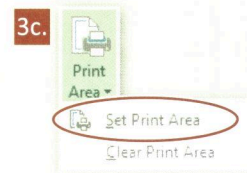
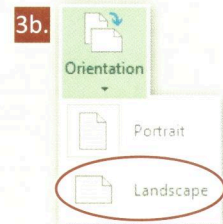
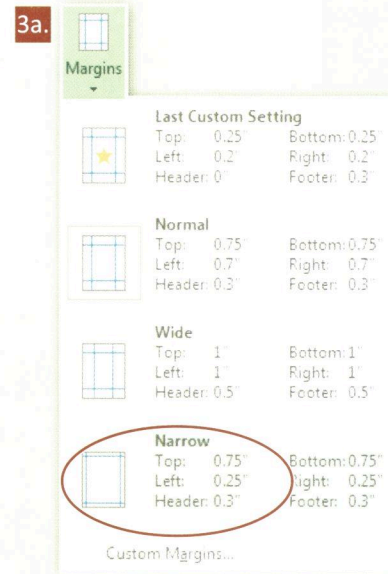


Instructions

1. Open your existing workbook 2.4 Pizza Recipe.
 2. Save the file as 3.1 Pizza Recipe 2 in your **My Excel Projects** folder.
 3. From the **PAGE LAYOUT** tab, **Page Setup** group, do the following:
 - a. Set the **Margins** to **Narrow**
 - b. Set the **Orientation** to **Landscape**
 - c. Select cells A1 through G15 and set the **Print Area**
- ➔ *Note: Alternatively, you can use the Page Setup Dialog Box Launcher to make these changes.*
- ➔ *Note: These options are also accessible in the Backstage View when you select "Print."*
4. Proofread your work for accuracy and format, then resave the file.
 5. Print Preview your worksheet.
 6. Your worksheet should look similar to 3.1 Source Doc. B.
 7. Print a copy if required.



Lesson 3.1

Unit 3: Page Layout Options

Pizza Recipe 2

Adjusting Page Setup

Lesson Overview

Your teacher asks you to print your recipe from lesson 2.4, including the nutrition information label. In order to print all of this information on one page you will need to make adjustments to the page setup.

In this lesson, you will open an existing worksheet, make some changes to the page setup, and print.

New Skills

- Changing Margins
- Changing Page Orientation
- Setting Print Area

Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.



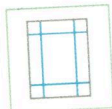
Margins:

Use this drop-down menu to set the margin size for the entire worksheet or the current selection.



Last Custom Setting

Top: 0.25" Bottom: 0.25"
Left: 0.2" Right: 0.2"
Header: 0" Footer: 0.3"



Normal

Top: 0.75" Bottom: 0.75"
Left: 0.7" Right: 0.7"
Header: 0.3" Footer: 0.3"



Wide

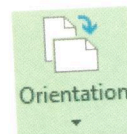
Top: 1" Bottom: 1"
Left: 1" Right: 1"
Header: 0.5" Footer: 0.5"



Narrow

Top: 0.75" Bottom: 0.75"
Left: 0.25" Right: 0.25"
Header: 0.3" Footer: 0.3"

Custom Margins...



Orientation



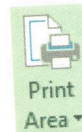
Portrait



Landscape

Page Orientation:

Use this drop-down menu to give your pages a portrait or landscape layout.



Print Area



Set Print Area

Clear Print Area

Print Area:

Use this drop-down menu to select an area on the sheet you would like to print.

3.1 Source Doc. A

	A	B	C	D	E	F	G
1	Tomato, Mushroom, and Mozzarella Pizza						
2							
3	I N G R E D I E N T S	2 (10 ounce) portions frozen pizza dough		I N G R E D I E N T S	2 tablespoons olive oil		
4		2 cups seeded and chopped tomatoes			kosher salt and black pepper		
5		1 cup thinly sliced mushrooms			1 1/2 cups shredded smoked mozzarella		
6							
7	D I R E C T I O N S	1. Arrange oven racks in the lower and upper thirds of the oven.					
8		2. Heat oven to 475 degrees.					
9		3. Roll out the dough on a well-floured surface to make two 12-inch squares or rounds.					
10		4. Transfer to two ungreased baking sheets.					
11		5. Top the dough with the tomatoes and mushrooms.					
12		6. Drizzle with the oil and season with 1/2 teaspoon salt and 1/4 teaspoon pepper.					
13		7. Bake the pizzas for 10 minutes and remove from oven.					
14		8. Top the pizzas with mozzarella.					
15		9. Return to oven and bake 3 to 5 minutes or until the cheese is melted.					
16							
17	N I N T F O R M I O N A L	<i>Per Serving</i>					
18		Calories		605			
19		Calcium		242mg			
20		Carbohydrate		74g			
21		Cholesterol		33mg			
22		Fat		24g			
23		Fiber		4g			
24		Iron		5mg			
25		Protein		23mg			
26		Sat Fat		7g			
27	Sodium		1410mg				

Tomato, Mushroom, and Mozzarella Pizza

I N G R E D I E N T S

2 (10 ounce) portions frozen pizza dough	2 tablespoons olive oil
2 cups seeded and chopped tomatoes	kosher salt and black pepper
1 cup thinly sliced mushrooms	1 1/2 cups shredded smoked mozzarella

I N G R E D I E N T S

2 (10 ounce) portions frozen pizza dough	2 tablespoons olive oil
2 cups seeded and chopped tomatoes	kosher salt and black pepper
1 cup thinly sliced mushrooms	1 1/2 cups shredded smoked mozzarella

D I R E C T I O N S

1. Arrange oven racks in the lower and upper thirds of the oven.
2. Heat oven to 475 degrees.
3. Roll out the dough on a well-floured surface to make two 12-inch squares or rounds.
4. Transfer to two ungreased baking sheets.
5. Top the dough with the tomatoes and mushrooms.
6. Drizzle with the oil and season with 1/2 teaspoon salt and 1/4 teaspoon pepper.
7. Bake the pizzas for 10 minutes and remove from oven.
8. Top the pizzas with mozzarella.
9. Return to oven and bake 3 to 5 minutes or until the cheese is melted.