PAGE BREAKS

In order to complete this exercise, you need to complete the Insert Subtotals Exercise which uses the Database Exercise workbook. This document should be stored with the ones that were downloaded from the Excel 2013 Web page.

Inserting Page Breaks Using the Ribbon

† Scroll down and click in the row directly below the first subtotal.
† With the insertion point in that row, click the Page Layout Tab.
† In the Page Setup Group, click the Breaks button (see illustration below).

† Click Insert Page Break.
† A dotted line will appear before the selected row indicating that a Page Break has been inserted.

Removing Page Breaks Using the Ribbon

† With the insertion point in the same row, click the Page Layout Tab.
† In the Page Setup Group, click the Breaks button (see illustration above).
† Click Remove Page Break.
† The dotted line indicating a Page Break should be removed from the worksheet.

Inserting Page Breaks for Subtotals

Page Breaks allow you to print sections of a worksheet on separate pages.
† While still in the database, click the Data Tab.
† In the Outline Group, click the Subtotals button (see illustration at right).
† In the Subtotals dialog box, click the Page Break between groups check box (see illustration on next page).
† Click the OK button.
† A dotted line will appear between each group indicating where the Page Breaks are located.
† Click the File Tab.
† Click the Print link to Preview the workbook.
† Use the Page Scroll buttons to move through each sheet of the workbook.
† Click the Data Tab to return to Normal View.

Removing the Page Break

Once a Page Break is inserted into a worksheet, it is a very simple process to remove it. To do this:
† In the Outline Group, click the Subtotals button.
† In the Subtotals dialog box, click the Page Break between groups check box.
† Click the OK button.
† The dotted lines indicating a Page Break should be removed from the worksheet.
Preview the worksheet to make sure the **Page Breaks** have been removed.