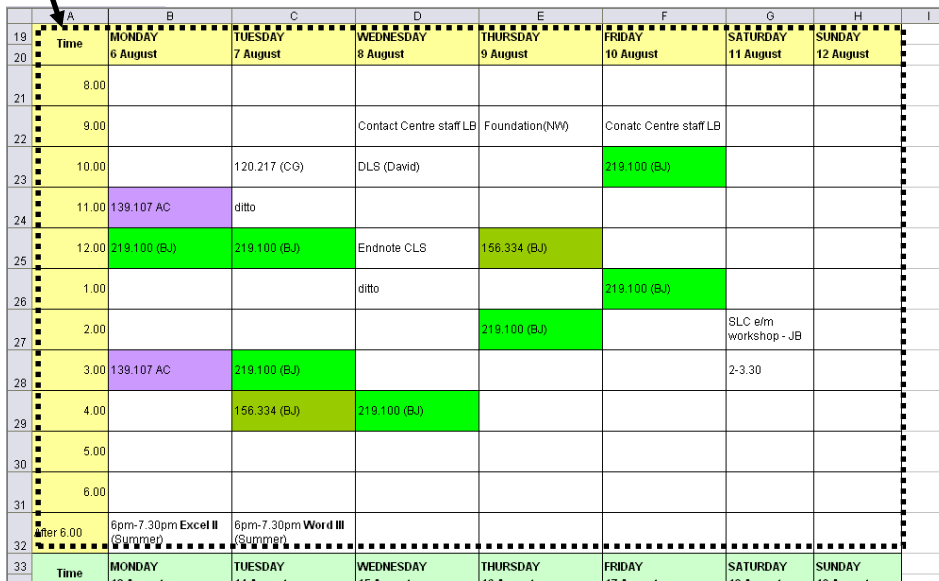# Printing tips

Microsoft Excel 2003

- ❖ Print preview is a MUST before printing any worksheets.
- ❖ When your data goes wider, printing landscape would be a better option.
- ❖ Page Setup dialog box allows you to set multiple printing functions. **File** > **Page Setup**.

Setting print area allows you to mark which part of the worksheet you wish to print. This is useful when you have more data on the worksheet but you wish to print a particular data area of it.
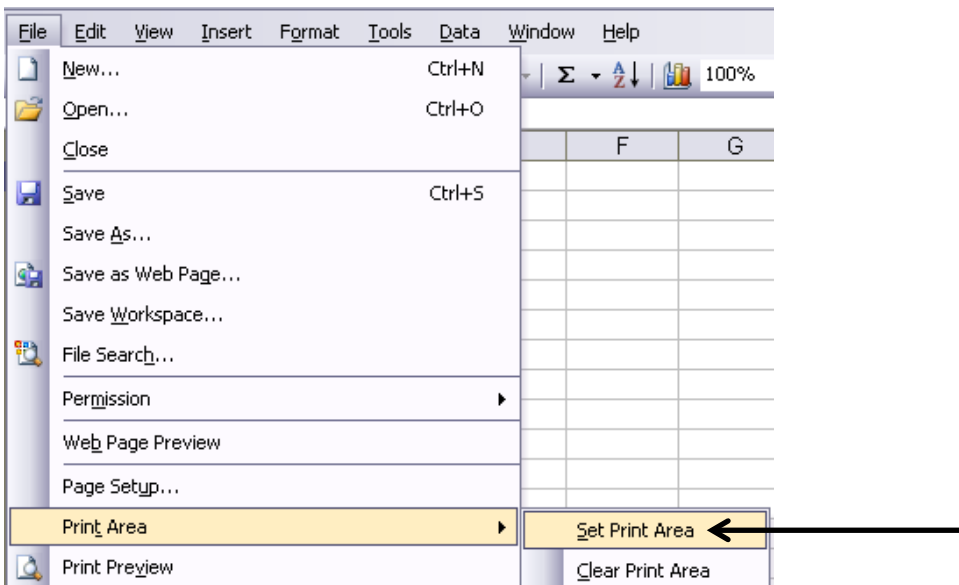
e.g. printing from row 19 to 32 and from column A to H

