

Page Setup for Printing: Margins, Orientation

60 minutes

ICT Specialism 3: Spreadsheets

Outcome M3.U3.4

WHAT THIS LESSON DOES

In this lesson you will learn to adjust page setup options in a spreadsheet. This ensures your work prints cleanly on a single landscape A4 page without cut off text or extra pages.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M3.U3.4	Manipulate and edit spreadsheets and prepare for printing by using features such as changing margins, orientation, page set up, gridlines, selecting cell range and selected charts.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Set margins, orientation, and scaling to fit
- Use print preview to judge page layout
- Configure one spreadsheet to print cleanly on one landscape A4 page

BEFORE THE BELL

- Pre-share starter file sm3_print_setup_practice (nine headings + three sample rows) into each student's sm3 folder or a class link.
- Open one wide spreadsheet of your own on the classroom screen, ready to show in portrait print preview at the start.
- Check that printers or PDF export are available on student devices, so anyone who cannot print to paper can save a PDF instead.
- Have a deliberately wide demo spreadsheet ready on the classroom screen for a failed portrait print preview. Pre-share starter file sm3_print_setup_practice into each student's sm3 folder (or a class shared drive link).
- Pre-share sm3_print_setup_practice with headings and three sample rows. Demo portrait failure then landscape/A4/narrow/fit-to-width fix inside File → Print before students start.
- Confirm students know which sm3 workbook is their widest project sheet; demo Save/Download as PDF once before independent practice.

Page Setup for Printing: Margins, Orientation

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

- Model the process on the classroom screen before releasing students, using File -> Print only for Excel in the browser (Microsoft 365) and Google Sheets.
- Reveal key-concept rows one at a time against the live fail demo.
- Demo Save as PDF / Download as PDF once before independent practice so evidence capture is not a new skill at the desk.
- Circulate during independent practice to offer support and check that sm3_print_preview (or sm3_print_preview_evidence) is saved in sm3 for the practical achievement log and work-placement evidence.
- Stress checking print preview after every adjustment.

WHAT TO WATCH FOR

- Forgetting to set A4 after choosing landscape, check paper size next.
- Over-scaling instead of changing orientation first, follow the order of fixes.
- Extra blank pages from distant cells, use Ctrl+End to locate the used area.
- Looking for desktop-only page-setup controls in browser Excel, stay in File → Print.

DIFFERENTIATION

- Support: Offer the filled starter and a printed step checklist.
- Extension: Ask students to balance fit with maximum readability; compare Normal vs Narrow vs Wide margins.
- Support: Allow peer pairing during the practice activity.
- Absence / thin prior work: use the sm3_print_setup_applied fallback path in independent practice.