

## Printing in Excel

Print Preview mode in Excel is a very convenient way to prepare your worksheets for printing, without having to print numerous copies of a worksheet to “get it right.” Using Print Preview mode, you can access all the printing options, and even make changes that will be saved with your worksheet in case it’s printed again in the future.

In Excel, you can print your worksheets by using a basic printing procedure, or you can enhance the printout with several print options. Options for setting up the printed page include orientation, scaling, paper size, and page numbering. You can use these options to change how the worksheet is printed on the page (across or down) or even so that your multi-page worksheet prints on a single page.

*Sheet options* control what elements of your worksheet are printed—gridlines, notes, row headings, and so on. You might want to make some changes to these options depending on how you want your printout to look. Another common change is to repeat column or row headings on a multi-page worksheet. On worksheets that span two pages, the information on the second page might not make sense without proper headings.

# Print Preview Printing Options

- Moves you to the next page in the worksheet (can also press the [page down] key)
- Moves you to the previous page in the worksheet (can also press the [page up] key)
- Toggles the worksheet data in and out of magnification
- Opens the Print dialog box
- Opens the Page Setup dialog box tabs (Page, Margins, Header/Footer, Sheet)
- Toggles the margin lines display for the page (top, bottom, left, right), header, footer, and columns
- Displays the worksheet when in Page Break Preview
- Returns you back to the Normal worksheet view
- Provides help with printing questions

The screenshot shows the Microsoft Excel Print Preview window for a worksheet titled "Year 2004 Sales Goals by Region". The window includes a menu bar with options: Next, Previous, Zoom, Print..., Setup..., Margins, Normal View, Close, and Help. The worksheet content includes a table with sales data for 10 regions across four quarters and a total, and a bar chart titled "Year 2004 Sales Goals by Region".

Labels and arrows pointing to specific features in the Print Preview window include:

- Page margins**: Points to the top margin line.
- Column margins**: Points to the right margin line.
- Row/Column Headers**: Points to the header area of the table.
- Zoom**: Points to the magnification icon in the top right.
- Header information**: Points to the header row of the table.
- Cell error indicators**: Points to a cell containing "#N/A".
- Worksheet Centered**: Points to the centering icon in the top left.
- Footer Margin**: Points to the bottom margin line.
- Landscape orientation**: Points to the orientation icon in the bottom right.
- Number of Pages or Margin Width**: Points to the "Page 1 of 2" indicator at the bottom left.
- Displayed comments**: Points to a comment box over a cell.
- Gridlines**: Points to the grid lines of the worksheet.

## Start

## Using Print Preview

1 Click

2 Click

Microsoft Office Excel 2003 - sales\_9

File Edit View Insert Format Tools Data Window Help

Type a question for help

100%

Microsoft Office Excel 2003 - sales\_9

Next Previous Zoom Print... Setup... Margins Page Break Preview Close Help

Last Name	First Name	Region	Units Sold	Price per Unit	Current Month	YTD Sales
Fenter	Tom	1	3	9000	2,700,000	2,700,000
Fullerton	Mike	1	38	3500	133,000	1,330,000
Harcourt	April	1	45	1250	56,250	562,500
Hoffman	Gretchen	1	33	1720	5,676	1,871,000
Price	Pauline	1	33	1000	33,000	2,400,000
Roth	Jim	1	10	5000	50,000	2,250,000
Thompson	Jerry	1	15	4300	64,500	2,330,000
Vilberth	Ferne	1	33	9000	2,970,000	2,970,000
Booth	Sam	1	10	4000	40,000	2,435,000
Bowers	Linda	1	38	2000	76,000	1,280,000
Bowers	Linda	1	38	2000	76,000	1,280,000
Brown	Fazel	1	34	3000	102,000	2,870,000
Owen	Hazel	1	33	3000	99,000	1,870,000
Fenter	Tom	1	3	2500	7,500	1,870,000
Fullerton	Mike	1	38	3500	133,000	1,330,000
Harcourt	April	1	45	1250	56,250	562,500
Hargedon	Mendy	1	10	5000	50,000	2,300,000
Ollson	Gretchen	1	4	1720	6,880	1,871,000
Lewis	Ella Mae	1	30	3500	105,000	3,464,000
Rice	Pauline	1	4	1000	4,000	2,400,000
Pop	Carole	1	15	4500	67,500	2,870,000
Roth	Jim	1	6	5000	30,000	2,250,000
Ryder	Janet	1	41	1250	51,250	1,840,000
Quill	John	1	15	3000	45,000	2,121,000
Thompson	Jerry	1	15	4300	64,500	2,330,000
Vilberth	Ferne	1	33	9000	2,970,000	2,970,000
Booth	Sam	1	10	4000	40,000	2,435,000
Bowers	Linda	1	38	2000	76,000	1,280,000
Brown	Fazel	1	34	3000	102,000	2,870,000
Owen	Hazel	1	33	3000	99,000	1,870,000
Fenter	Tom	1	3	2500	7,500	1,870,000
Fullerton	Mike	1	38	3500	133,000	1,330,000
Harcourt	April	1	45	1250	56,250	562,500
Hargedon	Mendy	1	10	5000	50,000	2,300,000
Ollson	Gretchen	1	4	1720	6,880	1,871,000
Lewis	Ella Mae	1	30	3500	105,000	3,464,000
Rice	Pauline	1	4	1000	4,000	2,400,000
Pop	Carole	1	15	4500	67,500	2,870,000
Roth	Jim	1	6	5000	30,000	2,250,000
Ryder	Janet	1	42	1250	52,500	1,840,000
Quill	John	1	15	3000	45,000	2,121,000
Thompson	Jerry	1	15	4300	64,500	2,330,000
Vilberth	Ferne	1	33	9000	2,970,000	2,970,000
Booth	Sam	1	10	4000	40,000	2,435,000

Ready

Preview: Page 1 of 2

NUM

- 1 With the worksheet you want to print open on your desktop, click the **Print Preview** button on the Standard toolbar.
- 2 The Print Preview window opens, displaying the worksheet in Print Preview mode. Click the **Next** button to move to the next page in the worksheet.

## INTRODUCTION

Worksheets with lots of data can generate large print jobs, possibly containing hundreds of pages. Waiting until all these pages are printed to verify that the information is printed correctly can cost a lot in both time and printing supplies. To help prevent printing mistakes, use Print Preview to ensure that all the necessary elements appear on the pages being printed.

## TIP

## Page Break Preview Button

Click **Page Break Preview** to see exactly what is selected to print (in the print area). If you haven't set the print area, see "Setting the Print Area." If you were already in Page Break Preview view when you clicked the Print Preview button, the toolbar button will display Normal view instead, which will display your entire worksheet (regardless of whether you have set the print area).

The image consists of three sequential screenshots of the Microsoft Office Excel 2003 Print Preview window, labeled with red circles and numbers 3, 4, and 5. Each screenshot shows a hand cursor icon pointing to a specific button in the menu bar.

**Step 3:** The 'Zoom' button is highlighted. The worksheet data is visible but small.

Last Name	First Name	Region	Units Sold	Price per Unit	Current Month Sales	YTD Sales
Booth	Sam	4	18	\$ 400.00	\$ 7,200.00	\$ 2,435.00
Bowers	Linda	4	31	\$ 200.00	\$ 6,200.00	\$ 1,230.00
Dillman	Rachel	4	22	\$ 330.00	\$ 7,260.00	\$ 2,870.00
Green	Kimberly	4	27	\$ 300.00	\$ 8,100.00	\$ 1,970.00
Fenter	Tom	4	30	\$ 90.00	\$ 2,700.00	\$ 2,191.00
Fleming	Paul	4	21	\$ 250.00	\$ 5,250.00	\$ 1,570.00
Harcourt	April	4	38	\$ 125.00	\$ 4,750.00	\$ 1,709.00

**Step 4:** The 'Margins' button is highlighted. Vertical margin lines are visible on the worksheet.

**Step 5:** The 'Close' button is highlighted. The worksheet is shown in its normal view.

- 3** Click the **Zoom** button to increase the viewable size of the worksheet in Print Preview mode. (Click **Zoom** again to return to the original page size.)
- 4** Click **Margins** to toggle between displaying the margin indicators, which you can drag to set more or less of your worksheet to print.
- 5** Click the **Close** button to return to the worksheet's Normal view.