Setting a print area

1. Select cells that you wish to print, e.g. from row 19 to 32 and from column A to H

2. **File** > **Print Area** > **Set Print Area**

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3. Click **Print Preview**

Removing a print area

1. **File > Print Area > Clear Print Area**
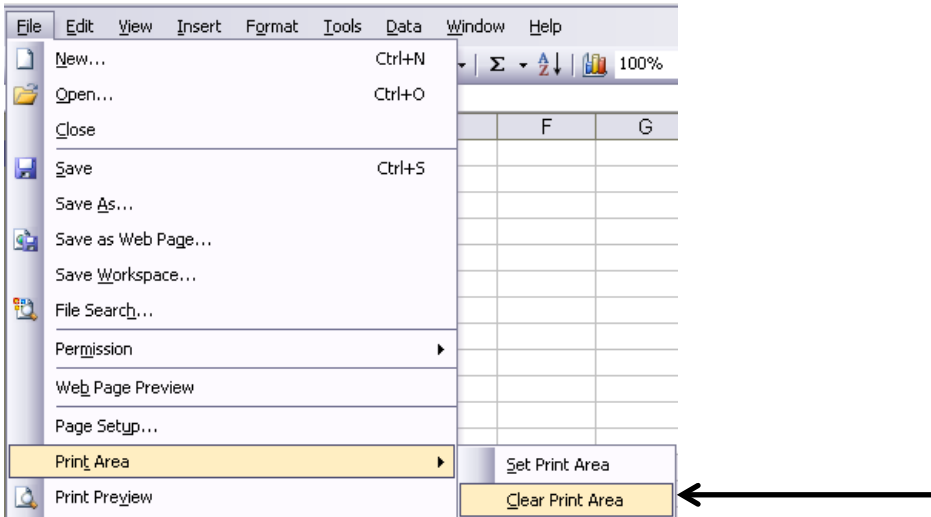
2. Click **Print Preview** to make sure the print area has been cleared.

Printing – fitting one page

Have you had your printout came out like below? You thought your printout would be a page but your data was a bit too large and didn't fit on one sheet.   Some data printed on a second page. It would look better if you could fit all the data in one page.

Produced by Massey University Library Information Commons
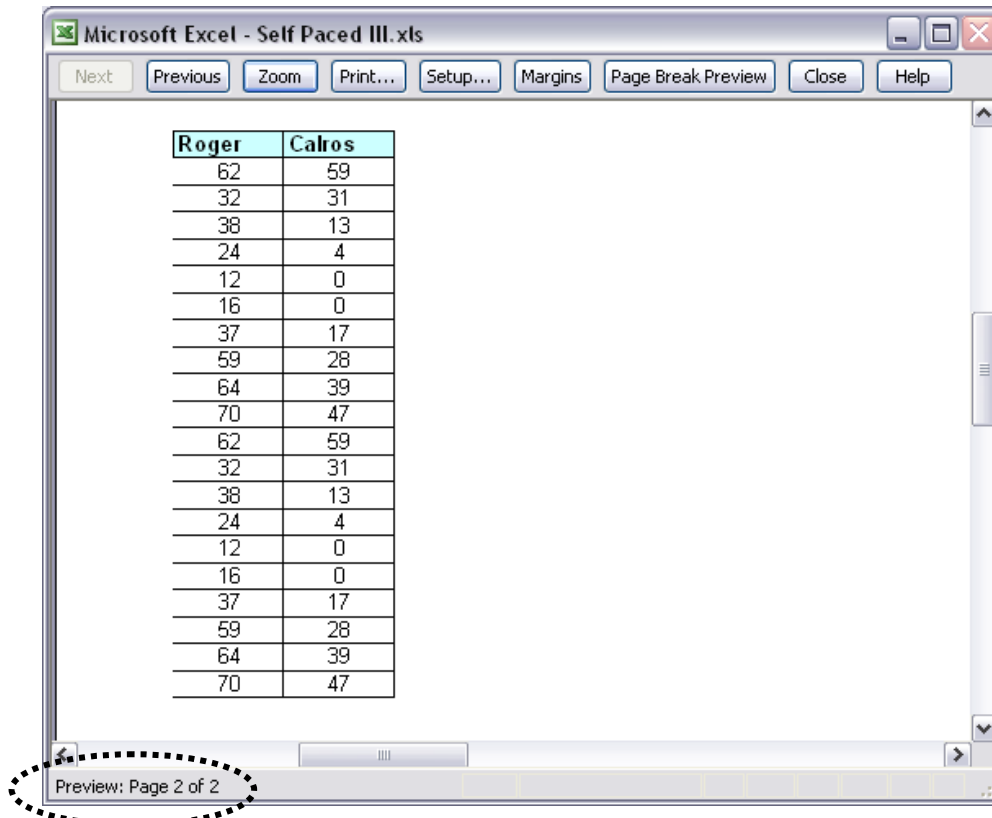
1.   Select the area of your spreadsheet that you wish to print.

