

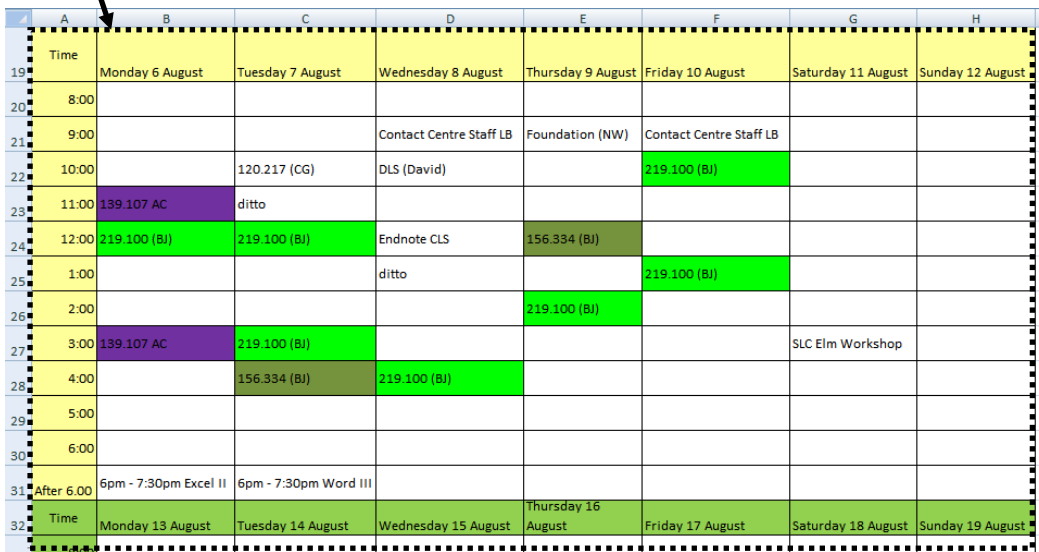
Printing tips

Microsoft Excel 2007

- ❖ 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.

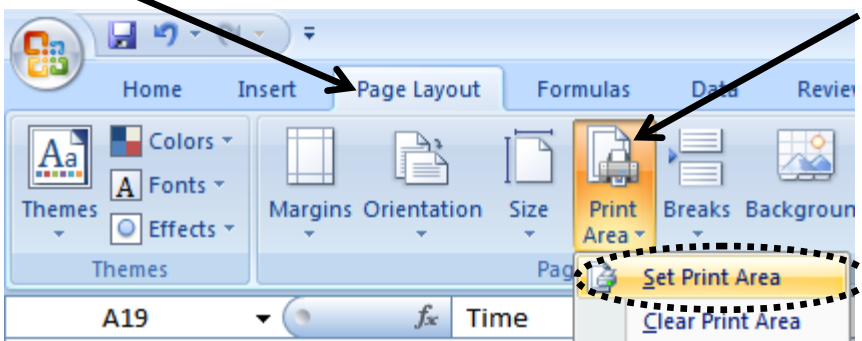
e.g. printing from row 19 to 32 and from column A to H



	A	B	C	D	E	F	G	H
19	Time	Monday 6 August	Tuesday 7 August	Wednesday 8 August	Thursday 9 August	Friday 10 August	Saturday 11 August	Sunday 12 August
20	8:00							
21	9:00			Contact Centre Staff LB	Foundation (NW)	Contact Centre Staff LB		
22	10:00		120.217 (CG)	DLS (David)		219.100 (BJ)		
23	11:00	139.107 AC	ditto					
24	12:00	219.100 (BJ)	219.100 (BJ)	Endnote CLS	156.334 (BJ)			
25	1:00			ditto		219.100 (BJ)		
26	2:00				219.100 (BJ)			
27	3:00	139.107 AC	219.100 (BJ)				SLC Elm Workshop	
28	4:00		156.334 (BJ)	219.100 (BJ)				
29	5:00							
30	6:00							
31	After 6.00	6pm - 7:30pm Excel II	6pm - 7:30pm Word III					
32	Time	Monday 13 August	Tuesday 14 August	Wednesday 15 August	Thursday 16 August	Friday 17 August	Saturday 18 August	Sunday 19 August

