

NIELIT Gorakhpur

Course Name: O Level (1st Sem)

Subject: ITTNB

Topic: Page Setup, Printing of Sheet

Date: 27-05-2020

Libreoffice [Calc]

Page Style

This option is used to set up of page for printing. Follow these steps to open Page Style dialog box.

Go to Format Menu>>Choose Page option

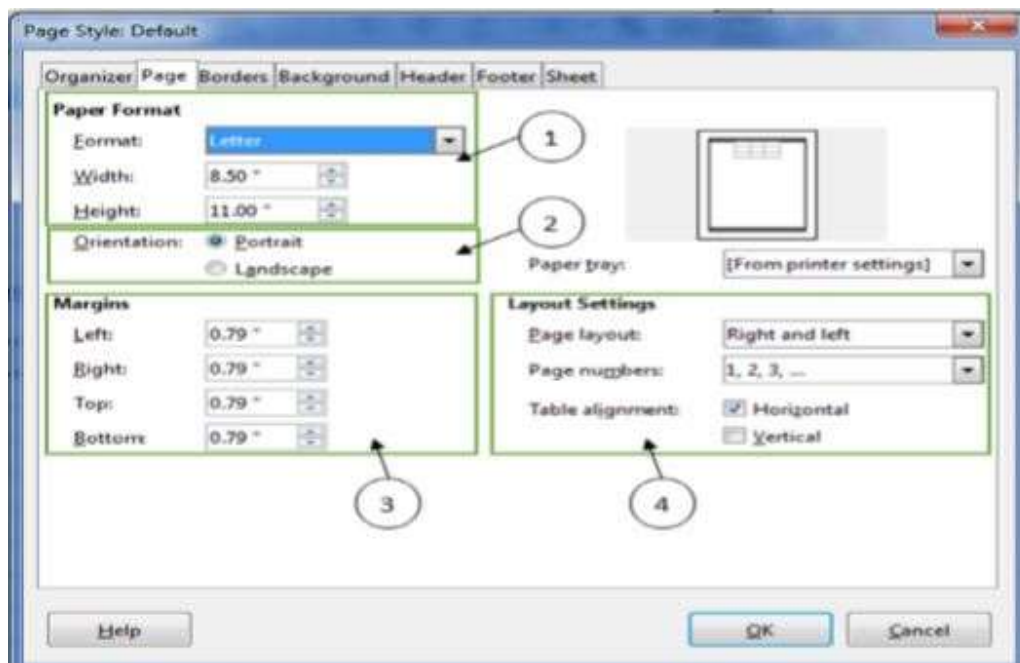
Page Style dialog box will be opened.

Click on Page tab.

In Page tab under Page Style dialog box, you have - Paper Format, Orientation, Margins and Layout Settings:

Paper Format

Use this option to set the size of the paper. User can set the width and height of the paper manually or select the predefined paper like letter, A4, legal as per your need. The default paper format is Letter which has 8.50" width and 11.00" height.



Page Orientation

Page orientation is the way in which a page is oriented for viewing. Portrait and Landscape are two types of page orientation.

Page Margins

Margins are the space between the edge the page and the text. User can adjust left, top, right and bottom margins.

Layout Settings

Use this option to set how the printed text appears on the different pages:

Right and Left - Use this option if you want to take printed text on both sides of the pages.

Mirrored - Use this option if user want to set up facing pages for double sided documents like books or magazines.

Only Right - Use this option if you want to take printed text on left side of pages only.

Only Left - Use this option if you want to take printed text on right side of pages only.



Printing of spreadsheet

To take printout or hardcopy of your spreadsheet, follow these steps:

Go to File Menu>>Click on Print option

Print dialog box will be opened.

Or

You can also press Ctrl + P to open Print dialog box

Or

Click on Print option available on Standard Tool bar

In Print dialog box, user have - Printer, Range and Copies, Number of Copies and From which print:

Printer Select the printer from where you want to take printout. If no printer is available, first install the printer.

Range and Copies Here, user have to select the sheet/cell that user want to print i.e. - All sheets, Selected sheets or Selected cells.

Number of Copies Type the number of copies required for printing. By default, 1 is selected.

From which print Here, select the page(s) that you want to take printout i.e. all pages or specify the pages manually like 1-5 or 1, 3, 5 or 1-3, 5 or 1-3, 5-7.

Assignment:-

- 1- Write down about page style in LibreOffice calc.
- 2- Write down steps of printing in LibreOffice calc.