

## Topic 29:- **Scale to Fit and Sheet Option**

In Excel, the "Scale to Fit" and "Sheet" options are used to control how your worksheet content is scaled and fit onto a printed page. These options are particularly useful when you have a worksheet that extends beyond a single page, and you want to adjust the print settings to ensure it fits neatly when you print it. Here's how to use these options:

**1. Open Your Excel Workbook:** Launch Excel and open the workbook that contains the worksheet you want to configure for printing.

**2. Access the Page Setup Dialog Box:** You can access the Page Setup dialog box in two main ways, as described in my previous response. You can use the Page Layout tab or switch to Page Layout view and double-click the gray area around the worksheet.

**3. Go to the "Page" Tab:** In the Page Setup dialog box, navigate to the "Page" tab. This tab contains options related to scaling and printing the worksheet content.

### **Using "Scale to Fit" Options:**

The "Scale to Fit" options allow you to adjust how the worksheet content fits onto a printed page:

- **Width:** You can specify the number of pages wide you want your worksheet to be printed. For example, setting it to 1 page wide ensures that the worksheet's content fits within the width of one page.
- **Height:** Similarly, you can specify the number of pages tall you want your worksheet to be printed. For example, setting it to 1 page tall ensures that the worksheet's content fits within the height of one page.
- **Scale:** This option allows you to adjust the percentage by which the worksheet content should be scaled down or up to fit onto a page. For example, setting it to 80% scales the content down to 80% of its original size.

### **Using "Sheet Options":**

The "Sheet" tab within the Page Setup dialog box contains options related to printing and displaying the worksheet:

- **Print Area:** You can specify a print area on your worksheet. Only the cells within this print area will be printed.
- **Print Titles:** This option allows you to specify rows or columns to repeat at the top or left of every printed page. It's useful for ensuring column or row headings appear on each page.

- **Gridlines:** You can choose to print gridlines on your worksheet to make it easier to read when printed.
- **Headings:** This option lets you print row and column headings (i.e., labels for rows and columns) on each page for better reference.

**4. Apply the Settings:** Once you've configured the "Scale to Fit" and "Sheet" options to your liking, click the "OK" button in the Page Setup dialog box to apply the settings to your worksheet.

**5. Preview Your Page:** Before printing, it's a good practice to use the "Print Preview" button within the Page Setup dialog box to see how your worksheet will look when printed with the chosen scaling and sheet options.

These options are valuable for ensuring that your Excel worksheet content is displayed and printed in a way that fits your needs and preserves the legibility of the data.