Setting a print area

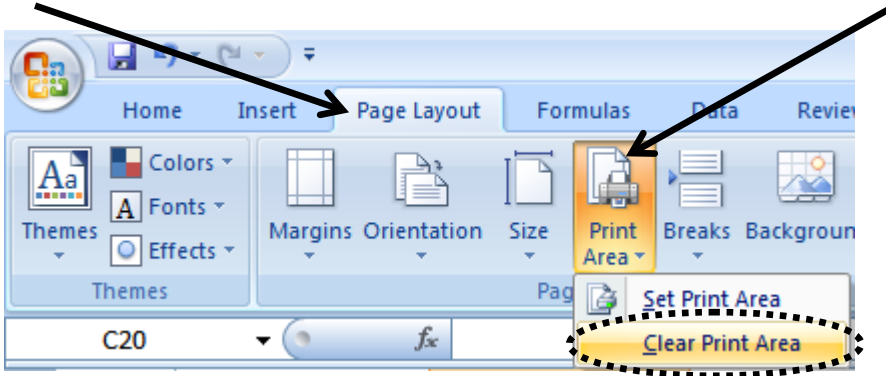
1. Select cells that you wish to print, e.g. from row 19 to 32 and from column A to H
2. **Page Layout > Print Area > Set Print Area**



3. Click **Office Button > Print > Print Preview**

Removing a print area

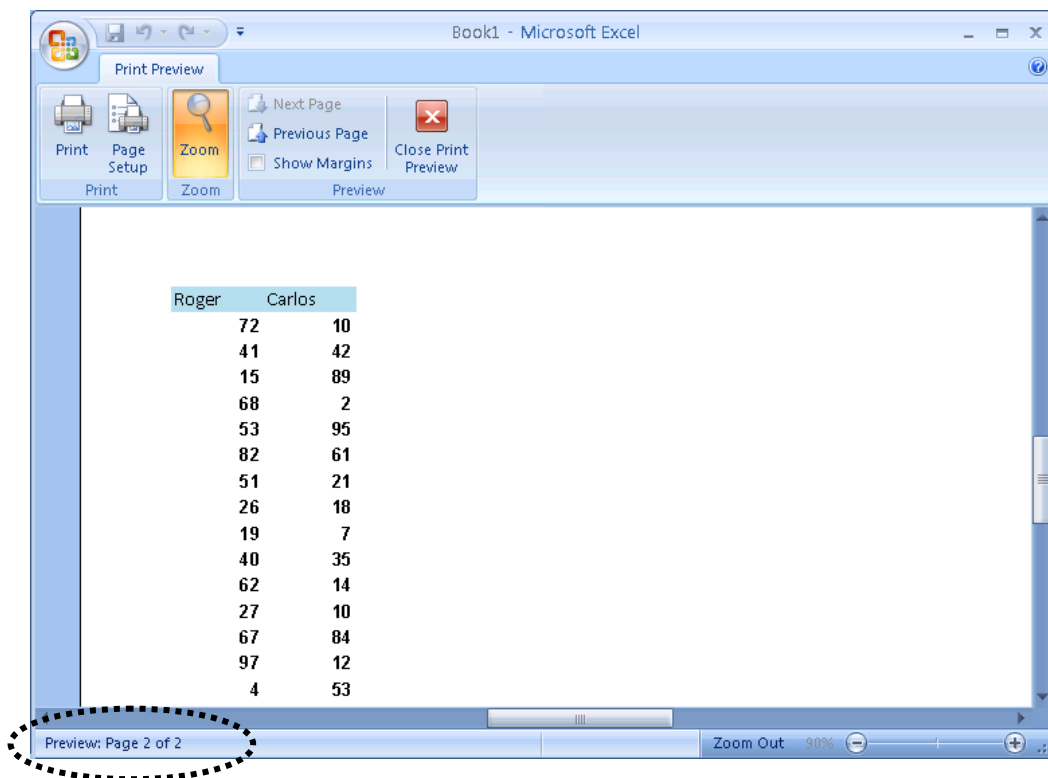
1. **Page Layout > Print Area > Clear Print Area**