End

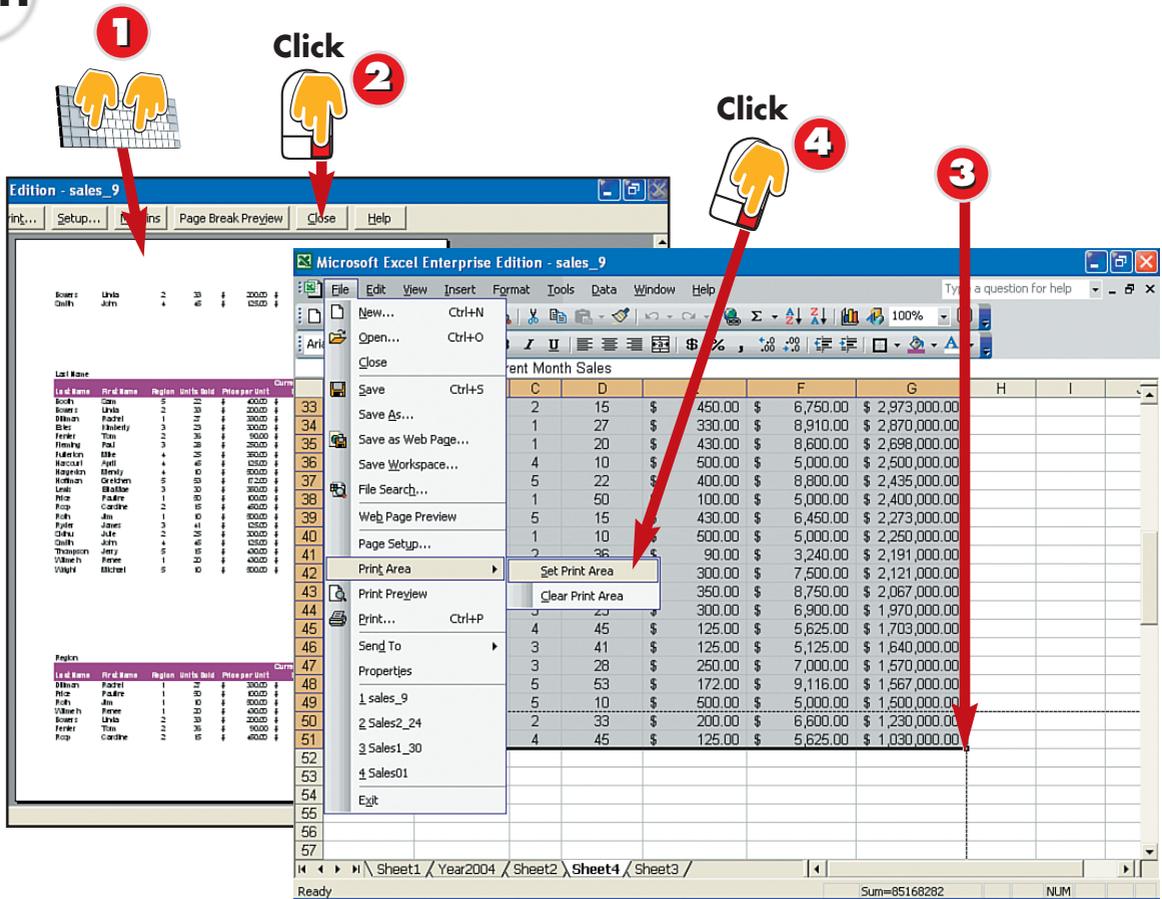
TIP

### Setup Button in Print Preview

Click the **Setup** button to open the Page Setup dialog box. Use the **Page** tab to alter the page orientation and scaling (see "Printing Portrait or Landscape Orientation" and "Printing a Worksheet on One Page"). Use the **Margins** tab to alter the margins or center your data horizontally and vertically (see "Centering a Worksheet on a Page"). Use the **Header/Footer** tab to add a header and footer (see "Adding Headers and Footers"). Finally, use the **Sheet** tab to alter the gridlines and row and column headers (see "Printing Gridlines and Row/Column Headers"), cell comments (see "Printing Cell Comments"), cell errors (see "Printing Cell Error Indicators") and print repeating titles (see "Printing Repeating Row and Column Titles").

## Setting the Print Area

Start



- 1 In Print Preview mode, press the **page down** key on your keyboard to move through your worksheet to see what your printed worksheet will look like.
- 2 Click the **Close** button to return to Normal view so you can set your print area.
- 3 Select the exact cells you want to print (in this example, all the cells in the first two tables in this worksheet).
- 4 Open the **File** menu, choose **Print Area**, and select **Set Print Area** to store the print area as part of the worksheet. Only the cells in the print area will print.

### INTRODUCTION

Worksheets can include several rows and columns; setting the print area enables you to specify which rows and columns to print. If you don't set a print area, all cells that contain data will be printed. The worksheet in this task contains four tables that span seven pages. By default, all will print unless you set a print area.

### TIP

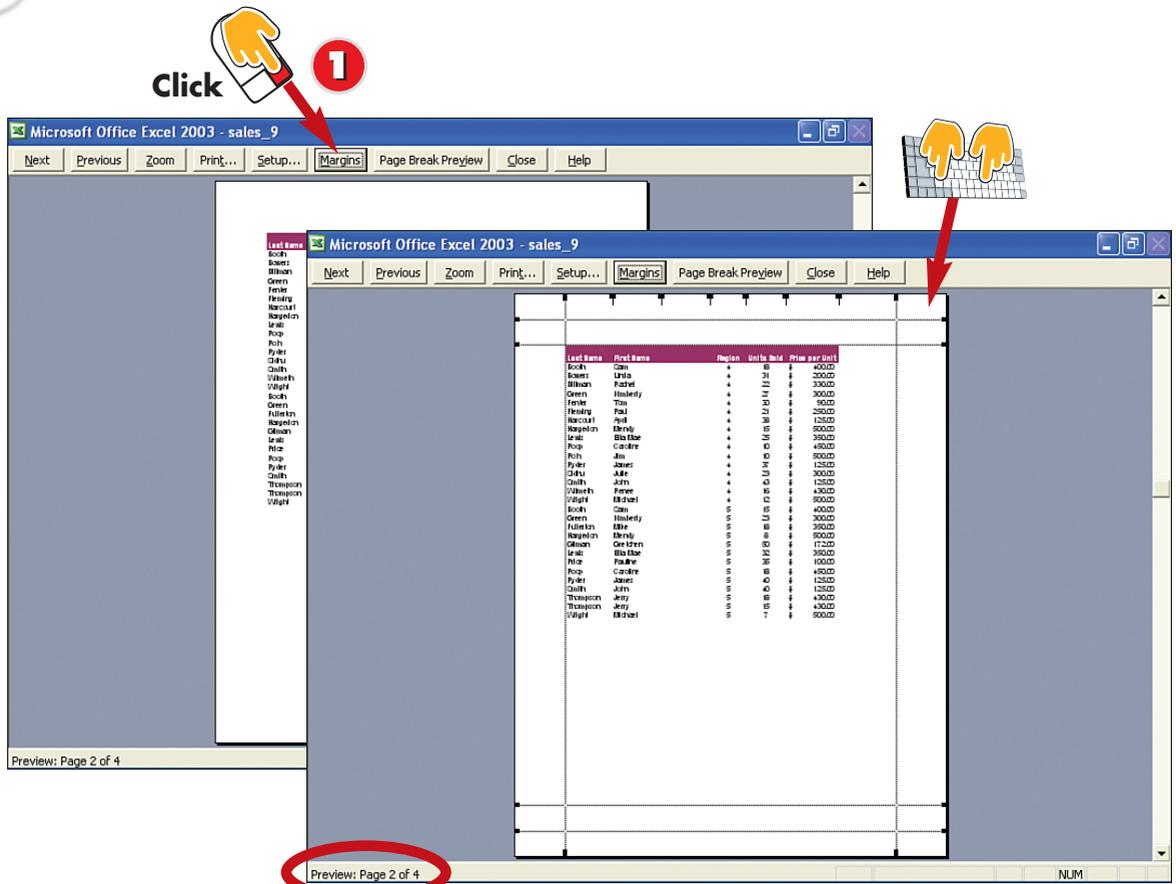
#### Choosing the print area

You can also select the print area from the Page Setup dialog box (open the **File** menu and choose **Page Setup**, and then select the **Sheet** tab) as long as you aren't in Print Preview mode. Click the **Print area** button and select the cells you want to print in your worksheet using the mouse. When finished, click the **Print area** button again on the shrunken dialog box, and the cell location will be indicated on the Sheet tab.



## Start

## Setting Page Margins



- 1 When in Print Preview mode, if you have a page that displays some carryover data from another page, click the **Margins** button.
- 2 Excel activates Print Preview's margin lines. Press **page up** or **page down** to display the page in your worksheet on which you want to fit all the data.

Margins affect where data is printed on a page. They also determine where headers and footers are printed. Occasionally, margins might need to be changed to make room for a letterhead or logo on preprinted stationery. When in Print Preview mode, Excel allows you to alter your column widths and margins simultaneously.

**Print Preview Button**

Click the **Print** button to open the Print dialog box (refer to the task "Printing Worksheets").

The image shows a spreadsheet print preview with three numbered steps:

- Step 3:** A hand icon labeled 'Drop' and 'Click & Drag' with a red arrow pointing to the left margin line. A red circle with the number '3' is next to it. A callout box at the bottom left says 'Left Margin: 0.34'.
- Step 4:** A hand icon labeled 'Click & Drag' and 'Drop' with a red arrow pointing to the right margin line. A red circle with the number '4' is next to it.
- Step 5:** A red circle with the number '5' is next to a callout box at the bottom center that says 'Preview: Page 2 of 2'.