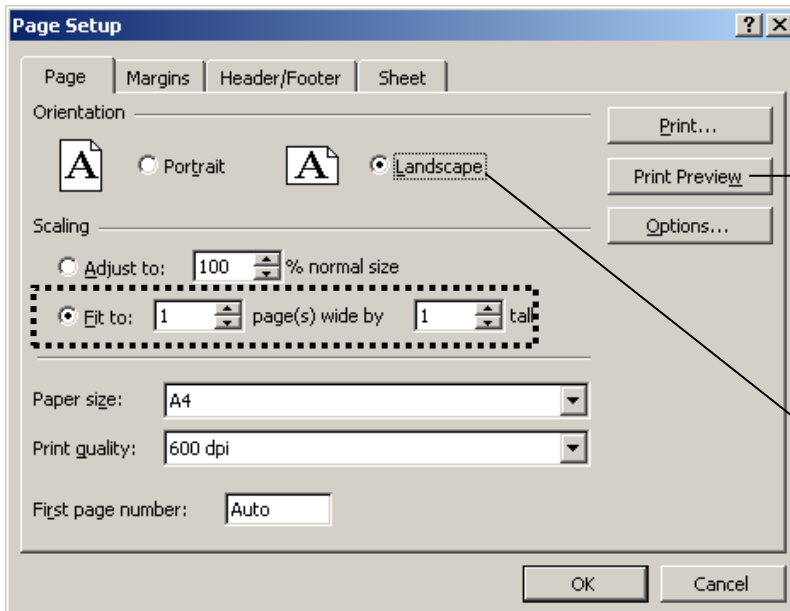|	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1		John	Paul	Ben	Jamie	Anton	Steven	Ted	Bill	Harry	Doug	Fred	Peter	Mike	Roger	Calros
2	Week 1	71	68	65	43	41	62	59	41	62	59	62	59	41	62	59
3	Week 2	22	11	26	1	28	32	31	28	32	31	32	31	28	32	31
4	Week 3	0	24	4	24	44	38	13	0	38	13	38	13	0	38	13
5	Week 4	5	12	0	12	64	24	4	0	24	4	24	4	0	24	4
6	Week 5	5	16	0	16	5	12	0	5	12	0	12	0	5	12	0
7	Week 6	25	37	17	37	5	16	0	5	16	0	16	0	5	16	0
8	Week 7	44	59	28	59	25	37	17	25	37	17	37	17	25	37	17
9	Week 8	18	31	35	24	44	59	28	44	59	28	59	28	44	59	28
10	Week 9	33	4	43	39	64	64	39	64	64	39	64	39	64	64	39
11	Week 10	30	0	27	36	58	70	47	58	70	47	70	47	58	70	47
12	Week 11	71	68	65	43	41	62	59	41	62	59	62	59	41	62	59
13	Week 12	22	11	26	1	28	32	31	28	32	31	32	31	28	32	31
14	Week 13	0	24	4	24	44	38	13	0	38	13	38	13	0	38	13
15	Week 14	5	12	0	12	64	24	4	0	24	4	24	4	0	24	4
16	Week 15	5	16	0	16	5	12	0	5	12	0	12	0	5	12	0
17	Week 16	25	37	17	37	5	16	0	5	16	0	16	0	5	16	0
18	Week 17	44	59	28	59	25	37	17	25	37	17	37	17	25	37	17
19	Week 18	18	31	35	24	44	59	28	44	59	28	59	28	44	59	28
20	Week 19	33	4	43	39	64	64	39	64	64	39	64	39	64	64	39
21	Week 20	30	0	27	36	58	70	47	58	70	47	70	47	58	70	47
22																