4. Click **Office Button > Print > Print Preview** to make sure the print area has been cleared.

Printing – fitting one page

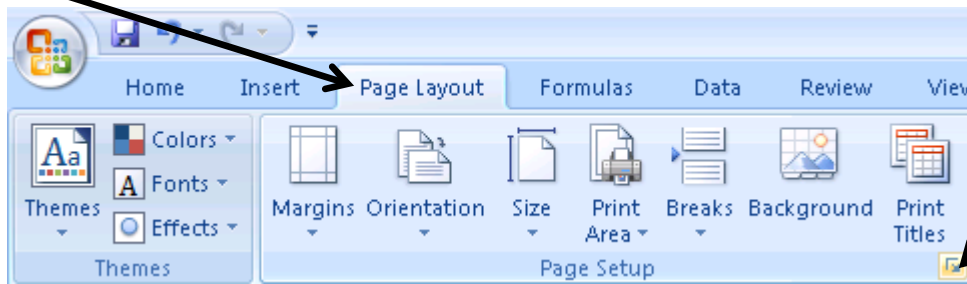
Have you had your printout come out like below? You thought your printout would be a page but your data was a bit too large and didn't fit on one sheet. Some data printed on a second page. It would look better if you could fit all the data in one page.



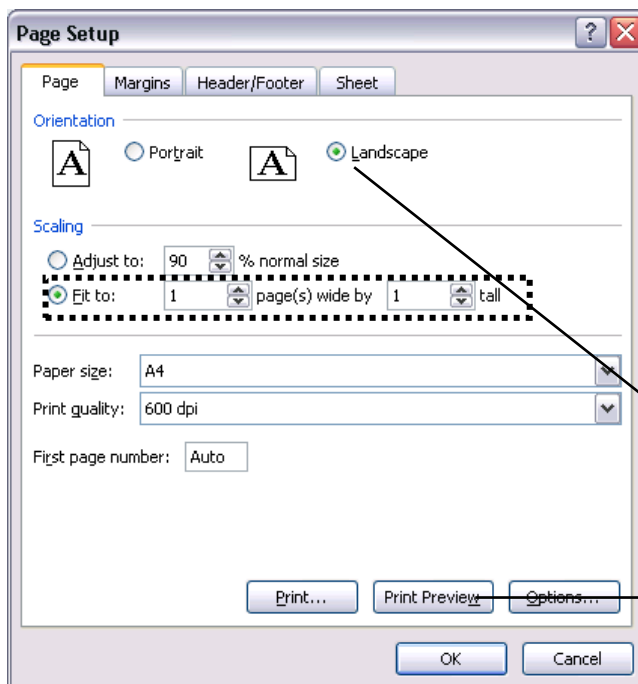
1. Select the area of your spreadsheet that you wish to print.

	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	Carlos
2	Week1	27	22	59	74	14	62	37	77	13	85	88	82	22	70	1
3	Week2	50	67	37	13	65	29	90	76	12	53	20	91	7	99	55
4	Week3	8	57	47	61	52	41	77	92	89	57	27	69	84	11	78
5	Week4	18	51	69	40	93	87	57	44	7	19	90	1	53	22	26
6	Week5	38	48	21	64	7	9	64	72	58	99	27	28	72	9	57
7	Week6	72	84	2	13	98	43	40	95	7	19	27	76	81	14	31
8	Week7	87	39	23	17	68	56	60	91	54	8	33	83	37	28	82
9	Week8	48	41	91	91	52	8	13	51	89	95	16	83	57	65	97
10	Week9	21	74	67	55	49	50	49	67	38	10	74	53	9	64	61
11	Week10	74	17	6	54	39	67	29	100	41	62	43	28	70	24	33
12	Week11	19	12	79	9	46	42	88	28	21	30	63	59	89	65	66
13	Week12	49	95	19	41	40	43	76	53	15	43	20	45	72	64	1
14	Week13	73	3	48	94	1	58	34	80	43	78	6	97	44	72	27
15	Week14	61	93	12	55	84	11	74	8	30	95	55	33	25	43	6
16	Week15	54	57	32	40	29	44	51	37	50	36	3	43	30	61	28
17	Week16	92	86	53	9	14	55	28	35	21	16	53	42	27	78	92
18	Week17	79	81	100	73	21	92	32	59	30	18	13	35	45	5	56
19	Week18	91	13	24	38	25	57	44	43	31	21	12	66	68	2	41
20	Week19	49	42	46	57	74	10	17	64	33	48	83	14	93	71	73
21	Week20	7	90	29	76	28	71	55	50	55	68	5	77	37	4	59

