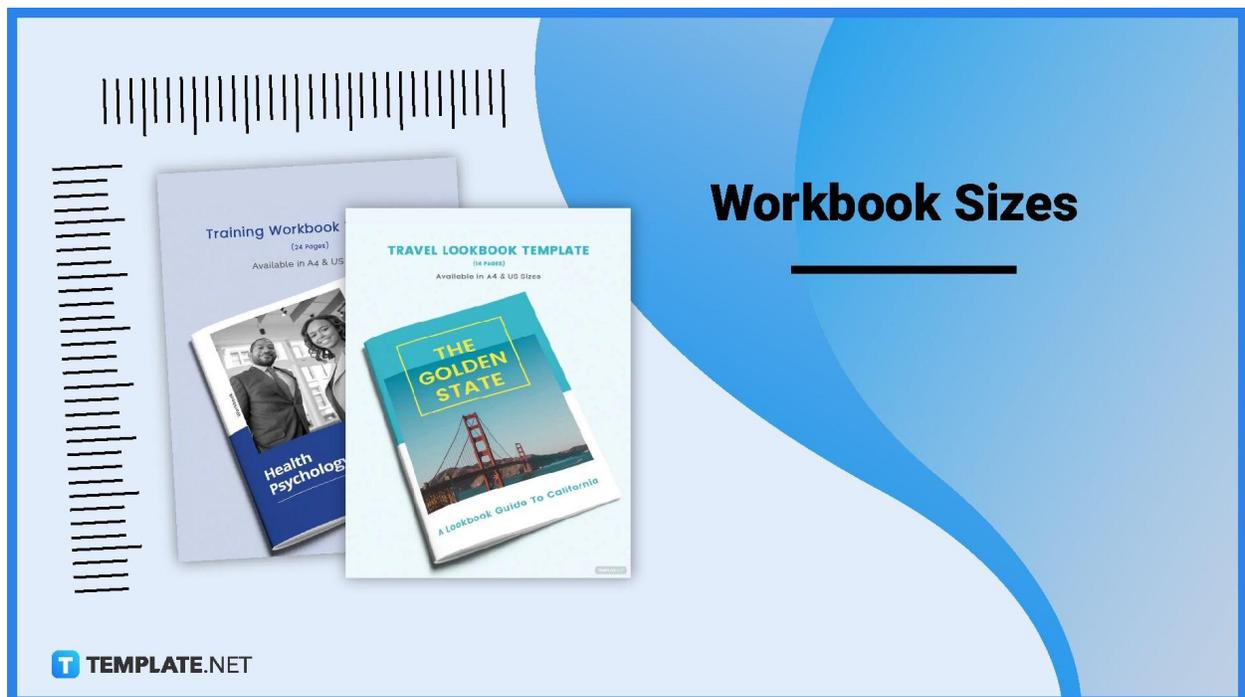


# Workbook Sizes

Workbooks differ in size and dimension depending on the purpose that they serve to the readers and learners. Whether you are preparing a paperback or online workbook for training, simple bookkeeping, book writing, Excel project plan, or graphic design, developing a professional workbook with the right size and resolution is an effective way to depict the self-guided questions, assignments, and other worksheets to the intended reader.



## Workbook Sizes Standard

It is essential that you consider using the proper size or dimension and resolution of your workbook so that you are able to present a high-quality and interactive workbook to the readers. In this section, we provide you with the standard workbook sizes:

### Letter (8.5" × 11")

One of the most used paper sizes when creating workbooks, guidebooks, picture books, recipe books, and other reading materials is the US letter. It has standard dimensions of 8.5

× 11 inches (215.9 × 279.4 mm), with a standard image resolution of 300 DPI (2550 pixels × 3300 pixels).

## **A4 (8.3" × 11.7")**

A4 paper size has standard sizes of 8.5 × 14 inches, and 210 × 297 mm. The ideal resolution for A4 paperback workbooks is 2480 pixels × 3508 pixels.

## **Workbook Sizes for Print**

The standard workbook sizes for print are US Letter and A4 paper sizes with an image resolution of 300 DPI in CMYK color mode. US letter-size paperback workbooks are printed with dimensions of 8.5 × 11 in. or 215.9 × 279.4 mm, while, A4-size workbooks have measurements of 8.5 × 14 inches or 210 × 297 mm.

