

# Guidance on how to align Excel correctly

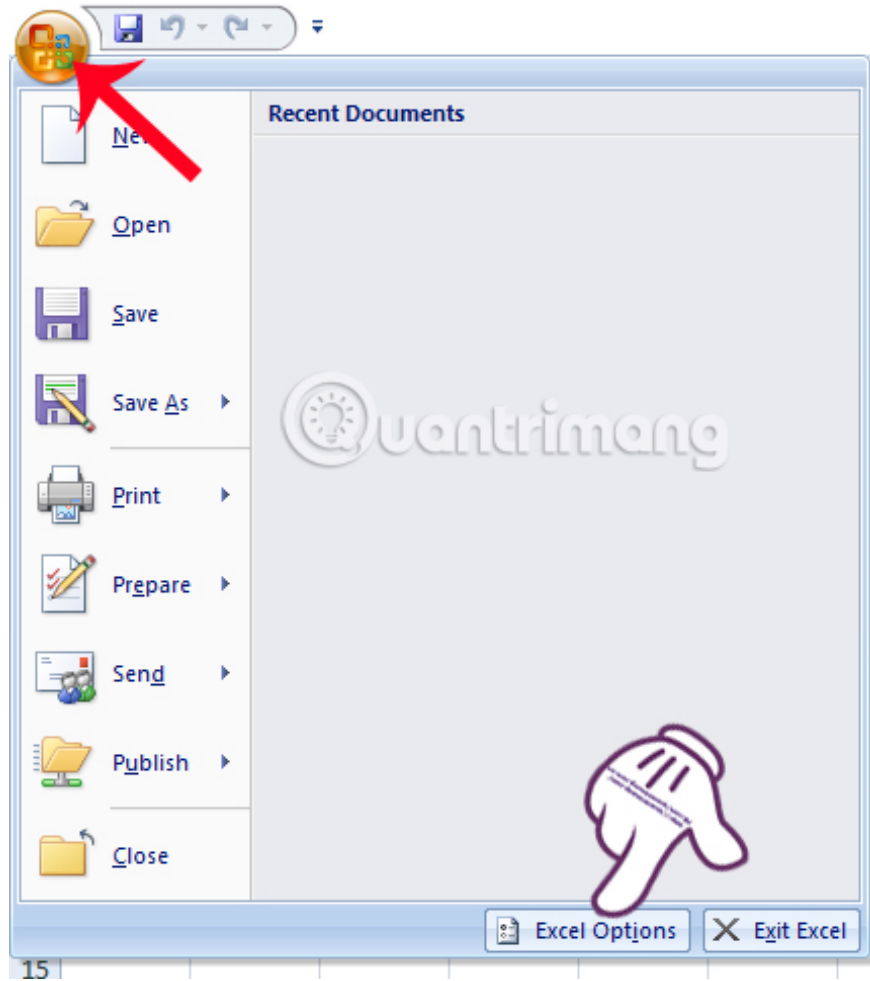
Many acquaintances manually align Excel margins, adjust alignment margins, and forget how to set alignment in Excel. In this article, Network Administrator will show you how to align standard in Excel.

Aligning margins in Excel or Word is essential, helping us to have better text and data pages, more standard formats after completion and after printing Excel. However, there are quite a few people who are familiar with manual Excel alignment, adjusting alignment margins and forgetting how to set alignment in Excel. In this article, Network Administrator will show you how to align standard in Excel.

