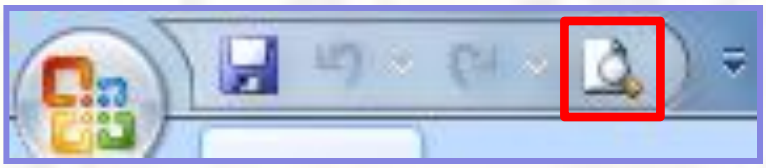
Excel Printing Tip

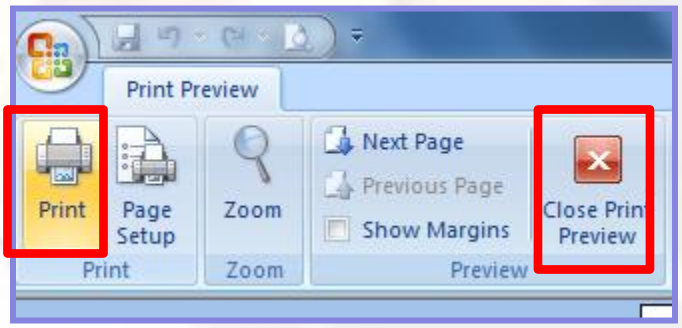
Are you ever frustrated when it comes to printing your Excel worksheet? You may be proficient working with the data on a worksheet, but you often don't get the results you want when it comes to printing.

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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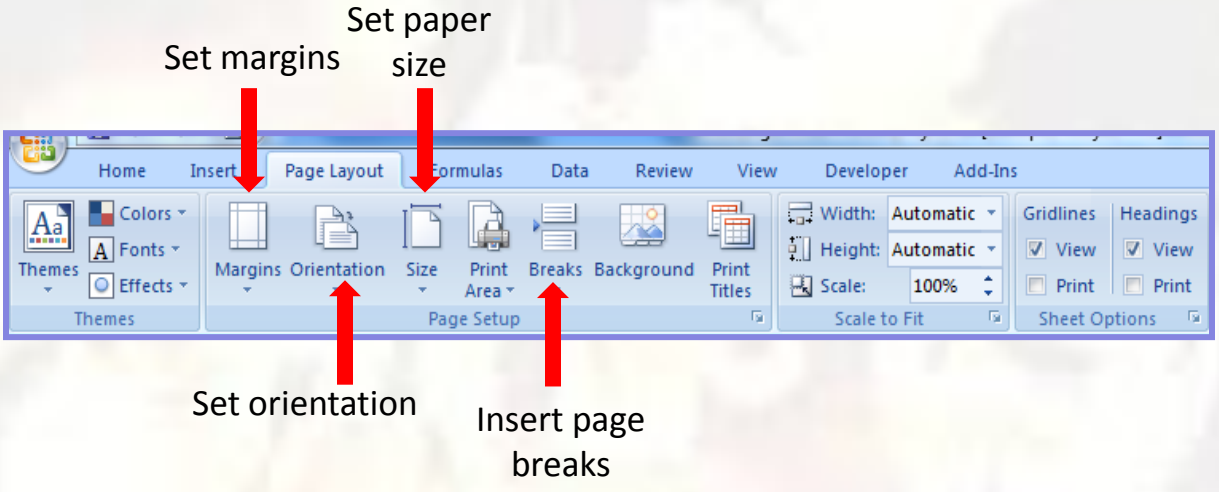
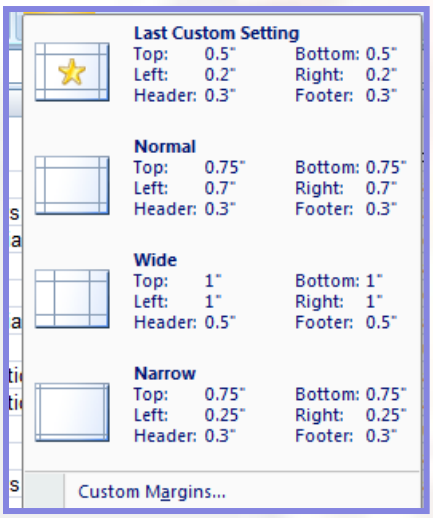
The **Page Layout** tab is used to setup printing options. The four main settings are highlighted below.



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



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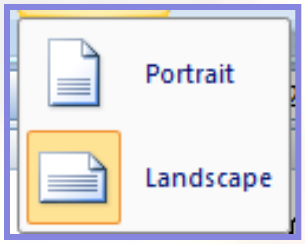
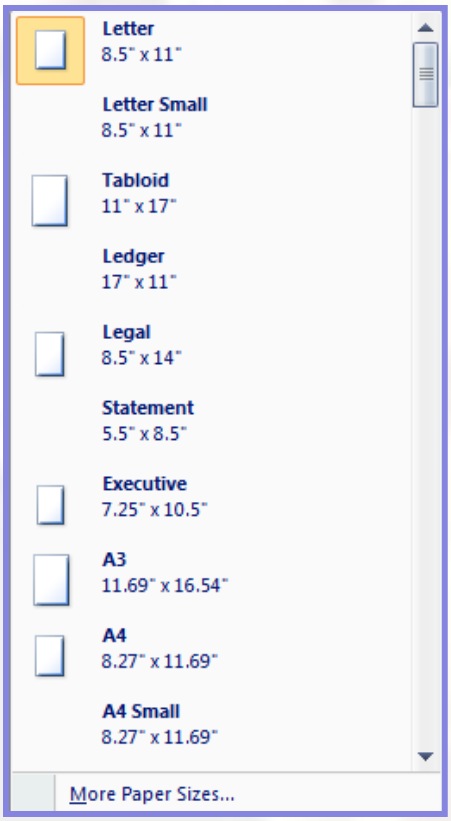
Set orientation – select either landscape or portrait.