2. Page Layout > Page Setup



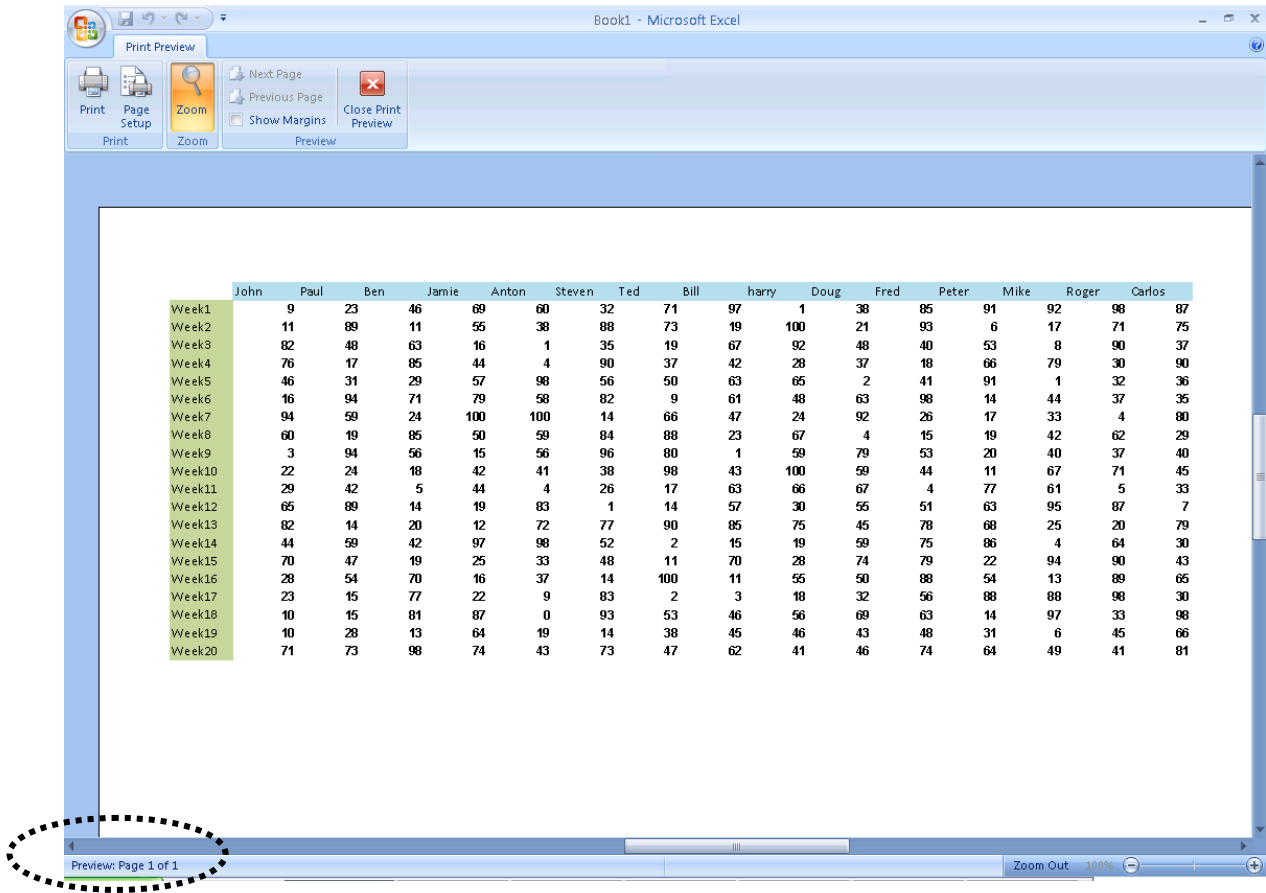
3. Click Fit to X page(s) wide by Y tall. > Click OK



