

Microsoft Excel - Printing the Document



Excel by default normally will try to print the whole workbook.

However you are able to select what is called the Print Area, this is the area of the spreadsheet that you wish to printout.

Within Excel there are numerous setting that can be set within the print options.

Setting the print options, the common used print options can be found on the Ribbon, however the more complex features can be found in the Page Setup dialog box which contains all the primary print options.

We will in this section be using the Page Setup dialog box as it offers a greater amount of print options.

Some options can be set directly via the Ribbon.

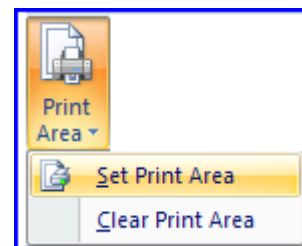
It come down to a personal choice.

Setting the Print Area

Highlight the area of the spreadsheet that is required to be printed.

From the **Page Layout** Tab, select the **Print Area** icon drop-down arrow and select the **Select Print Area** option.

There is also the option to **Clear Print Area** as well.



Once the print area has been selected a dotted border will be placed around the area of the spreadsheet that you wish to print.

Preview the Document.

As you set the print options it is common practice to view the settings as applied.

This Process is known as Print Preview, the Print Preview option can be found by

selecting:

Excel Office button → **Print** → **Print Preview**.

The Document is then displayed in the Print Preview view, this view can be **Zoomed** so that the display is easier to view by pressing the **Zoom** icon.

Another useful icon on the Print Preview toolbar is the Page Setup icon, Page Setup can also be found on the Ribbon.

The document can also be printed directly from this screen or select the **Close Print Preview** icon to return to the spreadsheet.

Working in Page Setup

As detailed above some of the print options can be found on the Ribbon, below we have detailed the key areas when printing. These are categorised as Tabs.

Page, Margins, Header/Footer and Sheet.

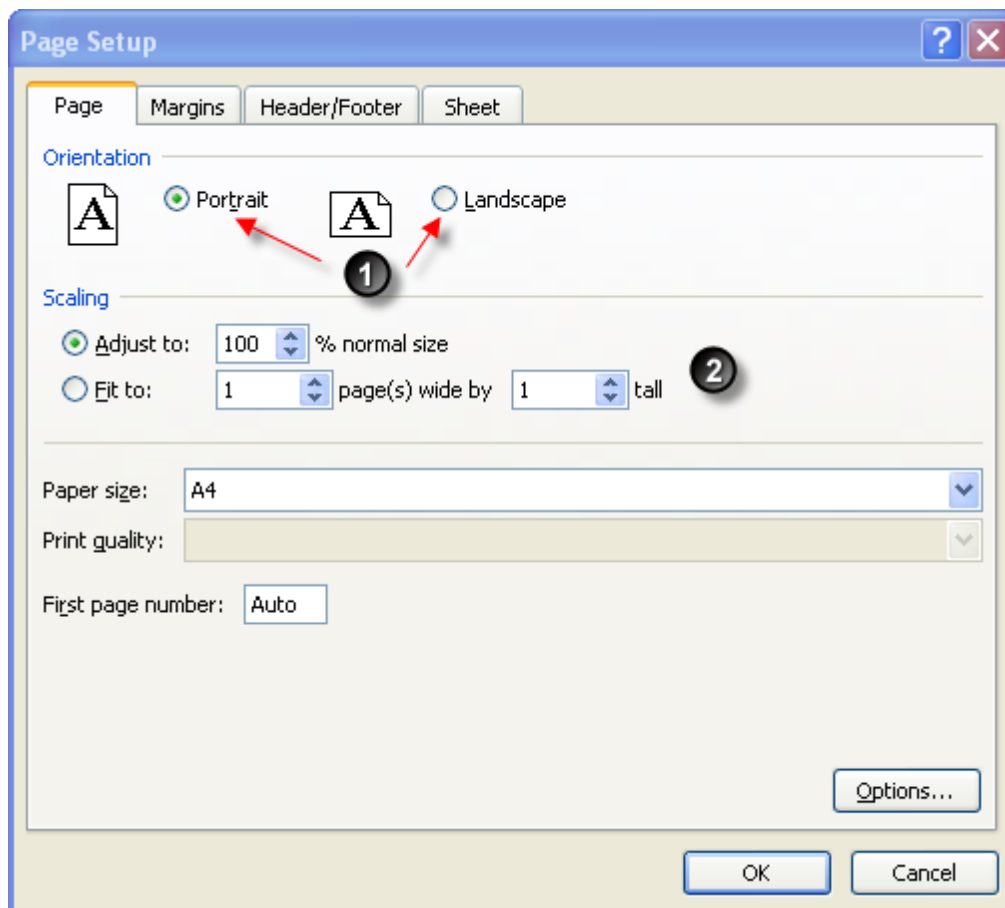
Page tab key options

Paper Orientation – Portrait or Landscape.

In some cases you will find that your document will not fit on One page, use Scaling to make the document fit to one page by automatically reducing the print percentage size.

