

Are you ever frustrated when it comes to printing your Excel worksheet? You may be proficient working with the data on a worksheet, but you often don't get the results you want when it comes to printing.

This Excel Tip will help you understand how to preview and then use the Print Layout tab so that you can easily setup printing to get exactly what you want.

Before you print the worksheet, you should preview it to see how it is currently set to print. Click the **Print Preview** icon in the upper left corner of the window, as highlighted in the screenshot below.



A preview of the printout will be shown. If that looks good, click the **Print** icon on the **Print Preview** tab otherwise click the **Close Print Preview** icon. Then you will use the Print Layout tab to make the necessary printing adjustments.



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The Page Layout tab is used to setup printing options. The four main settings are highlighted below. Set paper Set margins size Home Insert Page Layout rmulas Data Review View Developer Add-Ins Colors • FFF 1 Width: Automatic 🔹 Gridlines Headings A Fonts View 门 Height: Automatic 🔻 View Themes Margins Orientation Size Print Breaks Background Print

Area

Insert page breaks

Set margins – select one of the desired margins or create Custom margins.

Page Setup

🗟 Scale:

Scale to Fit

Titles

15

100% 🛟

E.

Print

Sheet Options

Print

Last Custom Setting							
	Top:	0.5"	Bottom:	0.5"			
	Left:	0.2"	Right:	0.2"			
	Header:	0.3	Footer:	0.3			
	Normal						
	Top:	0.75"	Bottom:	0.75			
	Left:	0.7"	Right:	0.7"			
s	Header:	0.3"	Footer:	0.3"			
а	Wide						
	Top:	1"	Bottom:	1"			
	Left:	1"	Right:	1"			
a	Header:	0.5"	Footer:	0.5"			
6	Narrow						
	Top:	0.75"	Bottom:	0.75			
	Left:	0.25"	Right:	0.25			
	Header:	0.3"	Footer:	0.3"			
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Set orientation

Effects \*

Themes



Set orientation – select either landscape or portrait.							
Portrait							
Landscape							
Set paper size – select one of the desired paper sizes.							
Letter 8.5" x 11"							
Tabloid 11" x 17"							
Ledger 17" x 11"							
Statement   5.5" x 8.5"							
Executive 7.25" x 10.5"							
A3 11.69" x 16.54"							
A4 8.27" x 11.69"							
A4 Small 8.27" x 11.69"							
More Paper Sizes							
Continued on the next page							

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### **Excel Printing Tip**

**Insert breaks** – insert the cursor where you want to insert a page break and then click on **Breaks** icon. You will notice a dashed line indicating the page break, as shown in the screen shot below between rows 17 and 18.

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19	Eastern Connection	Jacksonville	05/28/19 Kaplan	United Package	Produce	U
18	West Distributors	Orlando	04/17/19 Kaplan	Federal Shipping	Beverages	S
17	B's Beverages	Jacksonville	05/14/19 Davis	United Package	Beverages	D
16	LINO-Delicateses	Orlando	05/21/19 Davis	United Package	Beverages	S
10	rrader Jerry	татра	04/10/19 Kapian	опітед наскаде	Produce	U

If you want titles to repeat on each new page, click the **Print Titles** icon in the **Page Layout** group. In the example below, row 1 will print on each new page. This includes the header titles.

Page Margins Head	er/Footer Sheet	
Print <u>a</u> rea:		
<u>R</u> ows to repeat at top:	\$1:\$1	
Columns to repeat at left:		
Print		
Gridlines	Comments: (None)	
Black and white   Draft quality	Cell errors as: displayed	
Row and column headi	ngs	
Page order		
● $\underline{D}$ own, then over ● ○ $\underline{O}$ ver, then down ● □ □ □		
	Print Print Preview	Options

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If you want gridlines to appear on the printout, check the Print box in the Sheet Options group.



If you want to just print certain data, select the data and then click on the Print Area icon in the Page Setup group. In the screen shot below, notice the select data (highlighted in blue). After selecting the data, click on Set Print Area. Only that data would print. You can later clear the print area.

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	Colors *				A	-			📑 Widt	h: Automat	tic -
The	emes ▼ ● Effects ▼	Margins	Orientation	Size	Print Area *	Breaks	Background	I Print Titles	Scale	100%	\$
	Themes			Pag		Set Print /	Area	Fa	Sca	le to Fit	5
	A2	- ()	f <sub>x</sub>	ABC F		- ⊆lear Prin	t Area				
	А		В		_	С	D		E	F	
			Restaura	ant							
1	Vendor Name		Location		Orde	er Date	Contact	Shippe	r	Category	<i>y</i>
2	ABC Foods		Orlando		(	)1/17/19	Davis	Federal	Shipping	Beverages	;
3	West Distributors		Orlando		(	05/08/19	Kaplan	United F	Package	Beverages	5
4	4 Berglunds Specialties		Miami		1	10/18/19	Denton	United F	Package	Beverages	5
5	5 Trader Jerry		Tampa		1	1/06/19	Kaplan	Federal	Shipping	Produce	
6	6 Southern Foods		Tampa		(	)3/20/19	Denton	United F	Package	Meat/Poul	ltry
7	7 Berglunds Specialties		Miami		(	06/01/19	Davis	United F	Package	Beverages	
8	8 Trader Jerry		Tampa		(	)6/27/19	Buchanan	Speedy	Express	Produce	
9	Eastern Connect	ion	Jacksonvil	lle	(	)1/31/19	Davis	Federal	Shipping	Meat/Poul	ltry
10	Eastern Connection		Jacksonville		(	04/30/19 Kaplan		Speedy Express		Produce	
11	SuperValue		Orlando		0	)3/22/19	Buchanan	Federal	Shipping	Beverages	
12	12 Trader Jerry		Tampa		(	)2/20/19	Kaplan	Speedy	Express	Grains/Ce	reals
13	West Distributors	5	Orlando		(	04/17/19	Kaplan	Federal	Shipping	Beverages	;
14	Trader Jerry		Tampa		(	)9/21/19	Kaplan	Federal	Shipping	Beverages	6
15 Trader Jerry		Tampa		(	04/18/19	Kaplan	United F	Package	Produce		

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