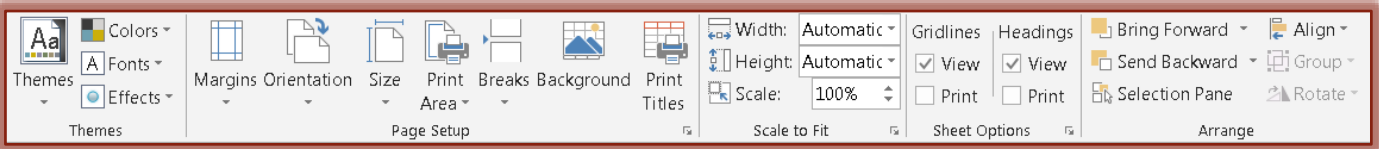


EXCEL PAGE LAYOUT TAB

This ribbon is used to change the way a page is displayed and printed in an Excel worksheet. Changes to the orientation of the page, the margins for the page, the paper size, plus other page layout options are available on this ribbon. The table below describes the buttons within each of the groups in this ribbon.



Groups/Buttons	Description
Themes Group	
Themes Gallery	Click this button to display a group of themes that can be applied to the worksheet. Themes are used to change the overall view of the whole worksheet including colors, fonts, and effects.
Colors	This button is used to change the colors for the currently selected theme. A list of different colors will display when the button is clicked. Click the Customize Colors link to define other Theme colors.
Fonts	To change the font design for the whole theme, click this button. A list of different fonts will appear when the button is clicked. Click the Customize Fonts link to define a different set of fonts for the Theme.
Effects	Use this button to change the effect for the entire theme. A gallery of different effects will appear when the button is clicked.
Page Setup Group	
Margins	To change the page margins for a worksheet, click this button. Click the Custom Margins link to open the Page Setup dialog box. This area allows you to set customized margins.
Orientation	Click this button to change the orientation for the page of the worksheet. The two options are landscape and portrait.
Size	This button is used to specify the size of paper that is to be used to print the worksheet. To apply a specific size for all sections of the worksheet, click More Paper Sizes in the list that appears when the button is clicked.
Print Area	To specify what area of the worksheet is to be printed, click this button. To specify the area, the cells that are to be printed must be selected.
Breaks	Use this button to specify where a new page break is to be inserted into the worksheet. Page breaks are inserted above and to the left of the area where the insertion point is located.

Groups/Buttons	Description
Background	Click this button to apply a background picture to the worksheet. The insert picture dialog box will appear when the button is clicked. This dialog box is used to locate the picture that is to be inserted. The picture is tiled when it is inserted, which means the picture will appear several times throughout the entire worksheet.
Print Titles	This option is used to print all the column and row headings when a worksheet is printed. If the worksheet is more than one page, the column and row headings will appear on each page of the document. Row headings are the numbers to the right of the sheet. Column headings are the letters that appear at the top of the sheet.
Page Setup Dialog Box Launcher	Click this button to open the Page Setup dialog box with the Page Tab selected. It is located in the bottom right corner of the Page Setup Group . This dialog box can be used to make additional changes to the page.
Scale to Fit Group	
Width	Click this button to shrink the width to fit the maximum number of pages that the worksheet should be printed on.
Height	Use this button to shrink the height of the worksheet to specify the maximum number of pages the document should be printed on.
Scale	To shrink or stretch the printed output to a specified percentage of the actual size, click this button. The Width and Height must be set to Automatic for this to work.
Page Setup Dialog Box Launcher	Click this button to open the Page Setup dialog box with the Page Tab selected. It is located in the bottom right corner of the Page Setup Group . This dialog box can be used to make additional changes to the page.
Sheet Options Group	
Gridlines View	A check mark in the check box for this item indicates that the gridlines are to display in the window of the worksheet.
Gridlines Print	When a check mark appears in this box, the gridlines displayed in the worksheet will print when the document is sent to the printer.
Headings View	To display the headings (Row and Column) in the worksheet, click this button. The Row headings are indicated by the numbers on the left side of the worksheet window. The Column headings are indicated by the letters at the top of the worksheet window.
Headings Print	To have the headings print when the worksheet is printed, place a check mark in the box for this option.
Sheet Page Setup Dialog Box Launcher	This button is used to open the Page Setup dialog box with the Sheet Tab selected. It can be found in the bottom right corner of the Sheet Options Group . The dialog box is used to make changes to the way the worksheet is printed.

Groups/Buttons	Description
Arrange Group	
Bring Forward	This feature is used when pictures, clip art images, WordArt, or other objects are placed in a worksheet. There are two options available, Bring Forward and Bring to Front.
Send Backward	When a selected image needs to be sent to the back of other images, click this button. This button is only available when working with pictures, clip art images, WordArt and other objects. The options for this feature are Send Backward and Send to Back.
Selection Pane	To show the selection pane where objects can be easily accessed and rearranged, click this button.
Align	To align several images to the top, bottom, right, or left, click this button. Objects can also be centered or aligned evenly across the page.
Group	This button is used to group several objects together so that they can be treated as a single object.
Rotate	Click this button to rotate or flip the orientation of the object. The object can be rotated in 90 degree increments.