The spreadsheet data is as follows:

Last Name	First Name	Region	Units Sold	Price per Unit	Current Month	YTD Sales
Booth	Cam	+	10	400.00	4,000.00	4,000.00
Bowers	Uma	+	21	200.00	4,200.00	4,200.00
Blanton	Patricia	+	22	300.00	6,600.00	6,600.00
Green	Hazelley	+	27	300.00	8,100.00	8,100.00
Fisher	Tom	+	30	100.00	3,000.00	3,000.00
Henning	Paul	+	21	250.00	5,250.00	5,250.00
Hagquist	Paul	+	28	120.00	3,360.00	3,360.00
Hagquist	Bernly	+	15	500.00	7,500.00	7,500.00
Larid	Blaise	+	25	300.00	7,500.00	7,500.00
Pop	Caroline	+	10	450.00	4,500.00	4,500.00
Rich	Jim	+	10	500.00	5,000.00	5,000.00
Plyler	Janet	+	2	125.00	250.00	250.00
Smith	John	+	23	300.00	6,900.00	6,900.00
Smith	John	+	43	125.00	5,375.00	5,375.00
Vilbush	Ferne	+	15	400.00	6,000.00	6,000.00
Vilbush	Michael	+	10	600.00	6,000.00	6,000.00
Booth	Cam	+	10	400.00	4,000.00	4,000.00
Green	Hazelley	+	27	300.00	8,100.00	8,100.00
Fullerton	Elie	+	10	400.00	4,000.00	4,000.00
Hagquist	Bernly	+	15	500.00	7,500.00	7,500.00
Olson	Caroline	+	10	450.00	4,500.00	4,500.00
Mice	Pauline	+	30	100.00	3,000.00	3,000.00
Pop	Caroline	+	10	450.00	4,500.00	4,500.00
Plyler	Janet	+	2	125.00	250.00	250.00
Smith	John	+	23	300.00	6,900.00	6,900.00
Thompson	Jerry	+	15	400.00	6,000.00	6,000.00
Thompson	Jerry	+	15	400.00	6,000.00	6,000.00
Vilbush	Michael	+	10	600.00	6,000.00	6,000.00
Booth	Cam	+	10	400.00	4,000.00	4,000.00
Bowers	Uma	+	21	200.00	4,200.00	4,200.00
Blanton	Patricia	+	22	300.00	6,600.00	6,600.00
Green	Hazelley	+	27	300.00	8,100.00	8,100.00
Fisher	Tom	+	30	100.00	3,000.00	3,000.00
Henning	Paul	+	21	250.00	5,250.00	5,250.00
Hagquist	Paul	+	28	120.00	3,360.00	3,360.00
Hagquist	Bernly	+	15	500.00	7,500.00	7,500.00
Larid	Blaise	+	25	300.00	7,500.00	7,500.00
Pop	Caroline	+	10	450.00	4,500.00	4,500.00
Rich	Jim	+	10	500.00	5,000.00	5,000.00
Plyler	Janet	+	2	125.00	250.00	250.00
Smith	John	+	23	300.00	6,900.00	6,900.00
Smith	John	+	43	125.00	5,375.00	5,375.00
Vilbush	Ferne	+	15	400.00	6,000.00	6,000.00
Vilbush	Michael	+	10	600.00	6,000.00	6,000.00
Booth	Cam	+	10	400.00	4,000.00	4,000.00
Bowers	Uma	+	21	200.00	4,200.00	4,200.00
Blanton	Patricia	+	22	300.00	6,600.00	6,600.00
Green	Hazelley	+	27	300.00	8,100.00	8,100.00
Fisher	Tom	+	30	100.00	3,000.00	3,000.00
Henning	Paul	+	21	250.00	5,250.00	5,250.00
Hagquist	Paul	+	28	120.00	3,360.00	3,360.00
Hagquist	Bernly	+	15	500.00	7,500.00	7,500.00
Larid	Blaise	+	25	300.00	7,500.00	7,500.00
Pop	Caroline	+	10	450.00	4,500.00	4,500.00
Rich	Jim	+	10	500.00	5,000.00	5,000.00
Plyler	Janet	+	2	125.00	250.00	250.00
Smith	John	+	23	300.00	6,900.00	6,900.00
Smith	John	+	43	125.00	5,375.00	5,375.00
Vilbush	Ferne	+	15	400.00	6,000.00	6,000.00
Vilbush	Michael	+	10	600.00	6,000.00	6,000.00
Booth	Cam	+	10	400.00	4,000.00	4,000.00
Bowers	Uma	+	21	200.00	4,200.00	4,200.00
Blanton	Patricia	+	22	300.00	6,600.00	6,600.00
Green	Hazelley	+	27	300.00	8,100.00	8,100.00
Fisher	Tom	+	30	100.00	3,000.00	3,000.00
Henning	Paul	+	21	250.00	5,250.00	5,250.00
Hagquist	Paul	+	28	120.00	3,360.00	3,360.00
Hagquist	Bernly	+	15	500.00	7,500.00	7,500.00
Larid	Blaise	+	25	300.00	7,500.00	7,500.00
Pop	Caroline	+	10	450.00	4,500.00	4,500.00
Rich	Jim	+	10	500.00	5,000.00	5,000.00
Plyler	Janet	+	2	125.00	250.00	250.00
Smith	John	+	23	300.00	6,900.00	6,900.00
Smith	John	+	43	125.00	5,375.00	5,375.00
Vilbush	Ferne	+	15	400.00	6,000.00	6,000.00
Vilbush	Michael	+	10	600.00	6,000.00	6,000.00
Booth	Cam	+	10	400.00	4,000.00	4,000.00
Bowers	Uma	+	21	200.00	4,200.00	4,200.00
Blanton	Patricia	+	22	300.00	6,600.00	6,600.00
Green	Hazelley	+	27	300.00	8,100.00	8,100.00
Fisher	Tom	+	30	100.00	3,000.00	3,000.00
Henning	Paul	+	21	250.00	5,250.00	5,250.00
Hagquist	Paul	+	28	120.00	3,360.00	3,360.00
Hagquist	Bernly	+	15	500.00	7,500.00	7,500.00
Larid	Blaise	+	25	300.00	7,500.00	7,500.00
Pop	Caroline	+	10	450.00	4,500.00	4,500.00
Rich	Jim	+	10	500.00	5,000.00	5,000.00
Plyler	Janet	+	2	125.00	250.00	250.00
Smith	John	+	23	300.00	6,900.00	6,900.00
Smith	John	+	43	125.00	5,375.00	5,375.00
Vilbush	Ferne	+	15	400.00	6,000.00	6,000.00
Vilbush	Michael	+	10	600.00	6,000.00	6,000.00

- 3** Drag the **Left Margin** line from the default 1" to 0.34" (you can see the exact measurement in the bottom-left corner of the screen).
- 4** Click and drag the **Right Margin** line from the default 1" to 0.34" (again, you can see the exact measurement in the bottom-left corner of the screen).
- 5** Thanks to the margin change, the total number of pages to print is reduced from four to two.

End

TIP

### Entering specific margins

There might be times when you need to set your worksheet margins to a specific measurement. Perhaps your worksheet data is being placed in a binder, and you need to have a left margin of 1.25". You can alter this in Print Preview mode, or choose **File, Page Setup**, click the **Margins** tab, and alter the margins as necessary (Left, Right, Top, Bottom, Header, Footer). Click the **OK** button to return to your worksheet or **Print** to print immediately.

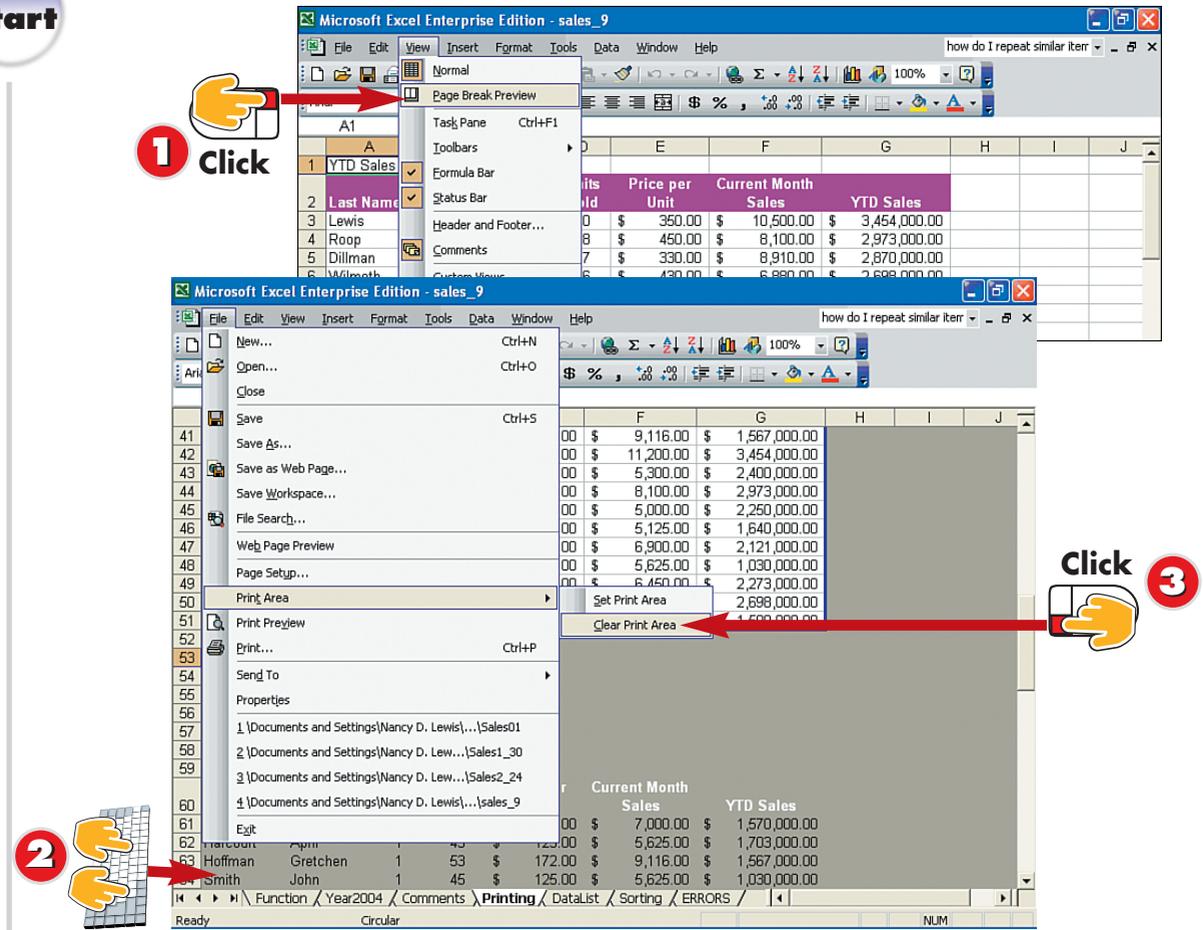
TIP

### Removing margin indicators

If you no longer want to see the margin lines in Print Preview mode, click the **Margins** button on the Print Preview toolbar again to turn them off.

