



Module 6 Exercises

Inside the Module 6 folder there is an Excel file called 'Excel Exercise Module 6'. Please use this file to complete the following Exercises.

1. Open the Excel Exercise Module 6 file.
2. Set a Print Area for All the Data.
3. Change the Setting to A4 Landscape.
4. Scale the Worksheet so it fits to 1 Page.
5. Insert your Name into the Centre Header (14pt bold)
6. Insert the Worksheet Name into the Centre Footer (14pt bold).
7. Show the Gridlines in the Print Preview.
8. View the Worksheet in Page Break View.
9. Change the View to Page Layout.
10. Adjust Zoom to view the entire Worksheet.
11. Print the Worksheet to your default Printer
12. Save the file to the Desktop with the Filename 'Cities 3'.