ❖ To center the worksheet both vertically and horizontally on the page, click the **Margins** tab.
- ❖ Under **Center on Page**, click the **Horizontally** and **Vertically** check boxes.
- ❖ Click any of the other tabs and make any desired changes.
- ❖ After all the changes have been made, click **OK** to close the **Page Setup** dialog box.
- ❖ Click the **Close** button in the **Preview** window to return to the workbook.
- ❖ Save the workbook.