

**Course
&
Test Series**

 **CBSE**

 **ICSE**

 **NTSE**

 **Banking &
Insurance**

 **Central Govt.
Service**

 **State Govt.
Services**

 **LAW
Entrance**

 **MBA
Entrance**

 **Railways & Metro
Services**

...many more

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Self-Made Assignment - MS Excel

Using Page Setup and Printing in MS Excel

Employee ID	Name	Department	Salary	Date of Joining
1001	Ram	HR	50,000	12-Feb-2021
1002	Kapoor	IT	40,000	20-Mar-2022
1003	Priya	Marketing	45,000	15-Apr-2019
1004	Preeti	Marketing	40,000	01-May-2021
1005	Punita	Finance	50,000	10-Jun-2018
1006	Shivam	HR	55,000	25-Jul-2020
1007	Neha	HR	35,000	05-Aug-2021
1008	Sahiba	IT	50,000	22-Sep-2017
1009	Sunita	Finance	40,000	18-Oct-2019
1010	Aashish	Marketing	30,000	01-Jan-2020

1. Change the page orientation to **Portrait** and adjust the margins to **Custom** (top, bottom, left, right margins: 1 inch each).
2. Set the header to display **“Employee Salary Report”** in the center. Add the current date in the footer (aligned to the right).
3. Change the paper size to **A3**.
4. Add a **border** around the entire dataset (including headers).
5. Set the **print area** to only the first 5 rows of the dataset, ensuring that when printed, only this portion of data is visible.
6. Set the print options to print the worksheet with gridlines visible. Ensure that gridlines are displayed on every page of the printout.
7. Print the entire dataset to **PDF format**. Ensure that the file is saved with the name **Employee_Report.pdf** and that all formatting is retained when viewed in PDF.