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# Microsoft Excel

Lec 3



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# Page Layout in Excel

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An introduction to page layout and its importance in preparing and printing Excel worksheets professionally.

# What is Page Layout?

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A set of settings that control the appearance and printing of a worksheet, such as margins, orientation, paper size, and page elements.

# Accessing Page Layout

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You can access the Page Layout tab from the Excel ribbon.

# Page Setup Options

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Includes: Margins, Orientation, Size, Print Area, Breaks, Background, and Print Titles.

# Margins

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Used to set the distance between the edge of the page and the worksheet content. You can choose narrow, wide, or custom margins.

# Orientation

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Defines the page direction:

- Portrait
- Landscape

# Paper Size

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Specifies the paper size used for printing, such as A4, Letter, or Legal.

# Print Area

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Allows printing only a specific portion of the worksheet.

# Page Breaks

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Used to specify where a new page should begin during printing.

# Background

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Allows you to add an image as a background to the worksheet.

# Print Titles

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Lets you repeat specific rows or columns on every printed page.

# Scaling

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Controls the size of content during printing so it fits into one or more pages.

# Sheet Options

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Includes options to show gridlines and headings when printing.

# Gridlines

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Choose to print or hide gridlines on the printed sheet.

# Headings

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Lets you decide whether to print row and column headers (A, B, C / 1, 2, 3).

# Themes

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Change the overall color scheme, fonts, and effects for a consistent design.

# Colors, Fonts, Effects

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Customize colors, fonts, and effects for each part of the worksheet.

# Arrange

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Used to arrange objects like images and shapes within the worksheet.

# Print Preview

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Displays how the sheet will look before printing.

# Final Tips

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Always check margins, orientation, and print area before printing for professional results.