Start

## Inserting Page Breaks



- 1 Open the **View** menu and choose **Page Break Preview** to change to Page Break Preview mode.
- 2 Press the **page up** and **page down** keys on the keyboard to move through your worksheet in Page Break Preview. Notice that cells outside the print area are grayed out.
- 3 Open the **File** menu, choose **Print Area**, and select **Clear Print Area** to eliminate any current print area settings.

### INTRODUCTION

When a worksheet page is filled to the margins with data, Excel automatically inserts a page break for you. There may be times, however, when you want to insert a page break manually. For example, if you are creating a report with multiple topic sections, you might want each topic to begin on a new page. Inserting a page break enables you to print each page separately, and the best way to insert page breaks is using Page Break Preview view (instead of Normal view).

### TIP

#### Removing page breaks

To remove a page break, place the active cell so that one of the cell borders is touching the page break line. Then, open the **Insert** menu and choose **Remove Page Break**. (You can also do this in Normal view.)

Microsoft Excel Enterprise Edition - sales\_9

how do I repeat similar item

Page 1

Last Name	First Name	Region	Units Sold	Price per Unit	Current Month Sales	YTD Sales
15	Estes	Kimberly	2	20	\$ 300.00	\$ 6,000.00
16	Harcourt	April	1	45	\$ 125.00	\$ 5,625.00
17	Ryder	James	5	40	\$ 125.00	\$ 1,640,000.00
18	Fleming	Paul	1	28	\$ 250.00	\$ 7,000.00
19	Hoffman	Gretchen	1	53	\$ 172.00	\$ 9,116.00
20	Wright	Michael	2	10	\$ 500.00	\$ 5,000.00
21	Bowers	Linda	2	33	\$ 200.00	\$ 6,600.00
22	Smith	John	5	40	\$ 125.00	\$ 5,000.00
23						
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27						
28						
29						
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31						
32	Booth	Sam	5	15	\$ 400.00	\$ 2,435,000.00
33	Bowers	Linda	2	33	\$ 200.00	\$ 6,600.00
34	Dillman	Rachel	4	22	\$ 330.00	\$ 7,260.00
35	Estes	Kimberly	2	20	\$ 300.00	\$ 1,970,000.00
36	Fenter	Tom	4	30	\$ 90.00	\$ 2,700.00
37	Fleming	Paul	1	28	\$ 250.00	\$ 7,000.00
38	Fullerton	Mike	5	18	\$ 350.00	\$ 6,300.00

Ready

- 4 Click the cell below and in the left-most column in which you want to insert a page break.
- 5 Open the **Insert** menu and choose **Page Break** to insert the page break.
- 6 The page break is inserted.

End

TIP

**Why not simply add more rows?**

Suppose you want each of two tables that fit on one page to print on separate pages. Instead of inserting a page break, you could add several blank rows to the end of the first table, which will automatically kick the second one onto a second page. If, however, you later add any rows to the first table and forget to delete the same number of blank rows before the second one, the tables might not print correctly.

TIP

**Page break intersection**

A page break is always inserted as an intersection between rows and columns. If the active cell isn't in the first column, the page break will be inserted as four quadrants.

Start

## Working in Page Break Preview Mode

Click

1

2

Microsoft Excel Enterprise Edition - sales\_9

File Edit View Insert Format Tools Data Window Help

Normal

Page Break Preview

Task Pane Ctrl+F1

Toolbars

Formula Bar

Status Bar

Header and Footer...

Comments

Custom Views...

Full Screen

Zoom...

A1

A

1 YTD Sales

2 Last Name

3 Lewis

4 Roop

5 Dillman

6 Wilmeth

7 Hargedon

8 Booth

9 Price

10 Thompson Jerry 1 1

11 Roth Jim 1 1

12 Fenter Tom 1 3

13 Sidhu Julie 1 2

14 Fullerton Mike 1 2

15 Estes Kimberly 2 2

16 Harcourt April 1 4

17 Ryder James 5 4

18 Fleming Paul 1 2

19 Hoffman Gretchen 1 5

20 Wright Michael 2 1

21 Bowers Linda 2 3

22 Smith John 5 4

23

24

Ready

Circular

Microsoft Excel Enterprise Edition - sales\_9

File Edit View Insert Format Tools Data Window Help

how do I repeat similar item

Arial

10

B I U

A73 Booth

	A	B	C	D	E	F	G	H	I	J	
73	Booth	Sam	5	15	\$ 400.00	\$ 6,000.00	\$ 2,435,000.00				
74	Fullerton	Mike	5	18	\$ 350.00	\$ 6,300.00	\$ 2,067,000.00				
75	Hargedon	Mendy	5	8	\$ 500.00	\$ 4,000.00	\$ 2,500,000.00				
76	Lewis	Ella Mae	5	32	\$ 350.00	\$ 11,200.00	\$ 3,454,000.00				
77	Price	Pauline	5	53	\$ 100.00	\$ 5,300.00	\$ 2,400,000.00				
78	Roop	Caroline	5	18	\$ 450.00	\$ 8,100.00	\$ 2,973,000.00				
79	Thompson	Jerry	5	15	\$ 430.00	\$ 6,450.00	\$ 2,273,000.00				
80	Wright	Michael	5	7	\$ 500.00	\$ 3,500.00	\$ 1,500,000.00				
81											
82											
83											
84											
85											
86											
87											
88	Current Month Sales										
89	Last Name	First Name	Region	Units Sold	Price per Unit	Current Month Sales	YTD Sales				
90	Lewis	Ella Mae	5	32	\$ 350.00	\$ 11,200.00	\$ 3,454,000.00				
91	Hoffman	Gretchen	1	53	\$ 172.00	\$ 9,116.00	\$ 1,567,000.00				
92	Wilmeth	Renee	1	20	\$ 430.00	\$ 8,600.00	\$ 2,698,000.00				
93	Roop	Caroline	5	18	\$ 450.00	\$ 8,100.00	\$ 2,973,000.00				
94	Dillman	Rachel	4	22	\$ 330.00	\$ 7,260.00	\$ 2,870,000.00				
95	Fleming	Paul	1	28	\$ 250.00	\$ 7,000.00	\$ 1,570,000.00				
96	Sidhu	Julie	4	23	\$ 300.00	\$ 6,900.00	\$ 2,121,000.00				

Page 3

Ready

Circular

NUM

- 1 Choose **View, Page Break Preview**. If a print area has been set, it is displayed; if not, the entire worksheet is displayed.
- 2 Move through the worksheet to find page breaks (if any). Naturally occurring page breaks appear as blue dashed lines, and inserted page breaks appear as solid blue lines.

### INTRODUCTION

Page Break Preview mode displays the area you have selected for your set print area. It also allows you to click and drag where your page breaks are instead of using the Insert, Page Break command. You can also edit the text and data just as you can in Normal view.

### TIP

#### Clearing the print area

If you only need to set the print area to print a portion of data in your worksheet once, you will probably want to clear the print area after you print. Open the **File** menu, choose **Print Area**, and select **Clear Print Area** to clear the previously set print area.

Last Name	First Name	Region	Units Sold	Price per Unit	Current Month Sales	YTD Sales
Lewis	Ella Mae	5	32	\$ 350.00	\$ 11,200.00	\$ 3,454,000.00
Hoffman	Gretchen	1	53	\$ 172.00	\$ 9,116.00	\$ 1,567,000.00
Wilmeth	Renee	1	20	\$ 430.00	\$ 8,600.00	\$ 2,698,000.00
Roop	Caroline	5	18	\$ 450.00	\$ 8,100.00	\$ 2,973,000.00
Dillman	Rachel	4	22	\$ 330.00	\$ 7,260.00	\$ 2,870,000.00
Fleming	Paul	1	28	\$ 250.00	\$ 7,000.00	\$ 1,570,000.00
Sidhu	Julie	4	23	\$ 300.00	\$ 6,900.00	\$ 2,121,000.00

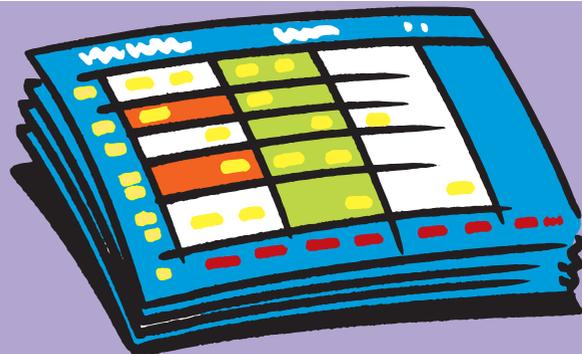
- 3** To move a page break that is poorly placed, click and drag it to a better location. (Moving a *natural* page break changes it to an *inserted* break—solid-blue.)
- 4** To exclude a column or data to the right of your set print area, click and drag the vertical page break.
- 5** The excluded column outside the print area is grayed out.



