

## Chapter 10 Print Macro Practice

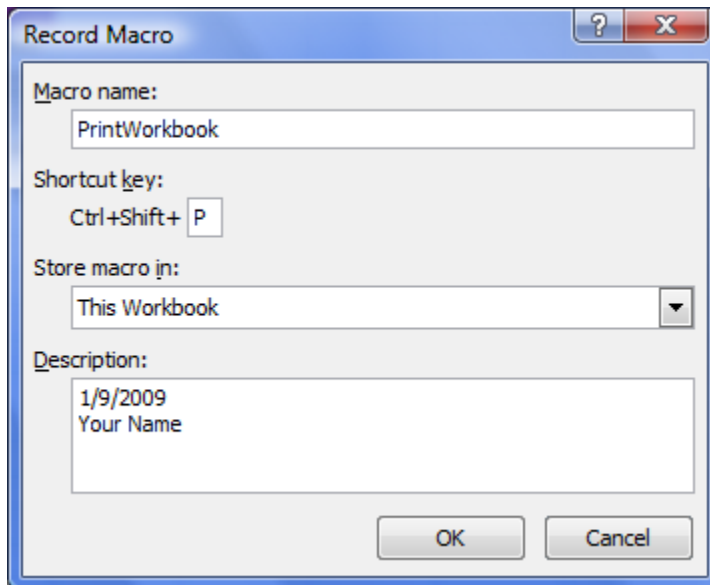
Open the **chap1\_ho3\_jake\_solution.xlsx** file in the **Excel\Chapter 1** folder that you completed in Chapter 1. Save the file as a macro file with a new name of **chap10\_ho3\_jake\_solution.xlsm**. Be sure to follow these steps to save the file as a macro file. Office button, Save As, Other Formats, click the Save as type drop-down arrow to find the **Excel Macro-Enabled Workbook** file type.

Learning objective: to create a print macro using the steps on pages 116 – 117, Step 2 items a. – g and Step 3 items a. - d.

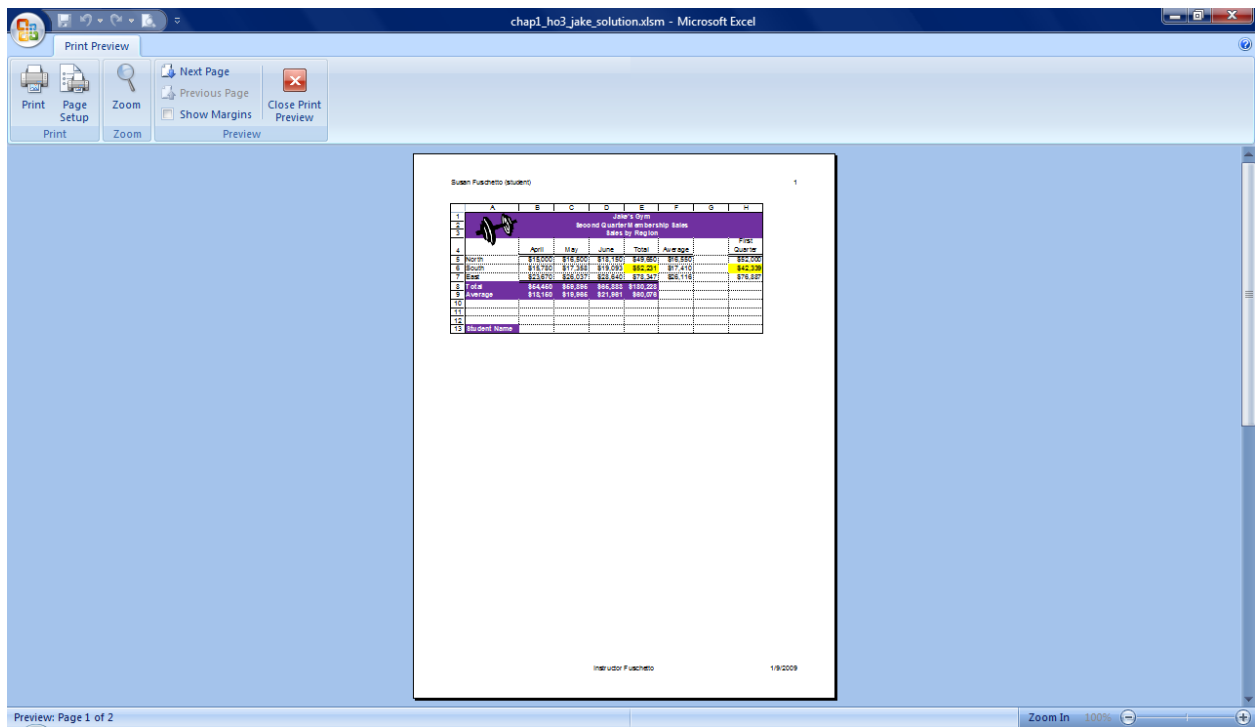
With the **chap10\_ho3\_jake\_solution.xlsm** file open in Excel create the macro. The steps are:

1. View tab, Macros drop-down arrow, Record Macro...
2. Enter the following (see screen shot and notes):

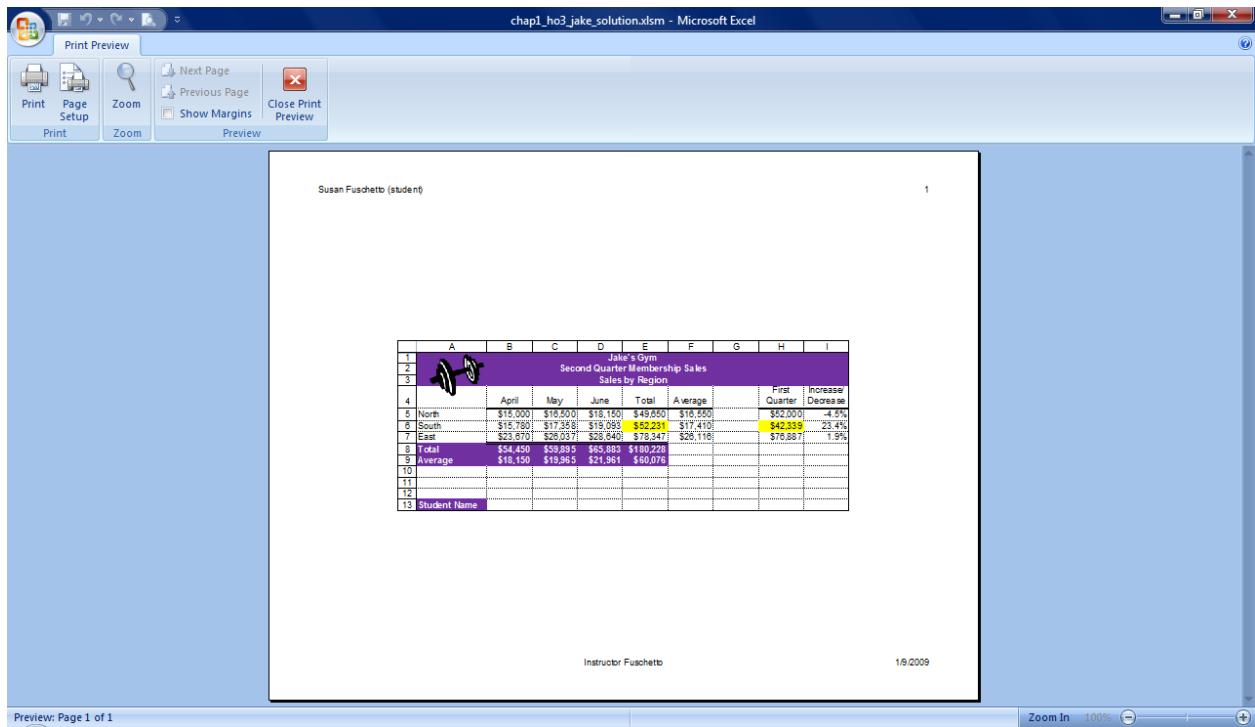
**Notes:** The shortcut uses uppercase P, Shift P. Make sure you store the macro in THIS WORKBOOK. Replace Your Name with your real name.



3. Follow the steps on pages 116 – 117, Step 2 items a. – g and Step 3 items a. - d. to record the PrintWorkbook macro.
4. Click the Close Print Preview button.
5. **Stop recording.** View tab, Macros drop-down arrow, Stop Recording.
6. Test/Run the macro:
  - Undo the print settings you just did on pages 116 – 117, Step 2 items a. – g and Step 3 items a. - d.
  - Then run the macro: View tab, Macros drop-down, View Macros, select the PrintWorkbook macro, and click the Run button.
    - Half way through the test run the macro will pause in the Print Preview screen. The worksheet will be in the Portrait orientation (see screen shot below). Click the Close Print Preview button to continue running the macro.



- The macro will continue on and end in the Print Preview screen. The worksheet will be centered horizontally and vertically, and be in landscape on one page (see screen shot below).



- Click the Print Preview button and the macro will stop.
- Clear the print settings again and repeat the test with Ctrl+Shift+P

Remember to save the file.