2.   **File** > **Page Setup**

3.   Click **Fit to** X **page(s) wide by** Y **tall**. > Click **OK**

Don't forget to do **print preview**!

It depends on your data, decide **portrait** or **landscape** for the page orientation.

Print preview

Printing – repeating rows / columns headings at the top of printed pages

When your worksheet will be printed on more than page with the same table, printing the rows/columns' heading is useful too. So you don't have to go back to the first page to compare what the heading is. See next page for how it looks.

1. **File** > **Page Setup**

2. Click in the **Sheet** tab > Click **Collapse Dialogue** button for **rows /columns to repeat at top/left**
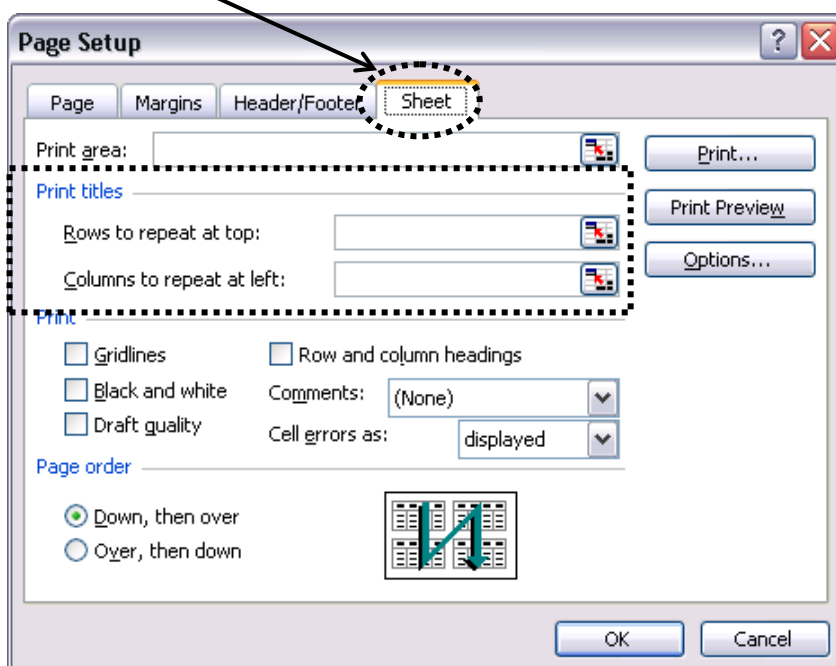
3.   Highlight the heading (running marquee appears) > Press **ENTER** key

