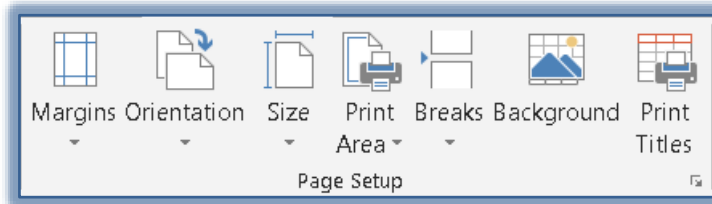


PAGE BREAKS

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.

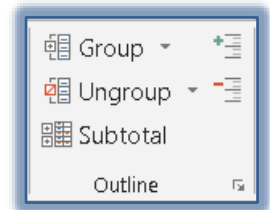
Removing Page Breaks Using the Ribbon

- ✦ 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.