# Workbook Sizes for Print

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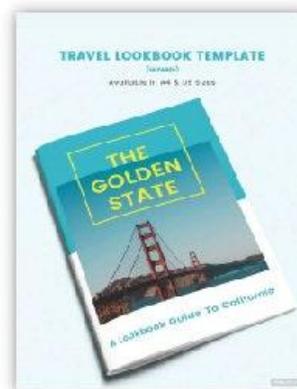
## Letter Size



11" Inches  
or  
279.4 mm

8.5" Inches  
or  
215.9 mm

## A4 Size



14" Inches  
or  
297 mm

8.5" Inches  
or  
210 mm

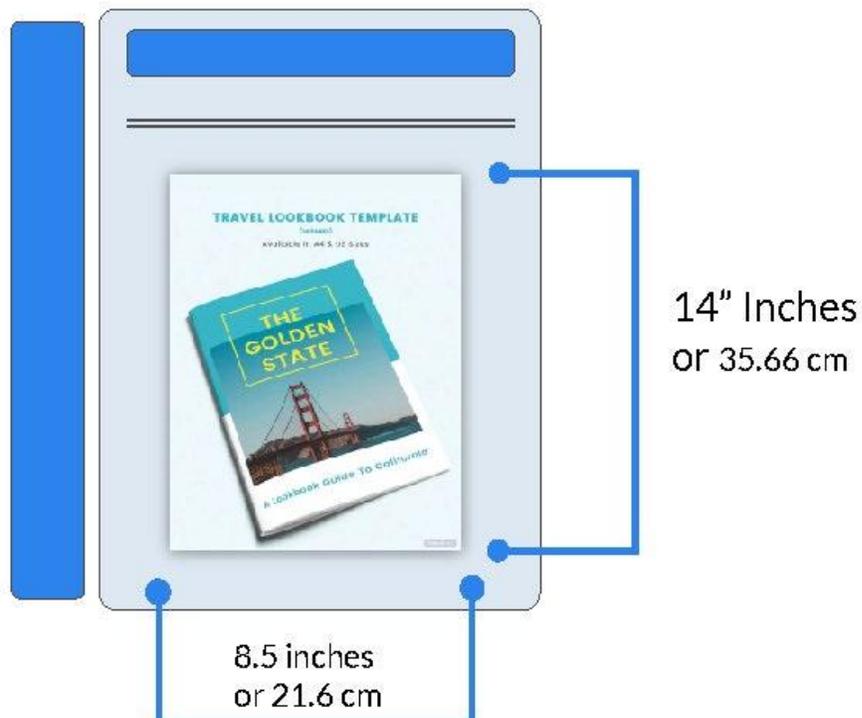
## Workbook Sizes for Business

Many businesses use US legal workbook sizes with standard dimensions of 8.5 × 14 inches or 21.6 × 35.66 cm for Excel spreadsheets. They also use a US letter size for ebooks, booklets, and other self-instructional materials.