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

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

Print preview

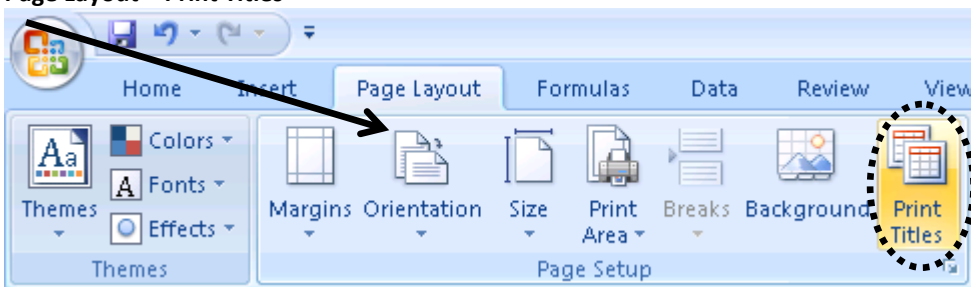


	John	Paul	Ben	Jamie	Anton	Steven	Ted	Bill	harry	Doug	Fred	Peter	Mike	Roger	Carlos
Week1	9	23	46	69	60	32	71	97	1	38	85	91	92	90	87
Week2	11	89	11	55	38	88	73	19	100	21	93	6	17	71	75
Week3	82	48	63	16	1	35	19	67	92	48	40	53	8	90	37
Week4	76	17	85	44	4	90	37	42	28	37	18	66	79	30	90
Week5	46	31	29	57	98	56	50	63	65	2	41	91	1	32	36
Week6	16	94	71	79	58	82	9	61	48	63	98	14	44	37	35
Week7	94	59	24	100	100	14	66	47	24	92	26	17	33	4	80
Week8	60	19	85	50	59	84	88	23	67	4	15	19	42	62	29
Week9	3	94	56	15	56	96	80	1	59	79	53	20	40	37	40
Week10	22	24	18	42	41	38	98	43	100	59	44	11	67	71	45
Week11	29	42	5	44	4	26	17	63	66	67	4	77	61	5	33
Week12	65	89	14	19	83	1	14	57	30	55	51	63	95	87	7
Week13	82	14	20	12	72	77	90	85	75	45	79	69	25	20	79
Week14	44	59	42	97	98	52	2	15	19	59	75	86	4	64	30
Week15	70	47	19	25	33	48	11	70	28	74	79	22	94	90	43
Week16	28	54	70	16	37	14	100	11	55	50	88	54	13	89	65
Week17	23	15	77	22	9	83	2	3	18	32	56	88	88	98	30
Week18	10	15	81	87	0	93	53	46	56	69	63	14	97	33	98
Week19	10	28	13	64	19	14	38	45	46	43	48	31	6	45	66
Week20	71	73	98	74	43	73	47	62	41	46	74	64	49	41	81

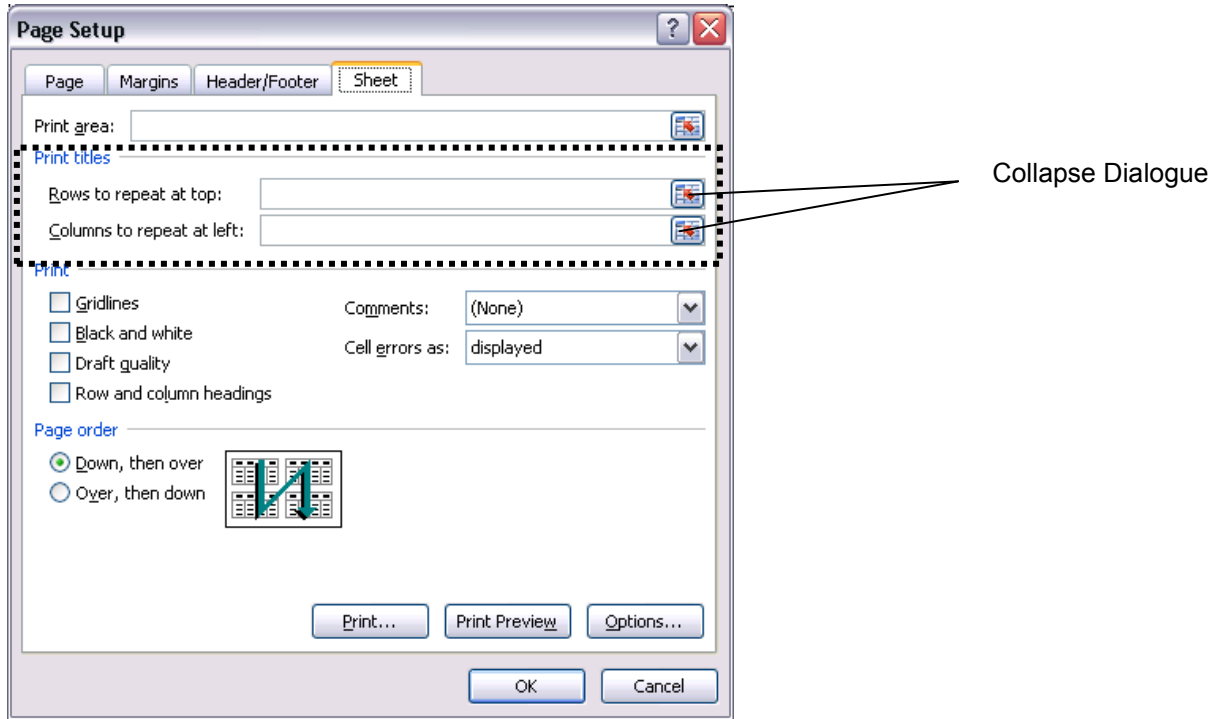
Printing – repeating rows / columns headings at the top of printed pages

