

Lesson 3.3

Unit 3: Page Layout Options

The 50 States

Scaling a Workbook

New Skills

- Changing Page Width
- Changing Page Height
- Changing Page Scale

Lesson Overview

A big social studies test on information relating to the 50 States is coming up. You decide to make a spreadsheet of all the state information you will be tested on so you can view it on one page.

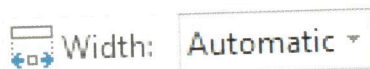
In this lesson, you will create a new worksheet containing the information needed to study for your social studies test on the 50 States. You will then learn to print all of the needed information on one page.

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.

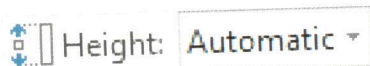
Page Width:

Use this icon to shrink the width of your printout to fit a certain number of pages.



Page Height:

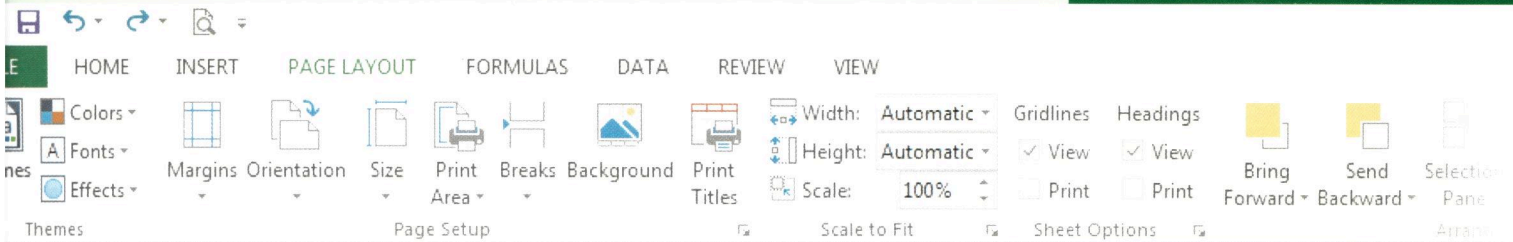
Use this icon to shrink the height of your printout to fit a certain number of pages.



Page Scale:

Use this option to stretch or shrink your printout to a percentage of its actual size.





5.

Instructions

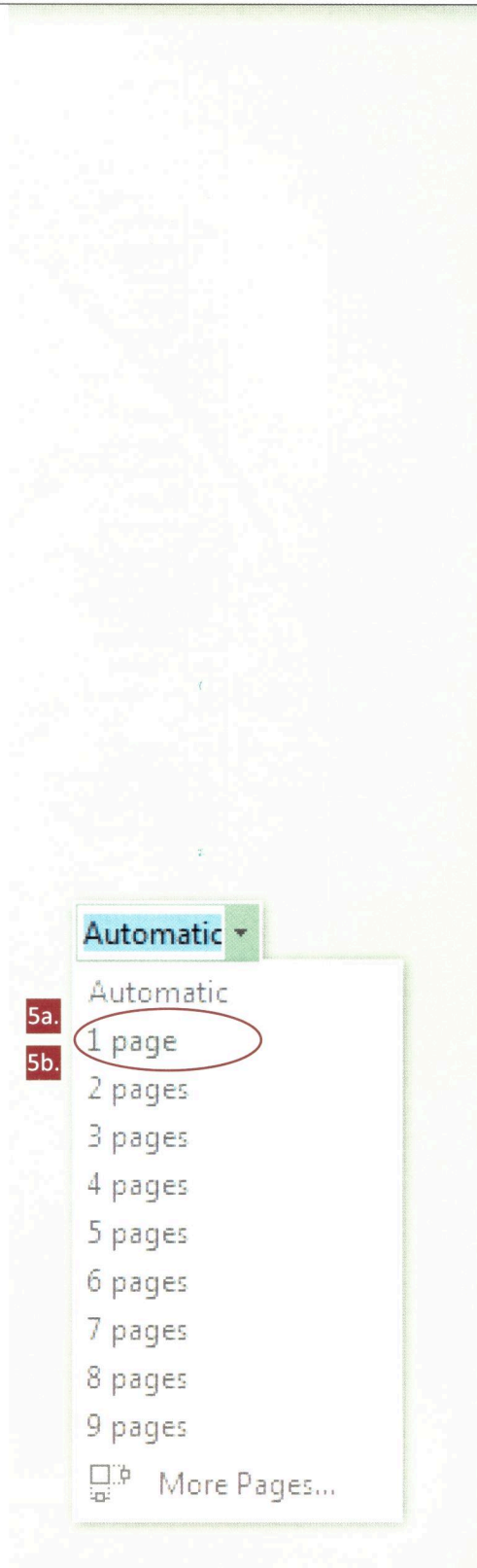
1. Using Microsoft Excel 2013, create a new Blank workbook.
2. Save the file as *3.3 The 50 States* in your **My Excel Projects** folder.
3. Key the data as shown in *3.3 Source Doc. A*.
 ⤷ *Note: Unless otherwise noted, resize the column widths to fit cell contents.*
4. Make the following formatting changes:
 - a. Insert a blank row before row 1 and insert the text [The 50 States] in cell A1
 - b. Change the font size of cell A1 to 16
 - c. Bold and italicize row 2
 - d. Change the font color of row 1 to blue
 - e. Change the font color of row 2 to red, and the size to 14
 - f. Adjust the width of column C to 24
 - g. Change the height of rows 3 through 52 to 18
 - h. Select cells A1 through D1 and merge and center
 - i. Beginning with row 3, apply gray shading to the odd numbered rows that contain data
 - j. Change the margins to Wide
 - k. Select cells A1 through D52 and set the print area

