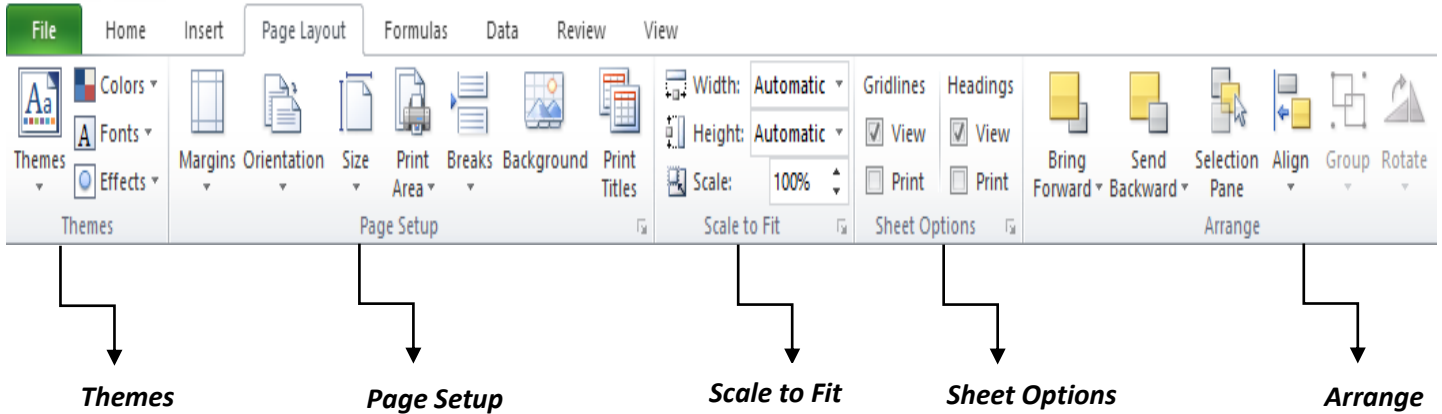## Lesson – 7

Page Layout (Menu)

The Page Layout Toolbar is the third toolbar of MS Excel. This toolbar is mainly for page alignment which always displays on **the top of the MS EXCEL Screen** like as:

Themes   *Page Setup*   *Scale to Fit*   *Sheet Options*   *Arrange*

Page Setup

The page setup clipboards are useful for page alignment like margins, orientation, size and columns with breaks and many more.

|	
Margins	: Select the margin sizes for the entire document or the current section.
Orientation	: Switch the pages between portrait and landscape layouts.
Size	: Choose a paper size for a current section.
Print Area	: Mark a specific area of the sheet for printing.
Breaks	: Specify where the new page will begin in the printed copy.
Background	: Choose an image to display as the background of the sheet.
Print Titles	: Specify rows & columns to repeat on each printed page.

Scale to Fit

It is also useful for the alignment of the page like from width, height or scale.
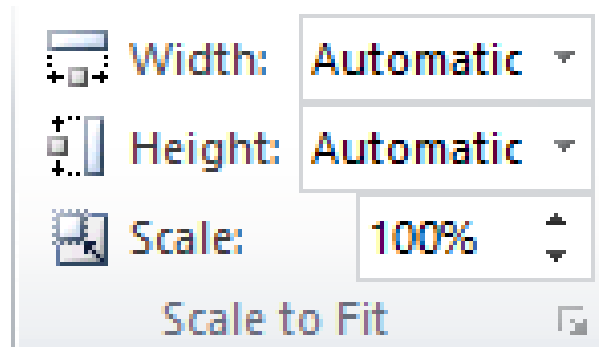
Width : Shrink the width of the printed output to fit a maximum no. of pages.

Height : Shrink the height of the printed output to fit a maximum no. of pages.

Scale : Stretch or shrink the printed output to a percentage of its actual size.

Sheet Options

It includes two options:
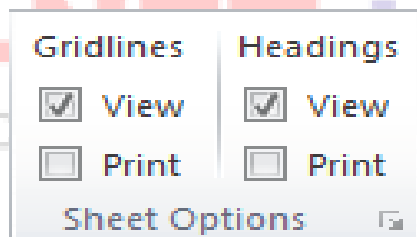
Gridlines:

1. **View** – Show the lines between rows and columns in the sheet to make editing and reading easier. These lines will not print unless print is also checked.

2. **Print** – Print the lines between rows and columns in the sheet to make reading easier.

Headings:

1. **View** – Show row and column headings. Row headings are the row numbers to the side of the sheet. Column headings are the letters or numbers that appear above the columns on the sheet.

2. **Print** – Print row & column headings.

