

**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

Print Area, Page Break and Background in a Worksheet in MS Excel

Dataset:

Salesperson	Region	Product	Units Sold	Price per Unit	Total Sales
John	North	Product A	150	20	3000
Sarah	South	Product B	200	15	3000
Raj	East	Product C	120	25	3000
Priya	West	Product D	180	18	3240
Ravi	North	Product E	220	22	4840
Anjali	South	Product F	160	30	4800
Arjun	East	Product G	140	27	3780
Meera	West	Product H	190	17	3230
Amit	North	Product I	130	19	2470
Nisha	South	Product J	210	16	3360
Karan	East	Product K	180	21	3780
Simran	West	Product L	200	14	2800
Vikram	North	Product M	250	25	6250
Pooja	South	Product N	220	28	6160
Sunil	East	Product O	160	30	4800

Tasks:

Set the Print Area:

- Set the print area to only include the following data: **Salesperson, Region, Product, Units Sold.**
- Select the range of cells you want to print and then go to **Page Layout > Print Area > Set Print Area.**

Insert Page Breaks:

- Insert a page break after each **Region** (North, South, East, West) so that each region's sales data starts on a new page.
- Go to **Page Layout > Breaks > Insert Page Break** after the last row for each region's data.

Add a Background:

- Add a light background color or an image to the entire worksheet to enhance the look of the report. (Select image of your choice)
- Go to **Page Layout > Background** to insert an image, or use **Fill Color** to choose a color.