## Steps to align in Excel standard format

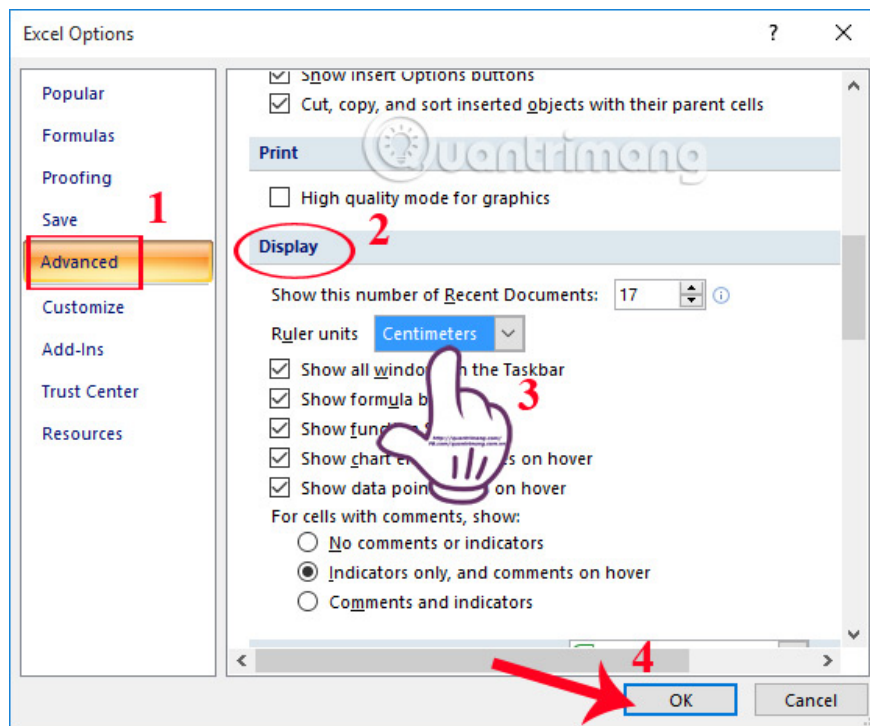
### Step 1:

You open Excel on the computer. First to be able to align Excel margins, we need to **change the default unit of Excel to cm** . We will click on **Button** on the same interface and select **Excel Options** .



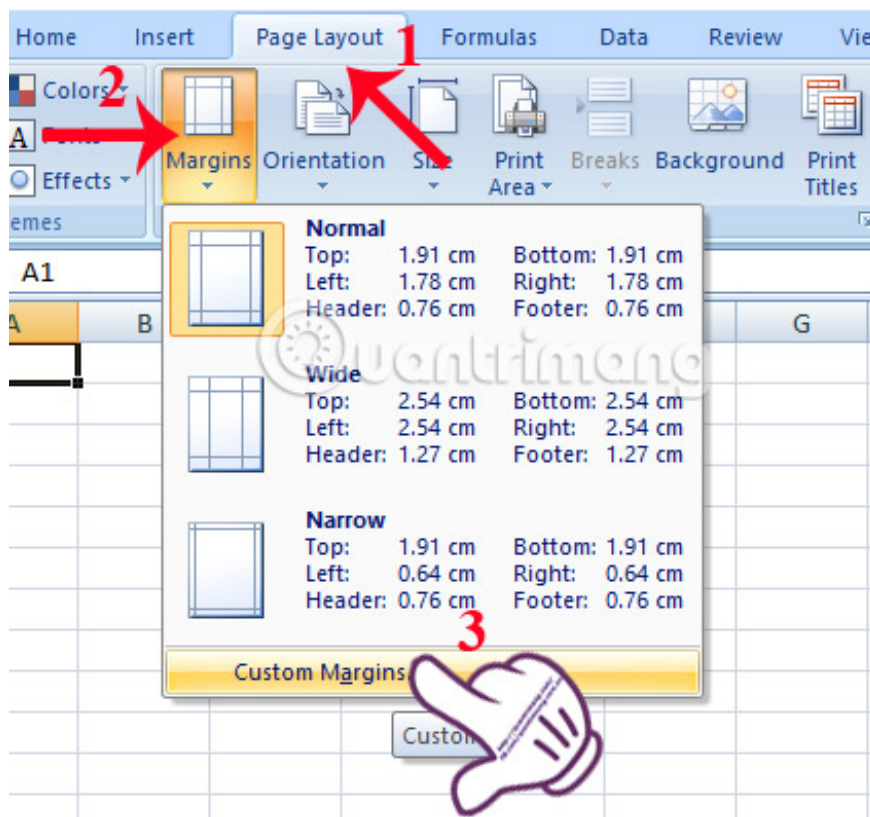
## Step 2:

Next, in the new Excel Options window, click on **Advanced** in the left menu. To the right interface, scroll down to the content below the **Display** section. Here, we will proceed to change the unit from inch to cm. In the **Ruler units** section, click on the arrow and select **Centimeters** . Finally click **OK** .