TIP

**Removing a page break**

To remove a page break in Page Break Preview mode, click and drag the page break line off to the right/left/top/bottom of the worksheet.



Start

## Printing a Worksheet on One Page

Microsoft Excel Enterprise Edition - sales\_9

Print... Setup... Page Break/Preview... Close Help

Weight: 15000.00, 12000.00, 10000.00  
 Height: 20000.00, 60000.00, 50000.00  
 Width: 12000.00, 50000.00

Page Setup dialog box: Page, Margins, Header/Footer, Sheet

Orientation: Portrait (selected), Landscape

Scaling: Adjust to: 100 % normal size; **Fit to: 1 page(s) wide by 1 tall**

Paper size: Letter; Print quality: 300 dpi; First page number: Auto

Preview: Page 2 of 2

Worksheet Preview (Current Month Status):

Last Name	First Name	Region	Units Sold	Price per Unit	Current Month Sales	YTD Sales
Green	Eric	West	2	\$ 100.00	\$ 200.00	\$ 1,400.00
Hartman	Carl	West	5	\$ 33.33	\$ 166.65	\$ 1,166.65
Chavez	Michael	West	1	\$ 27.78	\$ 27.78	\$ 2,077.83
Rodriguez	Sam	West	5	\$ 22.22	\$ 111.10	\$ 2,422.22
Williams	Michael	West	4	\$ 25.00	\$ 100.00	\$ 2,387.50
Williams	Phyllis	West	1	\$ 20.00	\$ 20.00	\$ 2,500.00
Stevens	John	West	2	\$ 25.00	\$ 50.00	\$ 2,125.00
Franklin	Paul	West	3	\$ 28.57	\$ 85.71	\$ 1,978.57
Green	Michelle	West	2	\$ 25.00	\$ 50.00	\$ 2,375.00
Johnson	Caroline	West	2	\$ 15.00	\$ 30.00	\$ 1,220.00
Hernandez	April	West	4	\$ 45.00	\$ 180.00	\$ 1,760.00
Tran	Jerry	West	5	\$ 18.00	\$ 90.00	\$ 2,272.50
Hernandez	April	West	4	\$ 45.00	\$ 180.00	\$ 1,760.00
Miller	John	West	4	\$ 45.00	\$ 180.00	\$ 1,820.00
Miller	John	West	3	\$ 41.67	\$ 125.00	\$ 1,945.00
Price	Patricia	West	1	\$ 80.00	\$ 80.00	\$ 2,400.00
Price	Jan	West	1	\$ 10.00	\$ 10.00	\$ 2,250.00
Hargrave	Mandy	West	4	\$ 10.00	\$ 40.00	\$ 2,300.00
Hargrave	Mandy	West	5	\$ 10.00	\$ 50.00	\$ 2,350.00
Price	Michael	West	5	\$ 10.00	\$ 50.00	\$ 2,300.00
Price	Tom	West	2	\$ 36.36	\$ 72.72	\$ 2,751.36

Worksheet Preview (YTD Status):

Last Name	First Name	Region	Units Sold	Price per Unit	Current Month Sales	YTD Sales
Green	Eric	West	2	\$ 100.00	\$ 200.00	\$ 1,400.00
Price	Caroline	West	2	\$ 15.00	\$ 30.00	\$ 1,220.00
Chavez	Michael	West	1	\$ 27.78	\$ 27.78	\$ 2,077.83
Williams	Michael	West	1	\$ 20.00	\$ 20.00	\$ 2,387.50
Hargrave	Mandy	West	4	\$ 10.00	\$ 40.00	\$ 2,300.00
Tran	Jerry	West	5	\$ 18.00	\$ 90.00	\$ 2,272.50
Price	Patricia	West	1	\$ 80.00	\$ 80.00	\$ 2,400.00
Miller	John	West	1	\$ 10.00	\$ 10.00	\$ 2,250.00
Stevens	John	West	2	\$ 25.00	\$ 50.00	\$ 2,125.00
Hartman	Carl	West	4	\$ 41.67	\$ 166.67	\$ 1,916.67
Johnson	Caroline	West	3	\$ 28.57	\$ 85.71	\$ 1,978.57
Hernandez	April	West	4	\$ 45.00	\$ 180.00	\$ 1,760.00
Miller	John	West	3	\$ 41.67	\$ 125.00	\$ 1,945.00
Franklin	Paul	West	3	\$ 28.57	\$ 85.71	\$ 1,978.57
Hernandez	Carl	West	5	\$ 33.33	\$ 166.65	\$ 1,166.65
Johnson	Caroline	West	5	\$ 10.00	\$ 50.00	\$ 1,950.00
Stevens	John	West	2	\$ 25.00	\$ 50.00	\$ 2,225.00
Smith	John	West	4	\$ 45.00	\$ 180.00	\$ 1,820.00

- 1 View your worksheet in Print Preview mode. If only a few rows of data spill onto a second page, you can alter the page scale; click the **Setup** button to begin.
- 2 In the Page tab of the Page Setup dialog box, click the **Fit to 1 page(s) wide by 1 tall** option button. (To fill more than one page, type the number of pages here.)
- 3 Click **OK**.
- 4 Your worksheet appears in Print Preview mode, all on one page. Notice that the scaling change reduced the total number of pages to print from two to one.

End

### INTRODUCTION

By default, Excel prints your worksheet at a scale of 100%. You can decrease this percentage if you want to fit more data on a page, or increase it to fit less data on a page. In addition, you can have Excel fit your entire worksheet on one page. (If your worksheet is large, the data might become too tiny to read when scaled down.)

### TIP

#### Changing from letter to legal

To choose a different paper size for your printout, click the **Options** button in the Page Setup dialog box. The scaling setting automatically adjusts to the selected paper size.

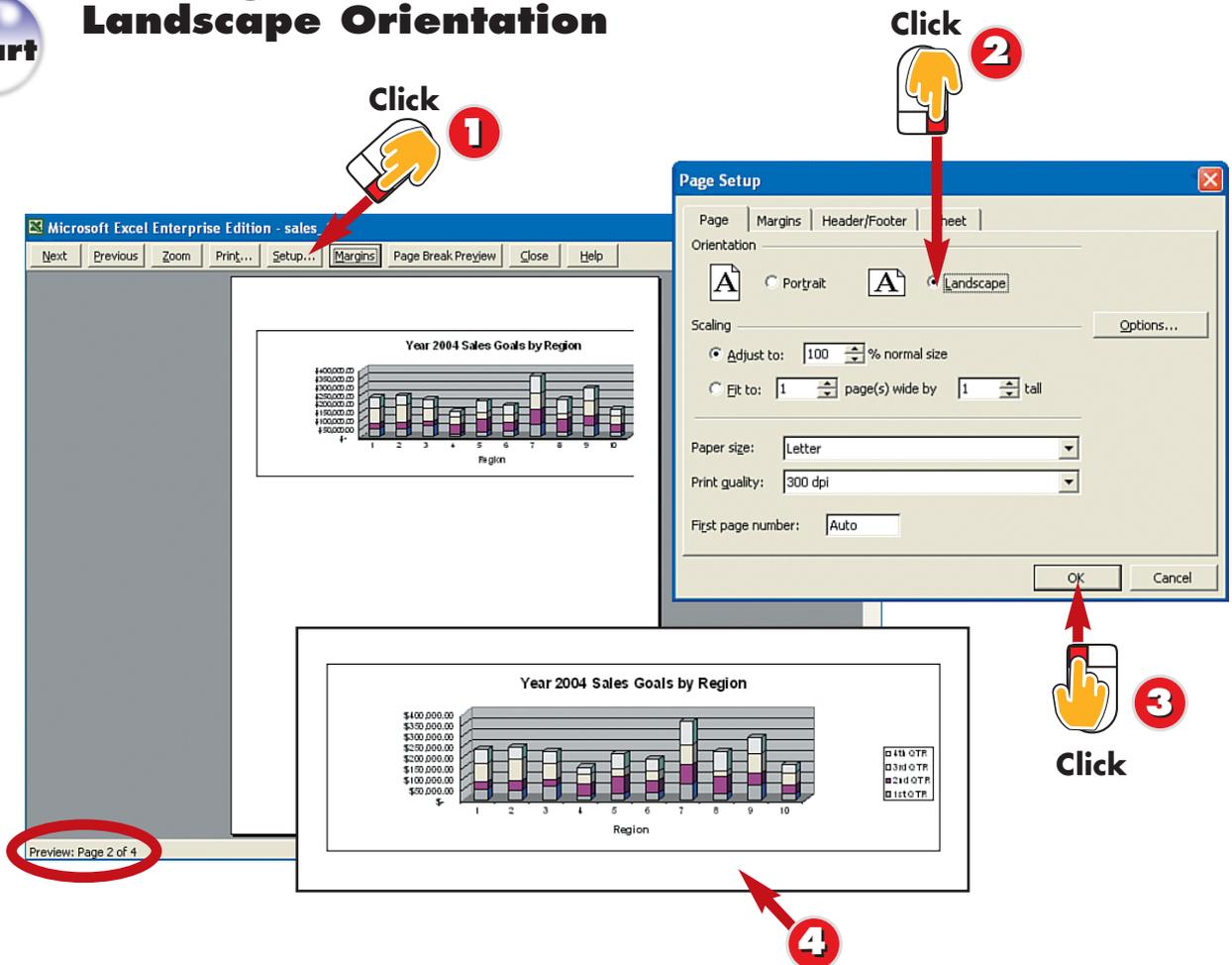
### TIP

#### Returning to the default scale

When you want to return the preview of your worksheet to the default scale, click the **Adjust to** option button in the Page Setup dialog box and type **100** into the **% normal size** field.

