**Project 7-3: Modify the Appearance of a Worksheet**

*Albert, the CEO’s administrative assistant at A. Datum, asked you to help him prepare documents to email to board members. Albert wants to enhance the appearance of the A. Datum sales worksheet, which will be viewed onscreen and may be printed.*

**GET READY. Launch Excel if it is not already running.**

**1.** OPEN ***07 ADatum Appearance*** from the data files for this lesson.

**2.** On the PAGE LAYOUT tab, in the Page Setup group, click the **Background** button. The Insert Pictures dialog box opens.

**3.** Next to From a file, click **Browse**. The Sheet Background dialog box opens.

**4.** Navigate to the student data files folder, select *07 confidential.png*, and then click **Insert**.

**5.** On the PAGE LAYOUT tab, in the Sheet Options group, uncheck the **Gridlines View** check box. The gridlines disappear from the worksheet.

**6.** Check the **Gridlines View** check box to restore viewable gridlines.

**7.** On the PAGE LAYOUT tab, in the Page Setup group, click the **Dialog Box Launcher**. The Page Setup dialog box opens.

**8.** Click the **Margins** tab.

**9.** Check the **Center on page Horizontally** check box and the **Vertically** check box.

**10.** Click **Print Preview**. Verify that the content is centered horizontally and vertically, and then click the **Back** button to exit Print Preview.

**11.** SAVE the workbook as ***07 ADatum Appearance Solution*** and CLOSE the file.