

**Course
&
Test Series**

Self-Made Assignment -MS Excel

Setting Margins, Orientation and Size in Page Layout in a Worksheet in MS Excel

Dataset

ID	First Name	Last Name	Gender	Age	City	State	Occupation	Phone Number
1	Aarav	Sharma	Male	30	Mumbai	Maharashtra	Software Engineer	9876543210
2	Priya	Verma	Female	27	Delhi	Delhi	Teacher	9123456789
3	Rahul	Gupta	Male	32	Bangalore	Karnataka	Data Scientist	9988776655
4	Sneha	Iyer	Female	25	Chennai	Tamil Nadu	Doctor	8899776655
5	Karan	Patel	Male	28	Ahmedabad	Gujarat	Marketing Manager	9988112233
6	Neha	Joshi	Female	34	Pune	Maharashtra	Architect	9977554433
7	Vikram	Deshmukh	Male	40	Hyderabad	Telangana	Lawyer	9988776656
8	Aisha	Khan	Female	29	Kolkata	West Bengal	Journalist	9841234567
9	Arjun	Reddy	Male	36	Visakhapatnam	Andhra Pradesh	Entrepreneur	9008765432
10	Rina Tasks:	Singh	Female	22	Lucknow	Uttar Pradesh	Student	9645332233

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Tasks:

Set Page Margins:

- Go to the **Page Layout** tab and click **Margins**.
- Choose **Narrow** margins.

Set Page Orientation:

- In the **Page Layout** tab, click **Orientation** and select **Landscape** to allow more horizontal space for your content.

Set Paper Size:

- Go to **Size** in the **Page Layout** tab and select **A4** paper size.

Course & Test Series

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