Arrange
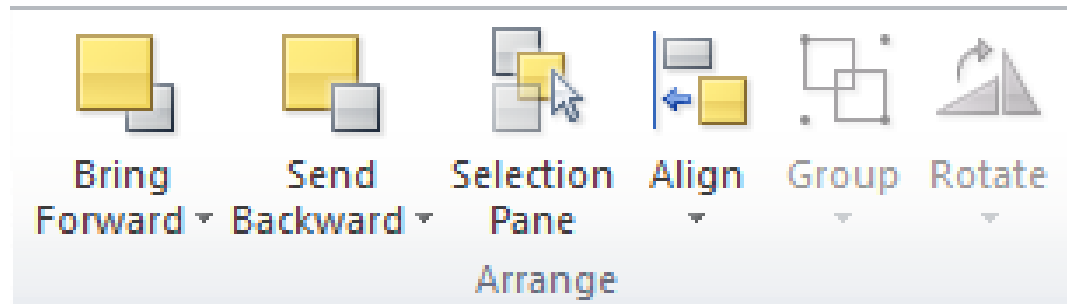
Bring Forward: Bring the selected object forward one level or to the front of all objects.

Send Backward: Send the selected object back one level or to the back of all objects.

Selection Pane: It will help select individual objects and to change their order and visibility.

Align: Align the edges of multiple selected objects. You can also center them or distribute them evenly across the page.

Group: Group objects together so that they can be treated like a single object.

**Rotate:**   Rotate or flip the selected object.

Data Handling (Menu)

Get External Data

You can use Microsoft Excel to import data from a text file into a worksheet. The Text Import Wizard examines the text file that you are importing and helps you ensure that the data is imported in the way that you want.

Note: To start the Text Import Wizard, on the **Data** tab, in the **Get External Data** group, click **From Text**. Then, in the **Import Text File** dialog box, double-click the text file that you want to import.
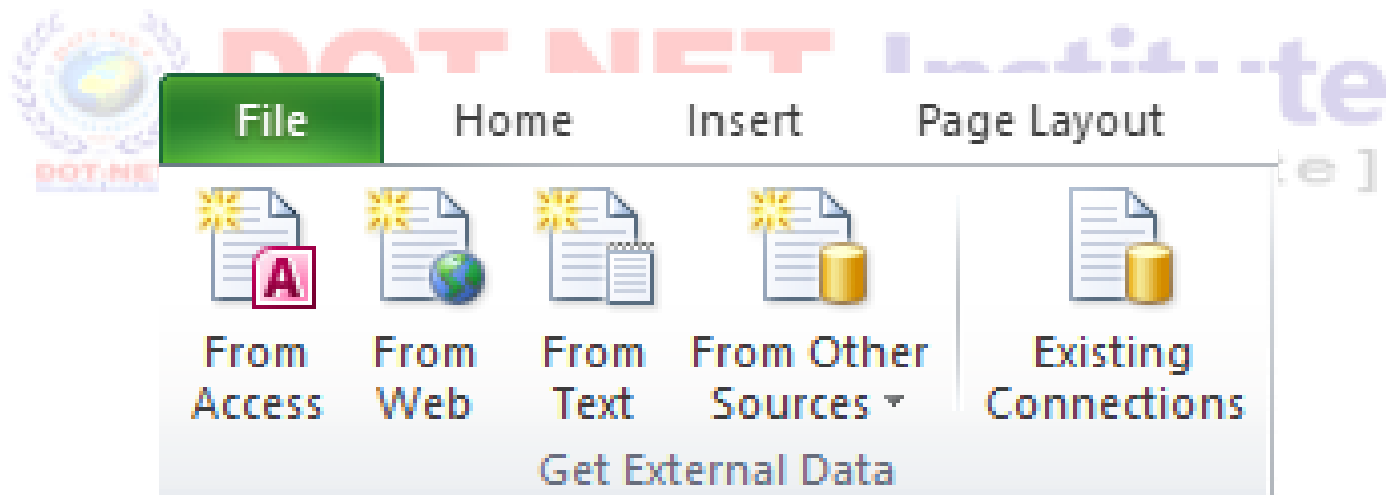
Sort & Filter

The Compatibility Checker found one or more compatibility issues related to sorting and filtering.

IMPORTANT- Before you continue saving the workbook to an earlier file format, you should address **issues that cause a significant loss of functionality** so that you can prevent permanent loss of data or incorrect functionality.