# Workbook Sizes for Business

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## Letter Size

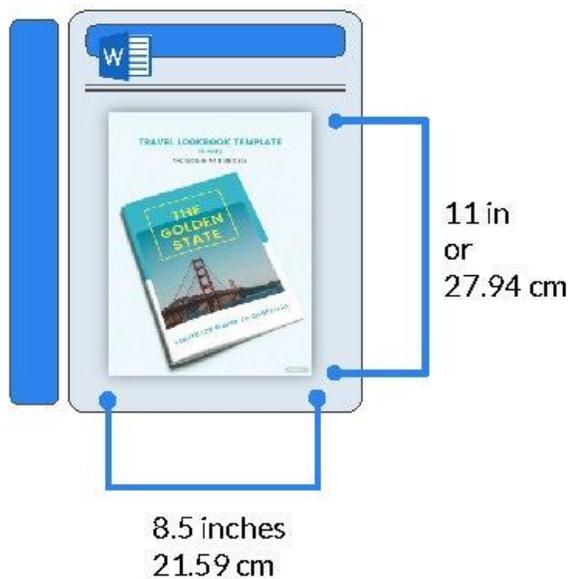


## Workbook Sizes for MS Word

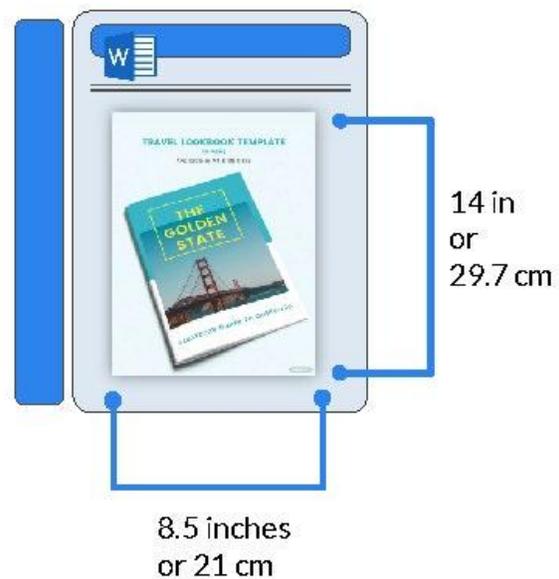
The workbook sizes available in Microsoft Word are letter and A4. Letter size has ideal cover dimensions of 8.5 × 11 inches or 21.59 × 27.94 cm, while the A4 paper has standard sizes of 8.5 inches wide × 14 inches long or 21 cm. wide × 29.7 cm. long.

# Workbook Sizes for MS Word

## Letter



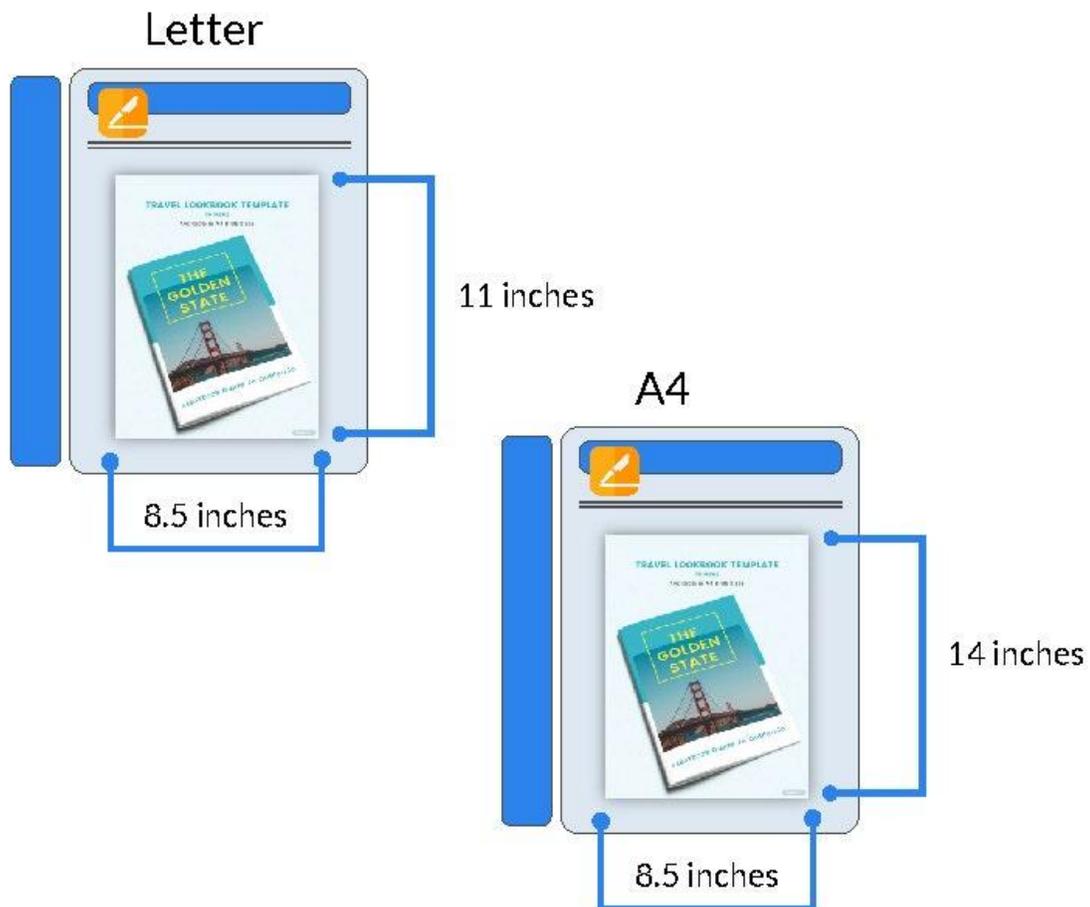
## A4



## Workbook Sizes for Apple Pages

The standard paper sizes of Apple Pages for your workbooks are US Letter and A4. US Letter has dimensions of 8.5 × 11 inches, while A4 papers have a size of 8.5 × 14 inches.