Select the **Fit to: xx page(s) wide yy tall**.

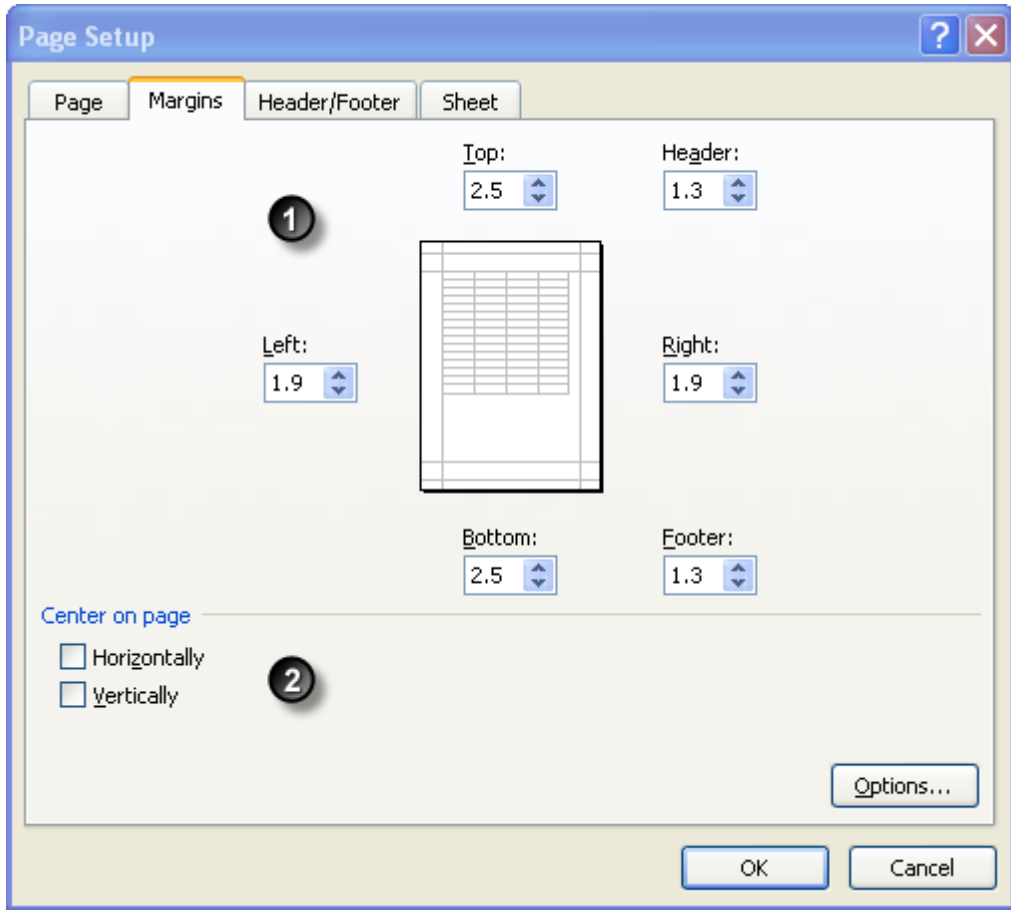
If you wish to magnify the document select the **Adjust to:** and enter the desired percentage.



Margins tab key options

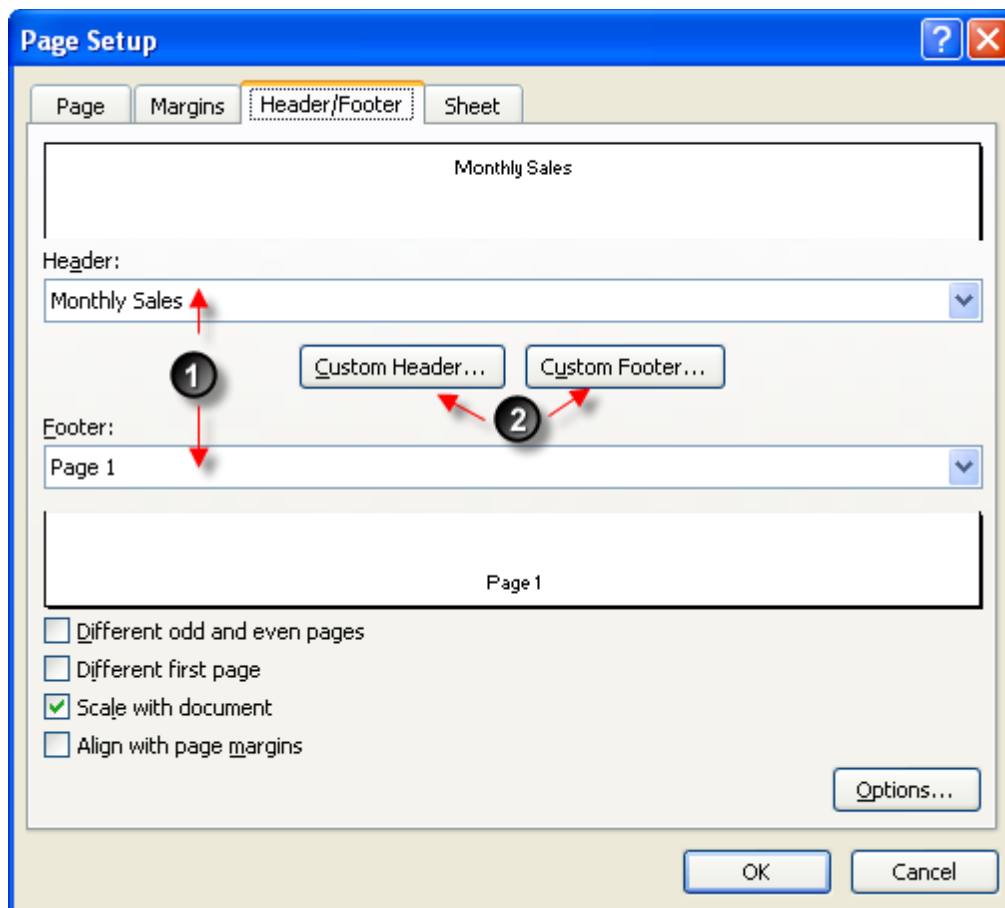
The margins can be modified so that the text will be printed closer to the edge of the page.