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. Page Layout > Print Titles



2. 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
1		Barley (s)	Balev (f)	Pea	Ryegrass	Red Clover	Silage	Lamb	Hoggets	Hiefers	Total GMs
2	HECTARES	50	106	62.5	35	21.5	80	20000	2500	130	1149800.669
3	1	1223.4344	1197.994958	887.4314178	1850.19964	2978.61366	451.7757779	33.51104691	16.32398672	232.3605454	1369820.97
4	2	1524.5637	1163.168754	526.9198288	1739.754606	2813.456342	430.3931123	44.98576882	20.1610817	241.8012088	1247384.028
5	3	1477.8115	1106.257898	978.9120544	2256.235624	1587.340161	458.9671045	38.4798301	17.91477385	237.3165252	1342332.773
6	4	1322.5265	1121.209510	1011.555611	2404.074914	5000.500000	516.0446339	38.68349603	12.26952667	259.2564142	1261055.698
7	5	133.5000	1121.209510	1011.555611	2404.074914	5000.500000	460.0616818	38.73411897	16.73005571	254.2454498	1171348.847
8	6	147.5000	1121.209510	1011.555611	2404.074914	5000.500000	478.9730268	36.21728852	17.63794413	225.2351434	1130088.911
9	7	142.5000	957.9000375	1021.017415	2104.350072	304.730042	499.8620921	36.38406098	13.43917408	239.6503174	1261932.902
10	8	1388.051	921.829031	890.0078644	1808.30139	325.0606506	455.2162534	43.09496339	15.34350815	247.9714697	1292097.24
11	9	1207.3093	960.6740189	1083.397137	1977.478826	-254.468158	483.6702162	43.89676278	19.91609688	246.3707645	1274318.152
12	10	1490.0993	1050.705535	721.2354053	1544.418657	2486.944958	473.1261545	40.91990731	18.82895908	250.1275408	1420788.133
13	11	1519.5587	1019.014556	1754.657446	2469.645655	1937.893674	576.4782172	44.14547952	15.28585854	244.4904673	1148148.133
14	12	1144.9885	1046.217272	1099.949442	2243.01759	1083.250806	436.9515878	35.48694833	12.43668823	259.0039618	1186246.041
15	13	1487.0426	955.814879	1038.084828	1339.66676	2782.98454	435.7167226	36.15705598	18.75911379	262.1422165	1339245.263
16	14	1596.5221	886.9666577	1280.620133	2660.895455	283.4499329	462.225669	42.95217889	22.43192596	261.8074939	1093477.89
17	15	1190.5572	1138.557149	1073.002182	1896.84608	207.9723328	407.5883466	33.71541322	15.30142021	232.0802725	1314158.462
18	16	1452.2527	877.2483778	936.0508312	2408.919227	847.7409332	406.2326222	43.77001489	18.9867219	247.3077638	1178600.492
19	17	1076.3546	938.6734753	1160.639655	1772.732973	124.0489929	522.7967053	39.05701402	13.18934669	246.8715594	1267136.603
20	18	1345.6007	972.5777904	1551.632201	1803.905142	667.9081201	482.1746188	40.68572343	14.50455002	257.7908237	1368591.195

