

**Course  
&  
Test Series**



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**Self-Made Assignment - MS Excel**

**Using Page setup and Printing in MS Excel**

ID	Name	Department	Salary	Bonus	Total Pay
E001	Ramesh Kumar	HR	45,000	5,000	
E002	Anjali Verma	IT	65,000	7,500	
E003	Priya Sharma	Finance	50,000	6,000	
E004	Vijay Gupta	Marketing	55,000	6,500	
E005	Sunil Mehta	IT	70,000	8,000	
E006	Neha Malhotra	Operations	60,000	6,000	
E007	Arjun Kapoor	Sale	48,000	4,800	
E008	Kavita Desai	Finance	52,000	5,200	
E009	Pooja Singh	HR	47,000	4,700	
E010	Rohit Sharma	Market	58,000	6,800	

1. What formula should be used in cell F2 to calculate the Total Pay for the first employee?
2. After applying the formula in F2, how can you quickly calculate the Total Pay for all employees in Column F?
3. Set the page orientation to **Landscape** and set the margins to **Narrow**. How do you do this in Excel?
4. Adjust the **scaling** so that the data fits on one page when printed. How can you achieve this?

**Hint:**

- a. Open the **Page Layout** tab.
  - b. In the **Scale to Fit** group, adjust the settings:
    - i. **Width:** 1 page
    - ii. **Height:** Automatic
  - c. This ensures the dataset will be printed on a single page.
  - d. Confirm this in **Print Preview**.
5. Add a **Header** with the title "Employee Salary Report" and a **Footer** showing the page number. What steps do you follow?

**Hint:**

- a. Go to the **Insert** tab and click **Header & Footer**.
- b. In the Header section, type "Employee Salary Report."
- c. Scroll down to the Footer section and click **Page Number** in the Ribbon.
- d. Select the desired page number style and format.

6. Apply gridlines and row/column headings to the printout. How can you do this?

**Hint:**

- a. Go to the **Page Layout** tab.
- b. In the **Sheet Options** group, check the boxes for:
  - i. **Print Gridlines**
  - ii. **Print Headings**
- c. These settings will include gridlines and headings (A, B, C, 1, 2, 3, etc.) in the printout.