	A	B	C	D	E	F	G	H	I	J	K	L
1		Barley (s)	Baley (f)	Pea	Ryegrass	Red Clover	Silage	Lamb	Hoggets	Hiefers	Total GMs	Operating
2	hectares	50	106	62.5	35	21.5	80	20000	2500	130	1149800.7	268050
3	1	1223.43442	1197.995	887.431	1850.1996	2978.61366	451.776	33.511	16.323987	232.36055	1369821	268050
4	2	1524.56366	1163.1688	526.92	1739.7546	2813.456342	430.393	44.9858	20.161082	241.80121	1247384	268050
5	3	1477.81147	1106.2579	978.912	2256.2356	1587.340161	458.967	38.4798	17.914774	237.31653	1342332.8	268050
6	4	1322.53652	1131.3925	1011.56	2494.0742	5880.598828	516.045	38.6835	12.269527	259.25641	1261055.7	268050
7	5	1335.50848	997.10128	1083.						4545	1171348.8	268050
8	6	1475.6273	896.69326	910.	Page Setup - Rows to repeat at top:					3514	1130088.9	268050
9	7	1429.98393	934.98366	102	$1:$1					5032	1261932.9	268050
10	8	1388.05103	921.82903	890.008	1808.3014	325.0606506	455.216	43.095	15.343508	247.97147	1292097.2	268050
11	9	1207.3093	960.67402	1083.4	1977.4788	-254.468158	483.67	43.8968	19.916097	246.37076	1274318.2	268050
12	10	1490.09932	1050.7055	721.235	1544.4187	2486.944958	473.126	40.9199	18.828959	250.12754	1420788.1	268050
13	11	1519.55866	1019.0146	1754.66	2469.6457	1937.893674	576.478	44.1455	15.285859	244.49047	1148148.1	268050
14	12	1144.98849	1046.2173	1099.95	2243.0176	1083.250806	436.952	35.4869	12.436688	259.00396	1186246	268050
15	13	1487.04256	955.81488	1038.08	1339.6668	2782.98454	435.717	36.1571	18.759114	262.14222	1339245.3	268050
16	14	1596.52207	886.96666	1280.62	2660.8955	283.4499329	462.226	42.9522	22.431926	261.80749	1093477.9	268050
17	15	1190.55719	1138.5571	1073	1896.8461	207.9723328	407.588	33.7154	15.30142	232.08027	1314158.5	268050
18	16	1452.25265	877.24838	936.051	2408.9192	847.7409332	406.233	43.77	18.986722	247.30776	1178600.5	268050
19	17	1076.35463	938.67348	1160.64	1772.733	124.0489929	522.797	39.057	13.189347	246.87156	1267136.6	268050
20	18	1345.60072	972.5778	1551.63	1803.9051	667.9981201	482.175	40.6857	14.594569	257.79082	1368591.2	268050
21	19	1456.61183	1144.8798	1398.28	1805.9494	2093.252942	546.295	43.1968	14.396619	270.51514	1087437.9	268050
22	20	1549.48053	1009.0097	840.477	1774.5843	-119.6567566	463.891	33.4866	21.865279	226.42238	1179160.2	268050
23	21	1363.03567	1020.475	1641.18	1903.0741	516.5203064	506.433	35.9552	11.715317	258.81177	1234378.1	268050
24	22	1240.04877	946.45456	1138.62	1501.7384	287.2207611	499.61	41.3315	17.105068	252.23373	1290068.9	268050

4.   Click **OK**

5.   Have a look at the **print preview** (see next page)

Print preview

Page One

	Barley (s)	Baley (f)	Pea	Ryegrass	Red Clover	Silage	Lamb	Hoggets
hectares	50	106	62.5	35	21.5	80	20000	2500
1	1223.43442	1197.995	887.431	1850.1996	2978.61366	451.776	33.511	16.323987
2	1524.56366	1163.1688	526.92	1739.7546	2813.456342	430.393	44.9858	20.161082
3	1477.81147	1106.2579	978.912	2256.2356	1587.340161	458.967	38.4798	17.914774
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

Page Two

	Barley (s)	Baley (f)	Pea	Ryegrass	Red Clover	Silage
35	227.84622	1184.404	1246.2	1745.7106	2446.699902	484.234
36	1163.33223	1032.0874	1277.08	1660.5464	2400.080487	499.23
37	1508.51354	931.07223	1232.5	2250.3317	2519.375607	551.188
38	1226.03863	1012.1233	701.827	2278.2527	2763.83476	538.966
39	1356.31658	1038.5313	732.797	2073.6923	1575.077817	546.358
40	1316.61806	1112.0607	1371.91	1652.56	1182.163998	418.07
41	14					
42	12					
43	14					
44	14					
45	14					
46	14					
47	13					
48	14					
49	12					
50	13					
51	14					
52	1					
53	12					
54	1					
55	13					