### Step 3:

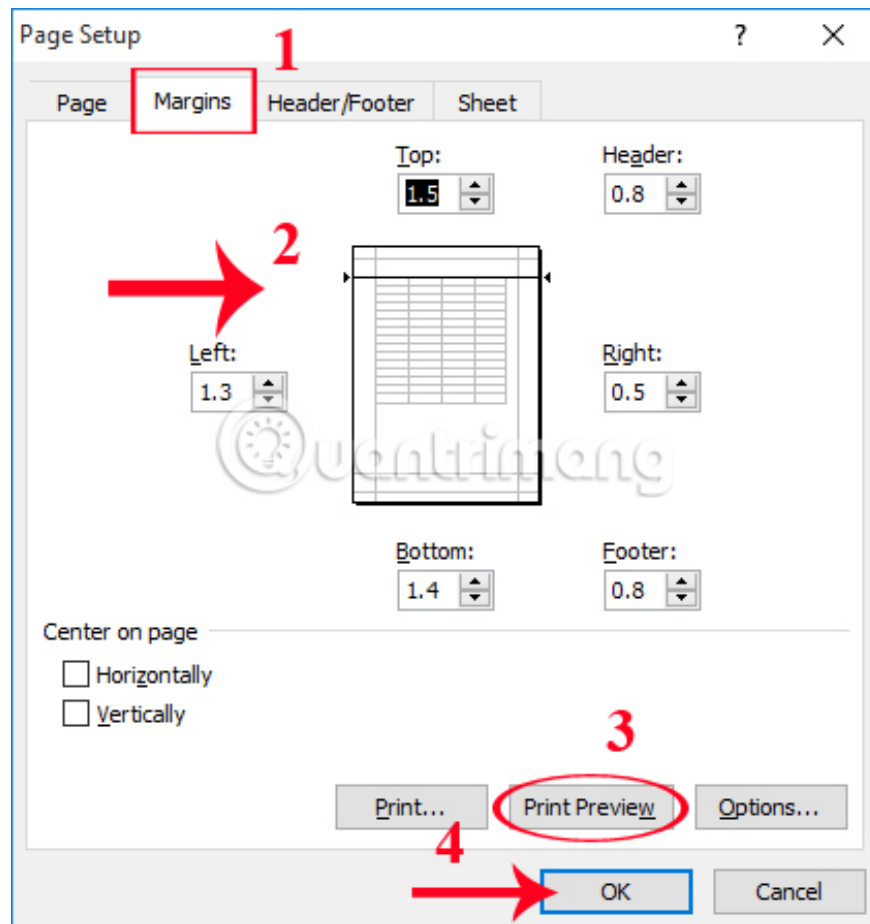
Next to align the margin, in the Excel interface, select the **Page Layout** tab, select **Margins** and select **Custom Margins** right below.



#### Step 4:

The **Page Setup** window appears. Here, we select the **Margins** tab, then format the alignment in items including Left (left), Right (right), Top (top), Bottom (bottom), Header (first title), Footer (last title ) depending on the purpose of aligning each person.

Once the alignment is complete, click **Print Preview** to see the full page content after aligning it. If it is standard with the margin you want to align, click **OK** to save.



As such, we have completed each step of standard alignment for Excel. The document after printing will follow the margin size that we have set. If you want to change the margin for Excel, you only need to change the 6 sizes in the Page Setup.

## Video tutorials align on Excel

Refer to the following articles:

1. Summary of expensive shortcuts in Microsoft Excel
1. These are the most basic functions in Excel that you need to understand

1. You want to print text, data in Microsoft Excel. Not as simple as Word or PDF! Read the following article!

I wish you all success!

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