Start

## Printing in Portrait or Landscape Orientation



- 1** View your worksheet in Print Preview mode. If your worksheet is too wide to fit all its columns on a single page in Portrait mode, click the **Setup** button.
- 2** In the Page tab of the Page Setup dialog box, click the **Landscape** option button.
- 3** Click **OK**.
- 4** Your worksheet appears in Print Preview mode, Landscape orientation. Notice that the orientation change reduced the total number of pages to print from four to two.

End

### INTRODUCTION

Depending on the data in your worksheet, you might want to change its orientation from Portrait (vertical, the default) to Landscape (horizontal).

### TIP

#### Switching back to Portrait

You can easily switch your worksheet back to Portrait orientation by following the steps in this task, selecting the **Portrait** option button in step 2.

## Centering a Worksheet on a Page

**Start**

**1** Click

**2** Click

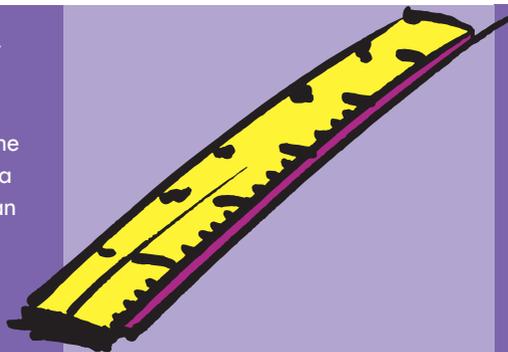
**3** Click

**4**

- 1** View your worksheet in Print Preview mode. If the data in your worksheet appears toward the top or on the far left of the page, click the **Setup** button.
- 2** Click the **Margins** tab in the Page Setup dialog box, and click the **Horizontally** and/or **Vertically** checkboxes in the **Center on page** area.
- 3** Click **OK**.
- 4** Your worksheet appears in Print Preview mode, centered.

**End**

If you want a cleaner, more professional looking printout for a presentation, you might want to center your worksheet data on the page before you print it. This is a particularly good idea if you plan to print your worksheet on one page.



**TIP**

### Centering vertically or horizontally

You don't have to center your data both vertically and horizontally. You can choose one or the other, depending on how you want your printed worksheet to look.

# Printing Gridlines and Row/Column Headers

Start

1 Click

2 Click

3 Click

4

Year 2004 Sales Goals by Region					
	1st QTR	2nd QTR	3rd QTR	4th QTR	TOTAL
Region 1	\$ 50,000.00	\$ 33,000.00	\$ 88,000.00	\$ 64,000.00	\$ 235,000.00
Region 2	\$ 45,000.00	\$ 44,000.00	\$ 98,000.00	\$ 58,000.00	\$ 245,000.00
Region 3	\$ 66,000.00	\$ 26,000.00	\$ 77,000.00	\$ 55,000.00	\$ 224,000.00
Region 4	\$ 18,000.00	\$ 55,000.00	\$ 45,000.00	\$ 33,000.00	\$ 151,000.00
Region 5	\$ 29,000.00	\$ 78,000.00	\$ 39,000.00	\$ 66,000.00	\$ 212,000.00
Region 6	\$ 34,000.00	\$ 56,000.00	\$ 44,000.00	\$ 53,000.00	\$ 187,000.00
Region 7	\$ 75,000.00	\$ 89,000.00	\$ 93,000.00	\$ 108,000.00	\$ 365,000.00
Region 8	\$ 28,000.00	\$ 79,000.00	\$ 28,000.00	\$ 88,000.00	\$ 223,000.00
Region 9	\$ 68,000.00	\$ 56,000.00	\$ 92,000.00	\$ 74,000.00	\$ 290,000.00
Region 10	\$ 27,000.00	\$ 44,000.00	\$ 55,000.00	\$ 38,000.00	\$ 164,000.00

- 1 View your worksheet in Print Preview mode. If no gridlines or row/column headers appear, click the **Setup** button.
- 2 Click the **Sheet** tab in the Page Setup dialog box, and click the **Gridlines** and **Row and column headings** checkboxes in the **Print** area to select them.
- 3 Click **OK**.
- 4 Your worksheet appears in Print Preview mode, with gridlines and row/column headers visible.

End

## INTRODUCTION

By default, Excel doesn't print worksheet gridlines or row/column headers. You can, however, instruct Excel to print them. Gridlines help you read information in a printed worksheet, keeping rows and columns of data visually organized. Row and column headers can help you quickly find data in your worksheet.

## TIP

### Repeating titles

Displaying row and column headers is not the same as printing repeating titles. Repeating titles are column headers and row headers that you have assigned in your worksheet. For more information, see the task "Printing Repeating Row and Column Titles" later in this part.

## Printing Cell Comments

Start

The screenshot shows the Microsoft Excel Enterprise Edition interface. The File menu is open, and the Page Setup dialog box is displayed. The Sheet tab is selected in the Page Setup dialog. The Comments field is set to 'As displayed on sheet'. A worksheet titled '2004 Sales Goals by Region' is visible, showing a table with sales data for 10 regions across four quarters. A comment is attached to the cell containing '78,000.00' for Region 6, 1st QTR. The comment text is: 'Nancy D. Lewis Region 4/1stQTR was low due to a backorder on product.' Red arrows and numbers 1-4 indicate the steps to print cell comments.

**1** Click **File**, **Page Setup** and click the **Sheet** tab in the Page Setup dialog box.

**2** Click the **Comments** field **down arrow** and choose either **At end of sheet**, to print the comments, **As displayed on sheet**, or **(None)**.

**3** Click **OK**.

**4** View your worksheet in **Print Preview** mode to review the comments as display in your worksheet (as in this example) or at the end of your worksheet.

- 1** Choose **File**, **Page Setup** and click the **Sheet** tab in the Page Setup dialog box.
- 2** Click the **Comments** field **down arrow** and choose either **At end of sheet**, to print the comments, **As displayed on sheet**, or **(None)**.
- 3** Click **OK**.
- 4** View your worksheet in **Print Preview** mode to review the comments as display in your worksheet (as in this example) or at the end of your worksheet.

End

Some cells contain data or formulas that require an explanation or special attention. *Comments* provide a way to attach this type of information to individual cells. A red triangle in the upper-right corner of the cell indicates that a comment is present. This task shows you how to print your worksheets so that the printouts include the information in your comments, either as they appear in the worksheet or at the end of the worksheet.

TIP

**As displayed on sheet**

You *must* have your comments "showing" in your worksheet (choose **View**, **Comments**) for them to display when the **As displayed on sheet** option is selected. If they aren't showing, they won't display in the printout or in Print Preview.

# Printing Cell Error Indicators

Start

The screenshot shows the following steps:

- Click** the **File** menu, then **Page Setup...**, and the **Sheet** tab in the Page Setup dialog box.
- Click** the **down arrow** next to the **Cell errors as** field and choose **displayed**, **<blank>**, **--**, or **#N/A** depending on how you want errors to be displayed.
- Click** **OK**.
- Click** **Print Preview** to view the worksheet in Print Preview mode.

The data table in the Print Preview mode is as follows:

	1st QTR	2nd QTR	3rd QTR
1st QTR	\$ 50,000.00	\$ 33,000.00	\$ 88,000.00
	\$ 45,000.00	\$ 44,000.00	\$ 98,000.00
	\$ 66,000.00	\$ 26,000.00	\$ 77,000.00
	\$ 18,000.00	\$ 55,000.00	\$ 45,000.00
	\$ 29,000.00	\$ 78,000.00	\$ 39,000.00
	\$ 34,000.00	\$ 56,000.00	\$ 44,000.00
	\$ 75,000.00	\$ 89,000.00	\$ 93,000.00
	\$ 28,000.00	\$ 79,000.00	\$ 28,000.00
	\$ 68,000.00	\$ 56,000.00	\$ 92,000.00
	\$ 27,000.00	\$ 44,000.00	\$ 55,000.00
	\$ 440,000.00	\$ 560,000.00	\$ 659,000.00
	#N/A	#N/A	#N/A

- 1** Choose **File**, **Page Setup**, and click the **Sheet** tab in the Page Setup dialog box.
- 2** Click the **down arrow** next to the **Cell errors as** field and choose **displayed**, **<blank>**, **--**, or **#N/A** depending on how you want errors to be displayed.
- 3** Click **OK**.
- 4** View your worksheet in **Print Preview** mode to review how cells containing errors are displayed.