Select Horizontally and / or Vertically to centre the document on the page.



Header/Footer tab key options

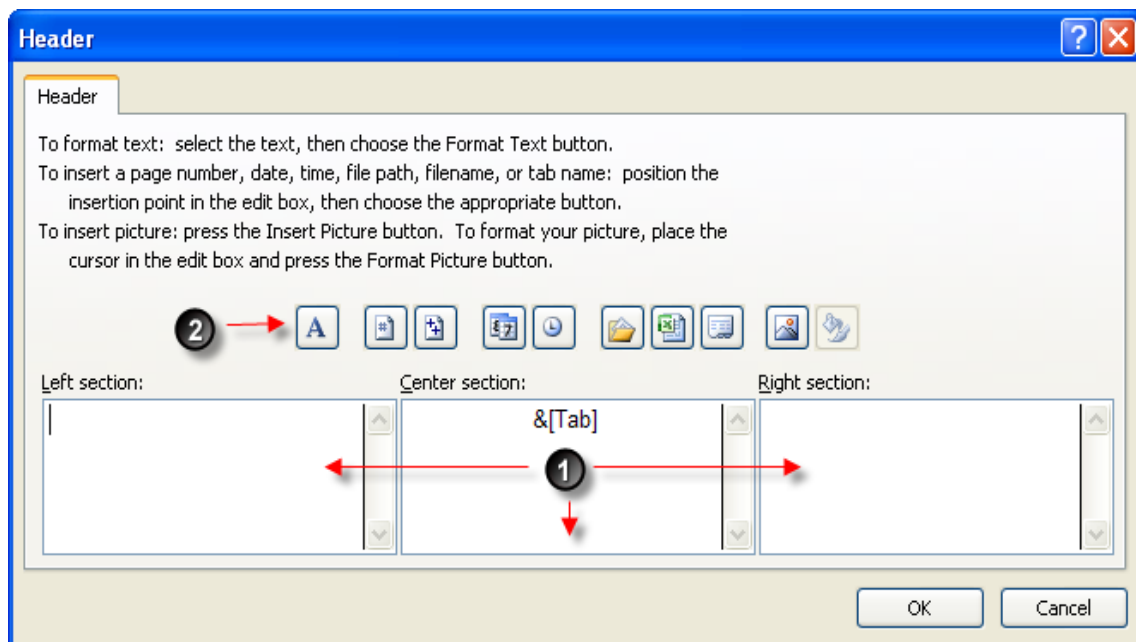
Titles can be applied at the top or the bottom of the spreadsheet when printed, the titles are known as Header/Footer.



Select a default Header/Footer.

Create a Custom Header/Footer. Select the relevant option.

Within either a Custom Header/Footer you are able to add more detail into the Header/Footer area(s).



Choose one or more of the selections area(s).

Left selection, Centre section or Right selection

Enter the text you wish to be displayed.

The Header/Footer toolbar allows addition information to be displayed:

Format, Insert page numbers, Insert number of pages, Date, Time, File path, File name, Sheet name, Insert Picture and Format picture.

Page Setup tab key options

Define the print area (if not already done).

If the document prints onto multiple sheet you may wish to display Row / Column headings on each page.

Print -

Gridlines – Show / Hide cell gridlines

Black and White – Some documents may be very colourful choose this option to print only in black ink.

Draft Quality – Uses less ink when printed.

Row and Column Headings – Show / Hide Excel Column / Row headings (A-XFD, 1-1048576).

Comments – Print any cell comments entered into the worksheet.

Cell errors as – Options on how to display any formula errors when printed.

Page order – Select the relevant page order.