

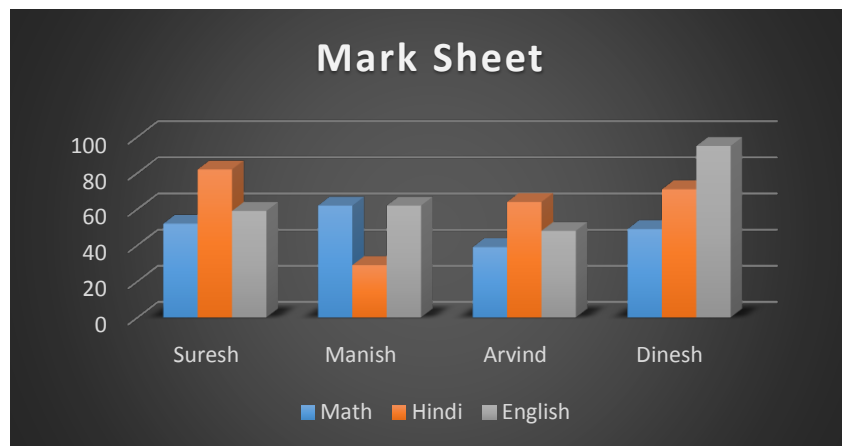
## Page Layout Tab in Excel

### Themes



It is use to change color format, fonts and Effect. Themes is used only chart, smart art graphic picture and any other graphical work in excel.

### For Ex.



- Click on chart or smart art graphical picture
- Page layout
- Themes
- Choose color over the mouse

### Colors

Change chart color or smart art graphical picture color etc.

### Fonts

Change chart fonts and smart art graphical picture fonts etc.

### Effects

Change chart color effect and smart art graphical picture effect etc.

## Margin

It is use to set page margin for print in excel

- Page Layout
- Margin
- Custom Margin
- Set page margin
- Top, Bottom, Left, Right
- Ok

## Orientation

Set your page for print vertically or horizontally.

### For Ex.

Video provides a powerful way to help you prove your point. When Reading is easier, too, in the new Reading view. You can collapse parts of the document

Portrait

Video provides a powerful way to help you prove your point. When Reading is easier, too, in the new

Landscape

- Page Layout
- Orientation
- Set page orientation portrait or landscape

## Size

Set Paper size for print in excel.

- Page Layout
- Size
- Select Paper size (**Note:-** Mostly use A4 size for print)

## Print Area

Print area use to print selected data for print.

- Select data for printing
- Page layout
- Print area
- Set print area
- See print preview (**Note:-** Print preview press Ctrl + F2)

## Breaks

Use Breaks, Break your excel sheet for printing on active column.

- Click on the column where you want to break sheet
- Page layout
- Breaks
- Insert Page break
- Now your excel sheet is break
- See print preview

## Background

Set any picture on the excel sheet background.

- Click on the sheet where insert the background
- Page layout
- Click Background
- Select picture from the computer
- Click insert

## Print Titles

Print titles use to, used multiple option like page margin, paper size, header footer and set page portrait or landscape etc.

- Page layout
- Print titles
- Set margin, paper size etc.

## Scale

Set a percentage for print data. 100% is a normal print. If your data is small but not fit your data on a single page printing time then you can use a scale to fit your data on a single page.

- Page layout
- Select scale Percentage for print

## Bring Forward

Bring forward use to only multiple photos. It is used to select a photo one step above or top of all photos.

**For Ex.**



- Click on the photo
- Page layout
- Click bring forward

## Send Backward

Send backward use to only multiple photos. It is used to select a photo one step below or bottom of all photos.

**For Ex.**



- Click on the photo
- Page layout
- Click send backward

## Selection Pane

When Excel brings multiple photos to the page, select any photo to show and hide.

- Click on the photo
- Page layout
- Selection pane
- Click eye symbol for show or hide photo

## Align

It is use to align photo on the current position in excel page.

## Group

Group two or more photos after select.

- Click on the first photo
- click other photo with shift key
- page layout
- Group
- Group

## Rotate

Rotate any photos after select in excel

- Click on the photo
- Page layout
- Rotate
- Select rotation degree.

**For Ex.**