End

## INTRODUCTION

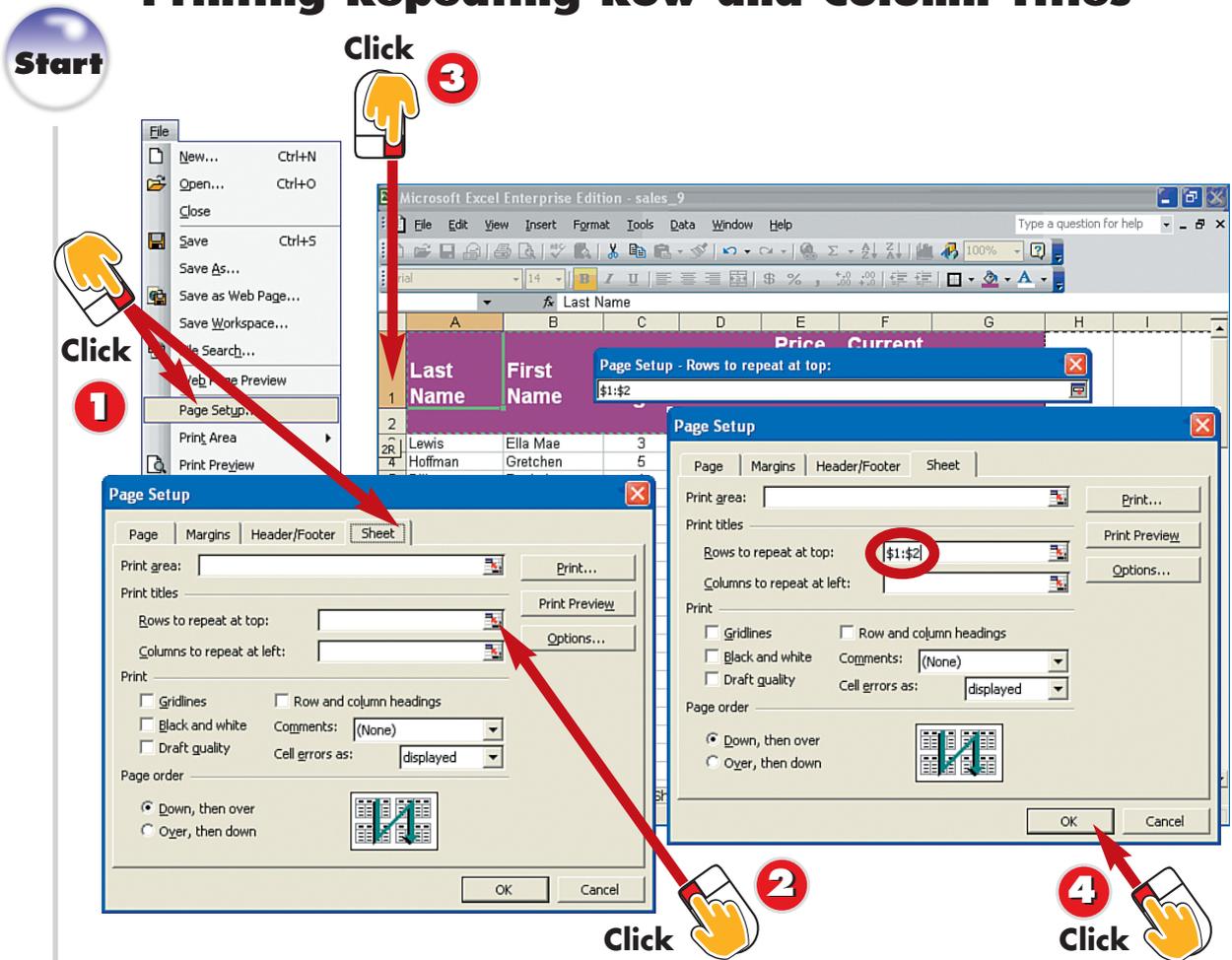
When you print worksheets for friends or colleagues (or even yourself), calculation errors that appear on your worksheet can create a negative impression, which is why they're not printed by default. If you want these errors to be visible in your printout, however, you can display them, or replace them with any of the following: <blank>, --, or #N/A.

## TIP

### Errors that print

All the error messages explained in Part 5 (#DIV/0!, #Name?, #Value!, #REF!, and Circular Reference errors) will print in this task, except the ##### error (unless your columns are too narrow in the printed version).

## Printing Repeating Row and Column Titles



- 1** Choose **File**, **Page Setup**, and click the **Sheet** tab in the Page Setup dialog box.
- 2** Click the **Rows to repeat at top** selection box in the **Print titles** area. Excel shrinks the Page Setup dialog box, making your focus the worksheet on your desktop.
- 3** Click the row containing the titles that you want to repeat on each page of your worksheet, and press **Enter** to reopen the Page Setup dialog box with your selection inserted.
- 4** Click **OK**. If you like, view the worksheet in Print Preview mode to get an idea of what your printed worksheet will look like with repeating row headings.

**End**

### INTRODUCTION

You might have noticed that when a worksheet spans multiple pages, it is difficult to keep the column and row titles organized. A quick way to rectify this is to make particular titles repeat on each page of the printed worksheet. In this task, you'll learn how to make row headers repeat.

### TIP

#### Repeating titles in Print Preview

You cannot assign repeating titles while you are in Print Preview mode; you must be in the worksheet view and select **File**, **Page Setup**.

### TIP

#### Repeating column headings

To repeat column headings across several pages, follow the steps in this task, but click the **Columns to repeat at left** selection box in step 2. Then, click the columns you want to repeat, and proceed as normal.

# Adding Headers and Footers

Start

**1** Click

**2** Click

**3** Click

**4** Click

Page Setup

Page Margins Header/Footer Sheet

Header:

(none)

Page 1, Sheet5

Page 1, sales\_9

Page 1, sales\_9

Nancy D. Lewis, Page 1, 1/28/2003

Prepared by Nancy D. Lewis 1/28/2003, Page 1

Print...

Print Preview

Options...

Page Setup

Page Margins Header/Footer Sheet

Nancy D. Lewis Page 1 1/28/2003

Print...

Print Preview

Options...

Custom Header...

Custom Footer...

Footer:

(none)

Page 1 of ?

Sheet5

Confidential, 1/28/2003, Page 1

sales\_9

C:\Documents and Settings\Nancy D. Lewis\My Documents\sale

Sheet5, Page 1

OK

Cancel

Nancy D. Lewis Page 1 1/28/2003

Last Name	First Name	Region	Units Sold	Price per Unit	Current Month Sales	YTD Sales
Leah	Bla	3	30	3500	105000	3450000
William	Ge	5	40	17250	690000	15870000
Dhian	Pat	1	10	3000	30000	2870000
Roch	Can	6	40	8000	320000	24380000
Felton	Ell	4	25	3000	75000	20270000
Yliah	Fer	1	20	4000	80000	20980000
Olga	Al	2	25	3000	75000	21210000
Fleming	Pat	3	30	2500	75000	18700000
Blair	Hi	3	20	3000	60000	19700000
Pop	Car	15	45	4500	202500	22730000
Bauer	Shir	2	20	2000	40000	12330000
Thompson	Jerry	5	15	4000	60000	22730000
Harcourt	Joy	4	45	12500	562500	11030000
Smith	John	4	45	12500	562500	10300000
Payle	Jane	3	44	12500	550000	16400000
Nice	Paul	1	10	1000	10000	24050000
Rob	Al	1	10	8000	80000	22300000
Hauptman	Ber	4	10	9000	90000	22800000
Vilgert	Bl	5	10	9000	90000	18000000
Fisher	Tim	2	25	1000	25000	21910000
Leah	Bla	3	30	3500	105000	3450000
Pop	Car	15	45	4500	202500	22730000
Dhian	Pat	1	10	3000	30000	2870000
Yliah	Fer	1	20	4000	80000	20980000
Hauptman	Ber	4	10	9000	90000	22800000
Roch	Can	6	20	4000	80000	24380000
Nice	Paul	1	10	1000	10000	24050000
Thompson	Jerry	5	15	4000	60000	22730000
Rob	Al	1	10	8000	80000	22300000
Fisher	Tim	2	25	1000	25000	21910000
Olga	Al	2	25	3000	75000	21210000
Felton	Ell	4	25	3000	75000	20270000
Blair	Hi	3	20	4000	80000	19700000
Harcourt	Joy	4	45	12500	562500	11030000
Narcot	Joy	4	45	12500	562500	10300000
Payle	Jane	3	44	12500	550000	16400000
Fleming	Pat	3	28	2500	70000	18700000
William	Ge	5	40	17250	690000	15870000
Hauptman	Bl	10	10	9000	90000	22800000
Bauer	Shir	2	20	2000	40000	12330000
Smith	John	4	45	12500	562500	10300000
Roch	Can	6	20	4000	80000	24380000
Bauer	Shir	2	20	2000	40000	12330000
Dhian	Pat	1	10	3000	30000	28700000
Blair	Hi	3	20	4000	80000	19700000
Fisher	Tim	2	25	1000	25000	21910000
Fleming	Pat	3	28	2500	70000	18700000

- 1 Choose **View, Header and Footer** to open the Page Setup dialog box with the Header/Footer tab displayed.
- 2 Click the **down arrow** next to the **Header** field and scroll through the header options. If you see one you like, click it to see what it looks like.
- 3 Click the **down arrow** next to the **Footer** and scroll through the footer options. If you see one you like, click it to see what it looks like. Then click **OK**.
- 4 If you like, view the worksheet in Print Preview mode to get an idea of what your printed worksheet will look like with headers and footers.

End

## INTRODUCTION

Headers and footers appear at the top and bottom of printed pages of Excel worksheets and can display the filename, the date and time the worksheet was printed, the worksheet's name, or you can create your own custom header or footer.