Issues that cause a minor loss of fidelity might or might not have to be resolved before you continue saving the workbook — data or functionality is not lost, but the workbook might not look or work exactly the same way when you open it in an earlier version of Microsoft Excel.
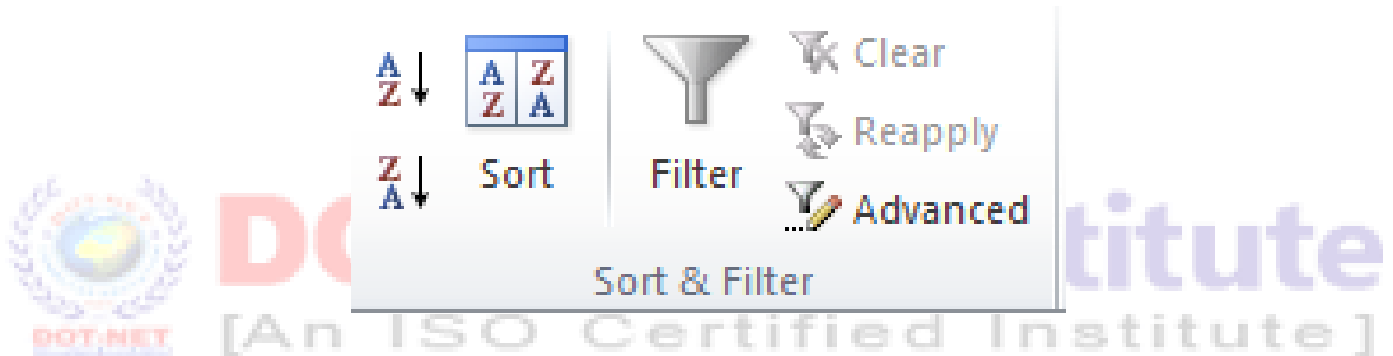

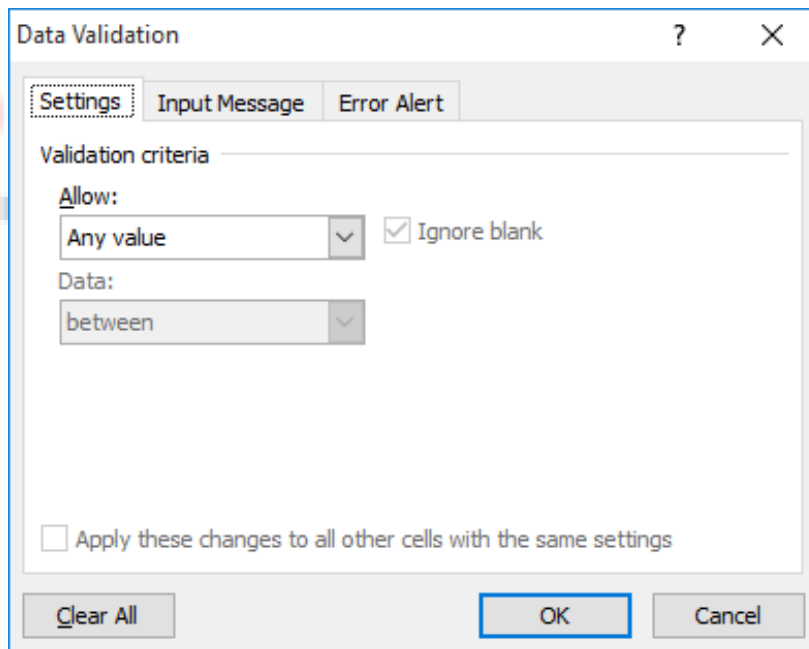✎ *Do Practical Assignment No. - 8*

Data Tools

You use data validation to control the type of data or the values that users enter into a cell. For example, you may want to restrict data entry to a certain range of dates, limit choices by using a list, or make sure that only positive whole numbers are entered.

This article describes how data validation works in Excel and outlines the different data validation techniques available to you. It does not cover cell protection, which is a feature that lets you "lock" or hide certain cells in a worksheet so that they can't be edited or overwritten.
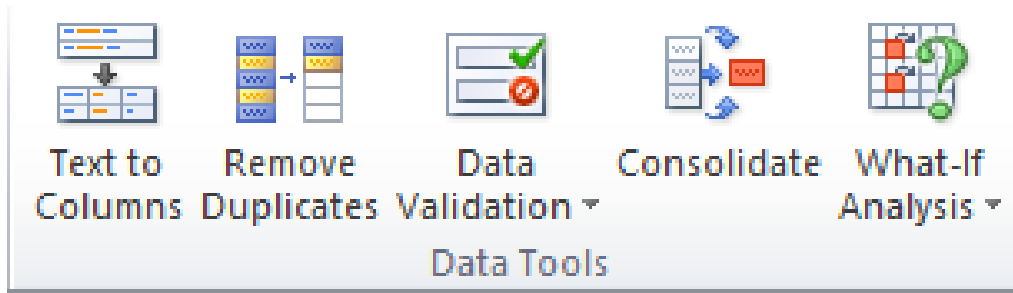
WHAT IS DATA VALIDATION?

Data validation is an Excel feature that you can use to define restrictions on what data can or should be entered in a cell. You can configure data validation to prevent users from entering data that is not valid. If you prefer, you can allow users to enter invalid data but warn them when they try to type it in the cell. You can also provide messages to define what input you expect for the cell, and instructions to help users correct any errors.

✎ *Do Practical Assignment No. - 9 & 10*