4. Click **OK**

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



Print preview

Page One

HECTARES

	Barley (s)	Baley (f)	Pea	Ryegrass	Red Clover	Sil
	50	106	62.5	35	21.5	
1	1223.4344	1197.994958	887.4314178	1850.19964	2978.61366	451.7
2	1524.5637	1163.168754	526.9198288	1739.754606	2813.456342	430.3
3						

Page Two

	Barley (s)	Baley (f)	Pea	Ryegrass	Red Clover	Sil	
5	35	1227.8462	1184.404006	1246.203696	1745.710647	2446.699902	484.2
6	36	1163.3322	1032.087372	1277.075945	1660.546363	2400.080487	499.2
7	37	1508.5135	931.0722332	1232.504259	2250.331652	2519.375607	551.1
8	38	1226.0386	1012.123347	701.827084	2278.252662	2763.83476	538.9
9	39	1356.31					

Page Three

	Barley (s)	Baley (f)	Pea	Ryegrass	Red Clover	Sil		
10	40	1316.61						
11	41	1470.24	1281.258	909.7098151	552.8406013	2219.903815	2844.73685	
12	42	1289.73	71	1452.3362	1178.895976	1241.396462	2128.723514	2906.40525
13	43	1416.85	72	1228.798	977.7053366	1170.929705	1611.215961	2240.57273
	44	1453.68	73	1433.0594	776.0531111	514.9743904	2459.123671	976.528927
	45	1409.44	74	1332.58	1171.679963	397.6485123	1993.890369	1638.74892
	46	1497.09	75	1310.3724	1159.221734	1328.328978	2262.014997	2099.6349
	47	1352.4	76	1436.359	1055.649931	364.647757	2226.023972	195.875927
	48	1472.22	77	1504.7954	1083.250937	883.2342018	1623.532522	1668.44634
			78	1316.1621	1069.854322	661.6613735	2476.976455	1974.3259
			79	1568.8726	957.5080786	1605.047308	1635.349763	-24.8844177
			80	1219.5743	766.9212866	1415.911375	1849.42044	-18.4146911
			81	1393.8607	932.5832959	1655.271231	1735.259331	90.2851074
			82	1276.1862	975.365974	1018.117892	2379.96192	-293.309405
			83	1459.7645	1178.145612	1209.549128	2412.857998	1801.88064

The heading is repeated and printed automatically.



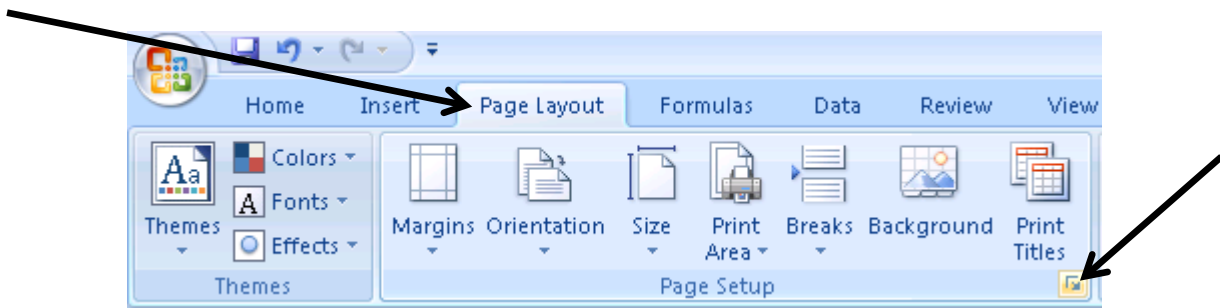
Printing – row or column headings

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

	A	B	C	D	
1	10	22	5	=SUM(A1:C1)	} Column heading
2	56	56	2	=SUM(A2:C2)	
3	88	5	221	=SUM(A3:C3)	
4	1	2	44	=SUM(A4:C4)	

Row heading

1. Page Layout > Page Setup



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