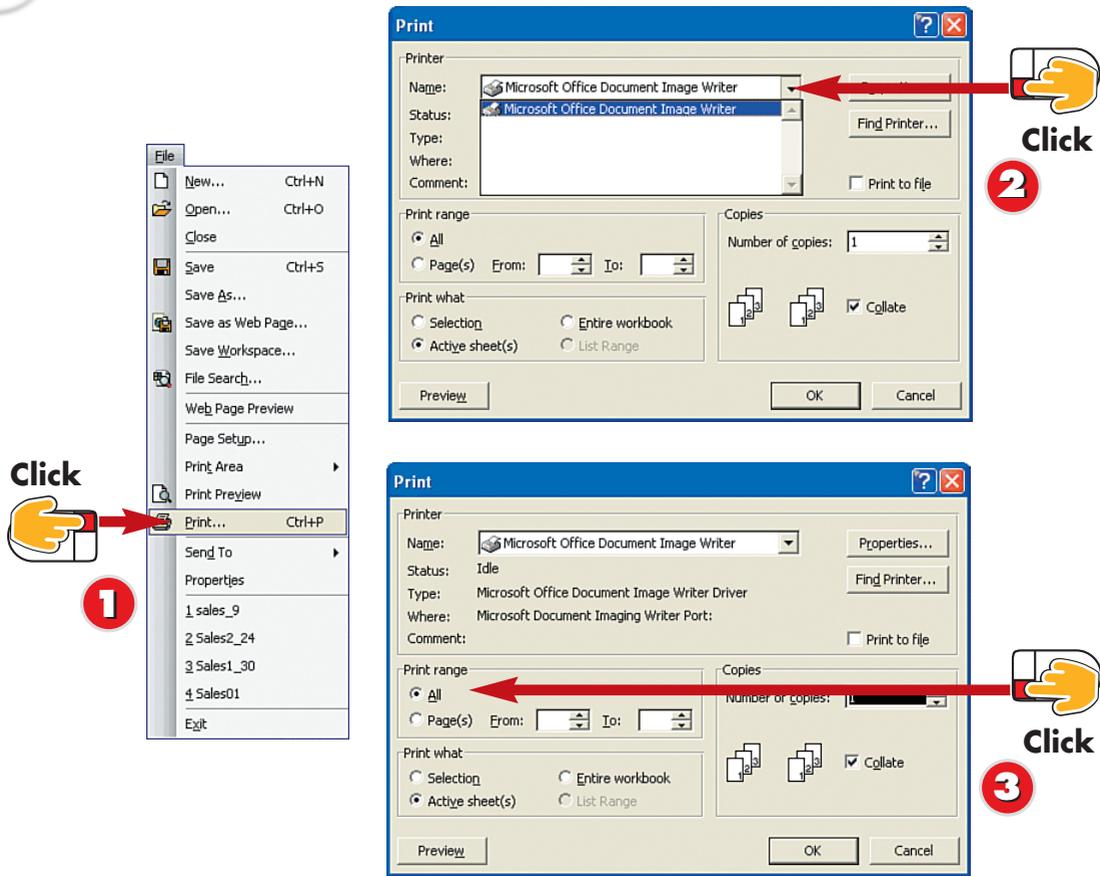
## TIP

### Creating custom headers and footers

You can create your own custom header or footer by clicking the appropriate **Custom Header** or **Custom Footer** button in the Page Setup dialog box. A separate Header or Footer dialog box will appear, allowing you to click a button to place text or any the following fields in the header/footer: Page number, Total Pages number, Date, Time, Path & Filename, Filename only, tabs, and insert graphic objects. For example, you could add page numbers and the total page count to the header or footer.

## Start

## Printing Worksheets



- 1** Choose **File, Print** to open the Print dialog box.
- 2** Click the **down arrow** next to the **Printer Name** field to choose the printer or fax you want to use.
- 3** In the **Print range** area, click **Page(s) From** and **To** and type the pages you want to include in the range (for example, from 2 to 5), or keep the **All** (default).

## INTRODUCTION

Printing a worksheet, workbook, or chart sheet is quite simple, but setting the *options* for printing can be complex. The number of options that must be set before printing depends on the amount of data stored in the workbook, how it is arranged, how much of it needs to be printed, and how you want the printout to look.

## TIP

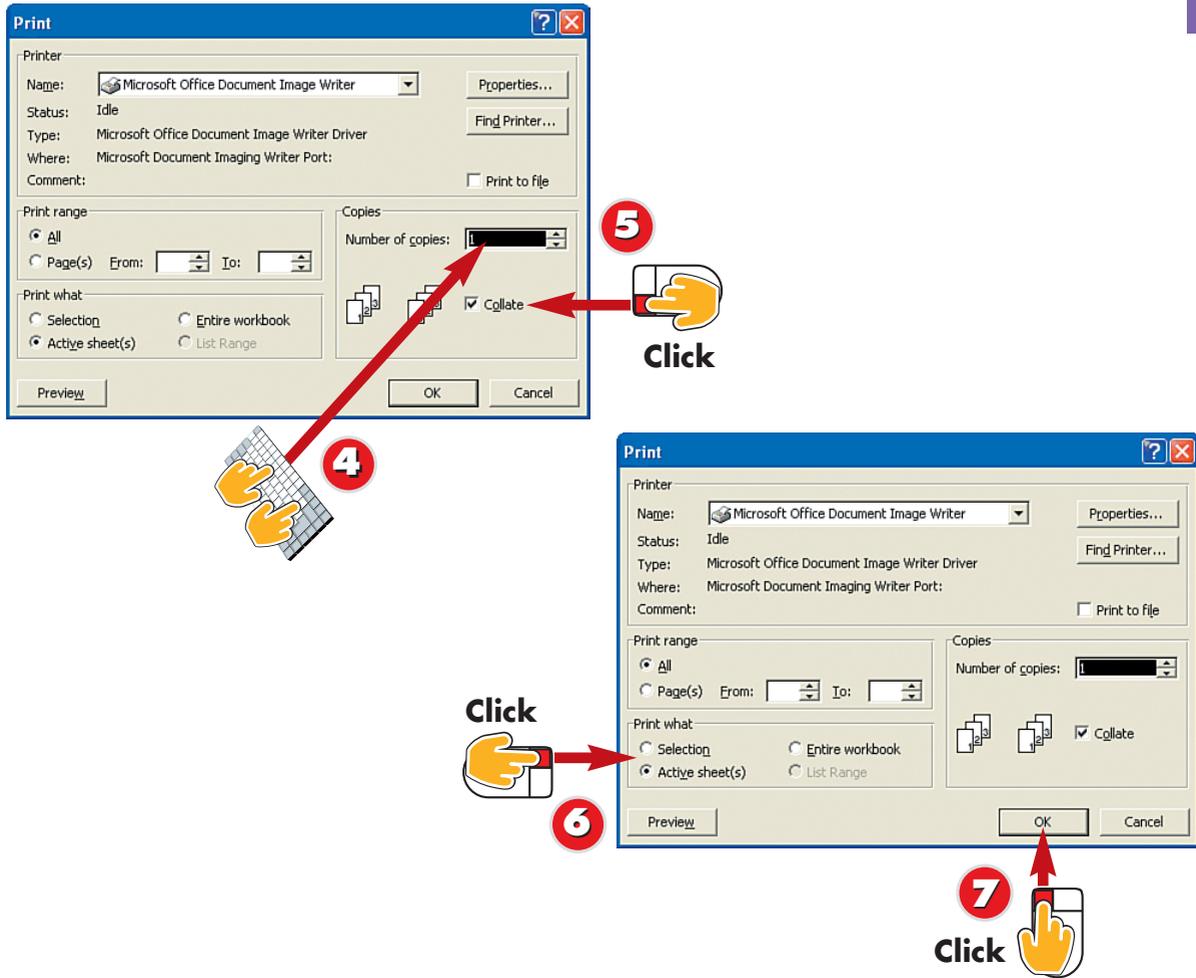
## Quick printing

If you simply click the **Print** button on the Standard toolbar, your entire worksheet will print using the default printing options unless you have changed them beforehand.

## TIP

## Setting additional print options

To set additional print options, such as the paper size, graphic options, font options, and printer details, click the **Properties** button in the Print dialog box.



- 4** Type the number of copies you want to print in the **Number of Copies** field, which defaults to **1**.
- 5** If you want the printed pages to be collated, click the **Collate** checkbox to select it.
- 6** In the **Print what** area, click either **Selection** (only selected cells), **Active Sheet(s)** (currently sheets), or **Entire workbook** (all worksheets and chart sheets).
- 7** Click **OK** to send your printout to the printer. Alternatively, click **Preview** to preview your printout; then click the **Print** button on the Print Preview toolbar.


 End

**TIP**
**Vertical or horizontal page order**

If you are working with a large worksheet, you can specify the page order by which your worksheet is printed. Open the **File** menu and choose **Page Setup**, and select the **Sheet** tab. Review the options of **Down, then over** (default) and **Over, then down** in the Page order area of the Page Setup dialog box. This is convenient if you have numerous columns that you want printed according to a specific row header.

**TIP**
**Canceling printing**

Click the **Cancel** button to cancel printing. Alternatively, if you've already sent the workbook to the printer, double-click on the Printer icon in the system tray (to the left of the clock on the taskbar) and click **Cancel**.