Page Three

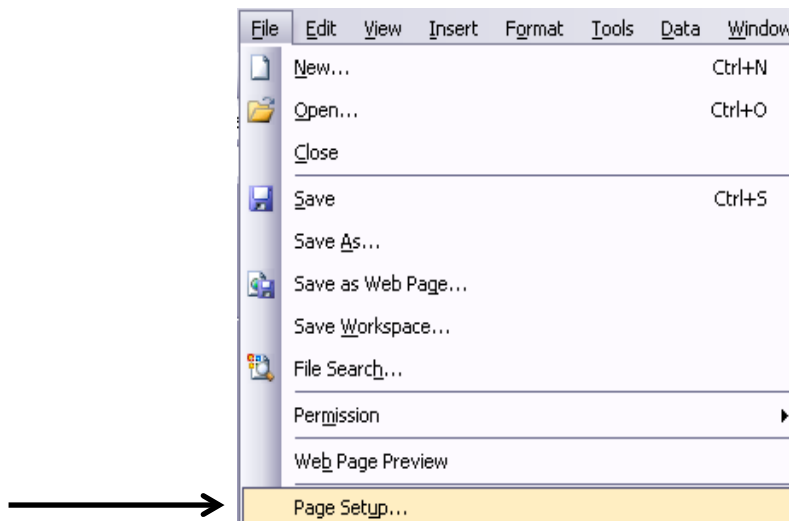|	Barley (s)	Baley (f)	Pea	Ryegrass
70	1281.25796	909.70982	552.841	2219.9038
71	1452.33617	1178.896	1241.4	2128.7235
72	1228.79798	977.70534	1170.93	1611.216
73	1433.05935	776.05311	514.974	2459.1237
74	1332.57999	1171.68	397.649	1993.8904
75	1310.37243	1159.2217	1328.33	2262.015
76	1436.35895	1055.6499	364.648	2226.024
77	1504.79535	1083.2509	883.234	1623.5325
78	1316.16214	1069.8543	661.661	2476.9765
79	1568.87258	957.50808	1605.05	1635.3498
80	1219.57429	766.92129	1415.91	1849.4204
81	1393.86069	932.5833	1655.27	1735.2593
82	1276.18617	975.36597	1018.12	2379.9619
83	1459.7645	1178.1456	1209.55	2412.858
84	1406.38913	862.26061	881.056	2097.9749
85	1281.22562	999.56106	1106.35	2098.1743
86	1128.69247	955.5805	755.918	1994.1777
87	1378.17782	966.97719	482.065	2381.9178
88	1380.41108	1007.7357	453.505	1738.1121
89	1185.93746	1023.9127	869.515	2345.792
90	1332.91683	1062.3815	1344.47	1869.8414
91	1303.36511	1159.6991	997.25	2201.6159
92	1477.11431	1080.8418	591.689	1796.8328
93	1561.64799	1130.3506	775.098	2141.8676
94	1452.81463	942.28579	1080.88	1995.6519

The heading is repeated
and printed automatically.

Printing – row or column headings

Printing row and column headings may be useful when printing formulas.

Row heading / Column heading

	A	B	C	D
1	10	22	5	=SUM(A1:C1)
2	56	56	2	=SUM(A2:C2)
3	88	5	221	=SUM(A3:C3)
4	1	2	44	=SUM(A4:C4)
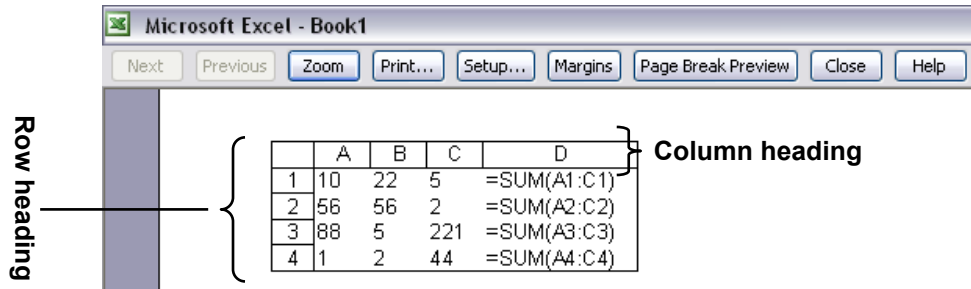
1. **File** > **Page Setup**

2. Click the **Sheet** tab > tick the **Row and column headings** box > click **OK**