5. From the **PAGE LAYOUT** tab, **Scale to Fit** group, do the following:

a. Change the **Width** to **1 Page** 

b. Change the **Height** to **1 Page** 

6. Proofread your work for accuracy and format, then resave the file.
7. Print Preview your worksheet.
8. Your worksheet should look similar to *3.3 Source Doc. B*.
9. Print a copy if required.



Lesson 3.3

Scaling a Workbook

3.3 Source Doc. A

	A	B	C	D
1	State	Capital	State Abbreviation	State Nickname
2	Alabama	Montgomery	AL	The Yellowhammer State
3	Alaska	Juneau	AK	The Last Frontier
4	Arizona	Phoenix	AZ	The Grand Canyon State
5	Arkansas	Little Rock	AR	The Natural State
6	California	Sacramento	CA	The Golden State
7	Colorado	Denver	CO	The Centennial State
8	Connecticut	Hartford	CT	The Constitution State
9	Delaware	Dover	DE	The First State
10	Florida	Tallahassee	FL	The Sunshine State
11	Georgia	Atlanta	GA	The Peach State
12	Hawaii	Honolulu	HI	The Aloha State
13	Idaho	Boise	ID	The Gem State
14	Illinois	Springfield	IL	The Prairie State
15	Indiana	Indianapolis	IN	The Hoosier State
16	Iowa	Des Moines	IA	The Hawkeye State
17	Kansas	Topeka	KS	The Sunflower State
18	Kentucky	Frankfurt	KY	The Bluegrass State
19	Louisiana	Baton Rouge	LA	The Pelican State
20	Maine	Augusta	ME	The Pine Tree State
21	Maryland	Annapolis	MD	The Old Line State
22	Massachusetts	Boston	MA	The Bay State
23	Michigan	Lansing	MI	The Great Lakes State
24	Minnesota	St. Paul	MN	The North Star State
25	Mississippi	Jackson	MS	The Magnolia State
26	Missouri	Jefferson City	MO	The Show Me State
27	Montana	Helena	MT	The Treasure State
28	Nebraska	Lincoln	NE	The Cornhusker State
29	Nevada	Carson City	NV	The Silver State
30	New Hampshire	Concord	NH	The Granite State
31	New Jersey	Trenton	NJ	The Garden State
32	New Mexico	Santa Fe	NM	The Land of Enchantment
33	New York	Albany	NY	The Empire State
34	North Carolina	Raleigh	NC	The Tar Heel State
35	North Dakota	Bismarck	ND	The Peace Garden State
36	Ohio	Columbus	OH	The Buckeye State
37	Oklahoma	Oklahoma City	OK	The Sooner State
38	Oregon	Salem	OR	The Beaver State
39	Pennsylvania	Harrisburg	PA	The Keystone State
40	Rhode Island	Providence	RI	The Ocean State
41	South Carolina	Columbia	SC	The Palmetto State
42	South Dakota	Pierre	SD	Mount Rushmore State
43	Tennessee	Nashville	TN	The Volunteer State
44	Texas	Austin	TX	The Lone Star State
45	Utah	Salt Lake City	UT	The Beehive State
46	Vermont	Montpelier	VT	The Green Mountain State
47	Virginia	Richmond	VA	Old Dominion
48	Washington	Olympia	WA	The Evergreen State
49	West Virginia	Charleston	WV	The Mountain State
50	Wisconsin	Madison	WI	The Badger State
51	Wyoming	Cheyenne	WY	The Equality or Cowboy State

The 50 States

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