# Workbook Sizes for Apple Pages

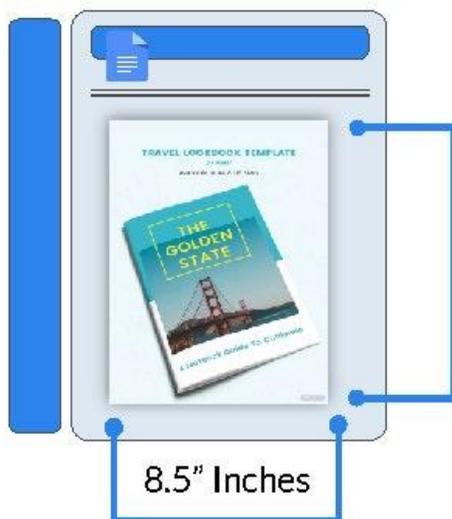


## Workbook Sizes for Google Docs

The standard workbook paper sizes for Google Docs are letter (8.5 × 11 inches), and many others. Additionally, you can create a workbook in A4 paper size (8.3 × 11.7 in.) for your brand book, daily worksheet reports, letterheads, and other reading materials.

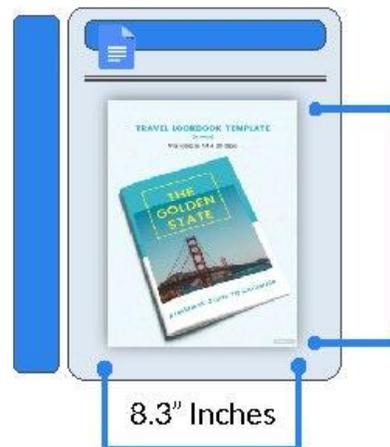
# Workbook Sizes for Google Docs

## Letter Size



11" Inches

## A4 Size



11.7" Inches

8.3" Inches

## FAQs

### How many rows and columns are in a workbook?

A workbook in Excel contains worksheets with 1,048,576 rows and 16,384 columns.

## **How do I reduce the size of a workbook?**

Remove unnecessary worksheets, data, and formulas, crop each worksheet to its used range, compress images, delete blank cells, and convert your document and save it to binary format (XLSB).

## **Why is my workbook so large?**

A large workbook file is caused by having many unused or hidden worksheets in your workbook.

## **What is the size of a workbook in inches?**

The standard size of a workbook in inches is 8.5 × 11.

## **How to find the size of a workbook?**

Click the Office button, click Prepare – Properties, select Document Properties, select Advanced Properties, and then look for the General tab and you will see the workbook size below the location.

## **How to check the size of each worksheet of a workbook?**

Open the Excel VBA editor, put a specific code into a project, and press F5, after the macro finishes return to the workbook, and then you will see a new worksheet at the very start which shows the size of each worksheet.

## **What happens if the workbook's file size is too big?**

If the file size of your workbook is too big, it means that your workbook picks up plenty of empty cells and thinks that there is data in them, which leads to saving it into the XLSX file.

## **What is the pixel size of a workbook?**

The standard pixel size of a workbook is  $2400 \times 3000$  at 300 DPI.

### **What are the dimensions of a workbook?**

The standard dimensions of a workbook are  $8.5 \times 11$  inches.

### **What is the font size of a workbook?**

The font size of a workbook is 11 points.

### **What is the perfect resolution of a workbook?**

The perfect resolution of a workbook is 300 DPI ( $2550 \text{ pixels} \times 3300 \text{ pixels}$ ).

### **What size is a student workbook?**

The size of a student workbook is US Letter ( $8.5 \times 11'' / 216 \times 279 \text{ mm}$ ).

### **How to print an A4 size workbook using MS Word?**

Open your workbook, click File, select Print, look for Settings, choose A4 paper size ( $21 \text{ cm} \times 29.7 \text{ cm}$ ), and tap Print.

### **What is the size of a training workbook?**

A training workbook has a common size of  $8.5 \times 11$  inches or  $5.5 \times 8.5$  inches.

### **What is the layout of a school workbook?**

A school workbook has a systematic layout or format with a clean graphic design and it includes some keypoint checklists, worksheets, and images.