Set paper size – select one of the desired paper sizes.



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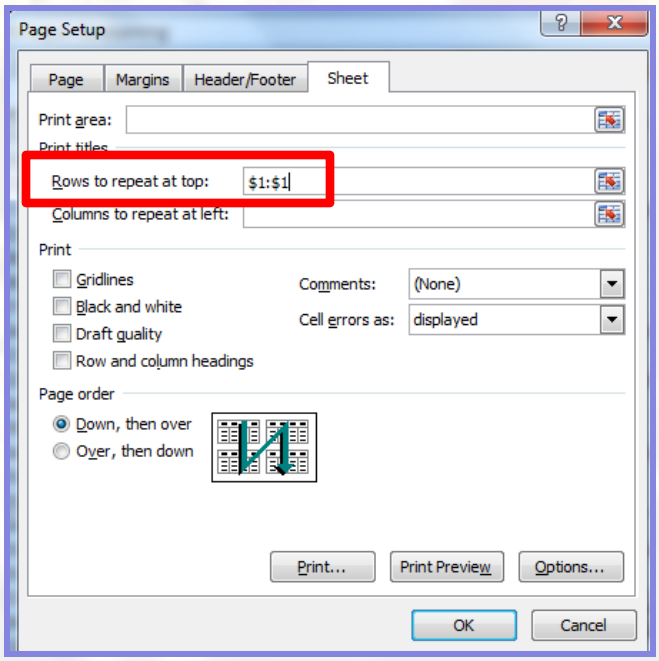
Excel Printing Tip

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.

15	Trader Jerry	Tampa	04/18/19	Kaplan	United Package	Produce
16	LINO-Delicateses	Orlando	05/21/19	Davis	United Package	Beverages
17	B's Beverages	Jacksonville	05/14/19	Davis	United Package	Beverages
18	West Distributors	Orlando	04/17/19	Kaplan	Federal Shipping	Beverages
19	Eastern Connection	Jacksonville	05/28/19	Kaplan	United Package	Produce

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.



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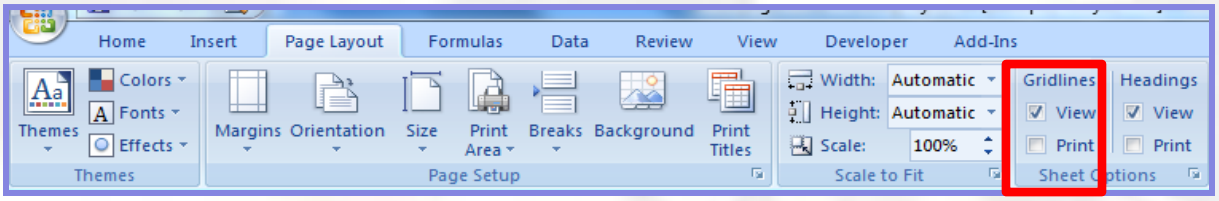
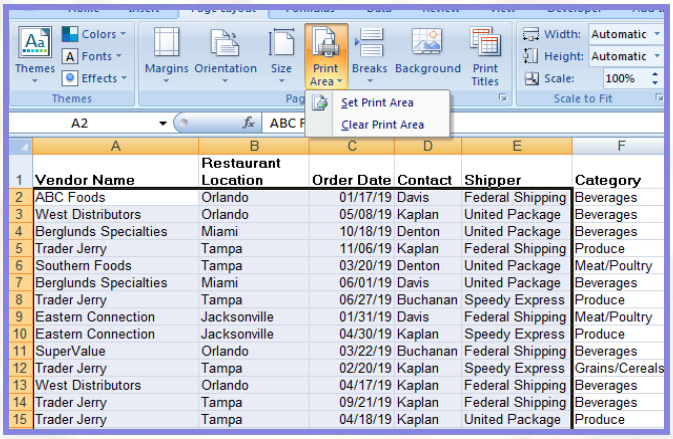
If you want gridlines to appear on the printout, check the Print box in the Sheet Options group.



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.



	A	B	C	D	E	F
1	Vendor Name	Restaurant Location	Order Date	Contact	Shipper	Category
2	ABC Foods	Orlando	01/17/19	Davis	Federal Shipping	Beverages
3	West Distributors	Orlando	05/08/19	Kaplan	United Package	Beverages
4	Berglunds Specialties	Miami	10/18/19	Denton	United Package	Beverages
5	Trader Jerry	Tampa	11/06/19	Kaplan	Federal Shipping	Produce
6	Southern Foods	Tampa	03/20/19	Denton	United Package	Meat/Poultry
7	Berglunds Specialties	Miami	06/01/19	Davis	United Package	Beverages
8	Trader Jerry	Tampa	06/27/19	Buchanan	Speedy Express	Produce
9	Eastern Connection	Jacksonville	01/31/19	Davis	Federal Shipping	Meat/Poultry
10	Eastern Connection	Jacksonville	04/30/19	Kaplan	Speedy Express	Produce
11	SuperValue	Orlando	03/22/19	Buchanan	Federal Shipping	Beverages
12	Trader Jerry	Tampa	02/20/19	Kaplan	Speedy Express	Grains/Cereals
13	West Distributors	Orlando	04/17/19	Kaplan	Federal Shipping	Beverages
14	Trader Jerry	Tampa	09/21/19	Kaplan	Federal Shipping	Beverages
15	Trader Jerry	Tampa	04/18/19	Kaplan	United Package	Produce

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