

Print Preview, Print Areas and Page Setup

60 minutes

ICT2: Introduction to other software packages and applications

Outcome M2.U1.2

WHAT THIS LESSON DOES

Prepare your budget spreadsheet for professional printing by using print preview, setting a print selection, adjusting page layout options and exporting a clean one-page PDF while preserving the original editable file.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M2.U1.2	Create a spreadsheet and enter numeric and character data, apply formulas while understanding their purpose to generate results, format cells and generate a chart and print it.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Use Print Preview and set a print area by selecting the budget block and choosing Print selection or Selected cells
- Choose landscape A4 and keep a wide budget readable on one page (tight selection and hidden helper columns; Fit to page only where Google Sheets offers it)
- Export a clean one-page PDF of the budget
- Keep both the editable spreadsheet and the print-ready PDF in the portfolio folder

BEFORE THE BELL

- Mandatory pre-check that students can open 05_project_budget from 05_budget. Anyone missing a file makes a new 05_project_budget from the introduction (four headings and five of their own costs).
- Know the school PDF path: browser Download, system Print then Save as PDF, or teacher-machine export.
- Projector hook: messy multi-page preview beside a clean one-page landscape PDF (img_intro_print_ready).
- Mandatory pre-check that students can open 05_project_budget from 05_budget. Project img_intro_print_ready for the opening hook.
- Project one sample budget. Confirm PDF download path on school machines (or system Print to PDF workaround). Rehearse one failed-preview, hide, reselect cycle.
- Know your school's PDF download path for Chrome/Edge on shared accounts, plus the system Save as PDF fallback.
- Circulate with the three-tick checklist. Confirm each student has a real PDF named 05_project_budget.pdf in 05_budget, not only Print Preview open. Have folder confirmation images ready if needed.
- Write the two stems on the board if the group goes quiet easily.

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HOW THE LESSON RUNS

5 min	introduction	Introduction
6 min	content	Key concepts
15 min	activity	Step-by-step task
4 min	content	Common issues
20 min	activity	Independent practice
5 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Demo selection + Print Preview + A4 landscape first, including one failed preview then hide then reselect cycle. Students mirror the guided clicks on their own file but stop at a shareable preview, so Independent Practice owns the portfolio PDF.
- Be explicit: Excel Online cannot scale a whole sheet down to one page on the web and has no multi-page print titles; Google Sheets offers Fit to page and optional Repeat frozen rows.
- Say once that 05_project_budget.pdf sits with the editable sheet as evidence toward the best-spreadsheet Key Assignment.
- Common issues: project only the live snag row; full table stays as Independent Practice help.
- KA tick list: exact PDF filename, one readable landscape page, editable sheet still in 05_budget.
- Reflection: board stems "My PDF shows..." and "A treasurer might still ask...", two voices, then close.

WHAT TO WATCH FOR

- Leaving portrait on in Google Sheets.
- Selecting empty columns and accepting microscopic text.
- Thinking Freeze Top Row finished print titles in Excel Online.
- Screenshot instead of a real PDF, or download blocked with no fallback.
- Using a separate Export Download path that ignores print selection and page setup.

DIFFERENTIATION

- Support: print selection only, teacher helps hide columns, system Save as PDF.
- Extension: trial portrait vs landscape PDF; optional header/footer with name, project title and date; Google multi-page Repeat frozen rows if preview needs it.