

Printing tips

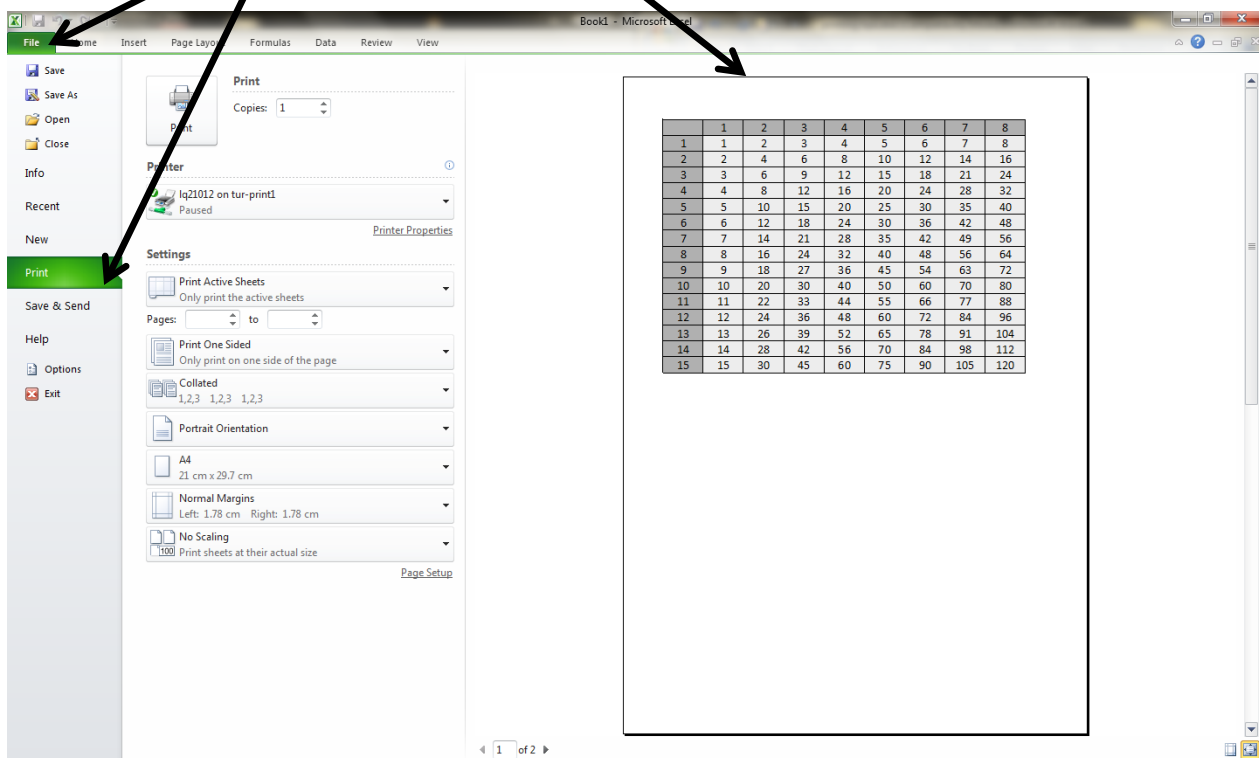
Microsoft Excel

- ❖ 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.

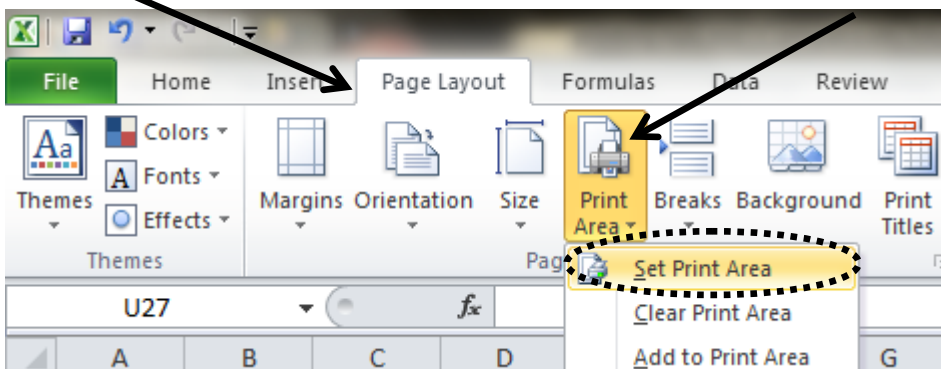
Print Preview now shows in the file menu

1. Click **File > Print**

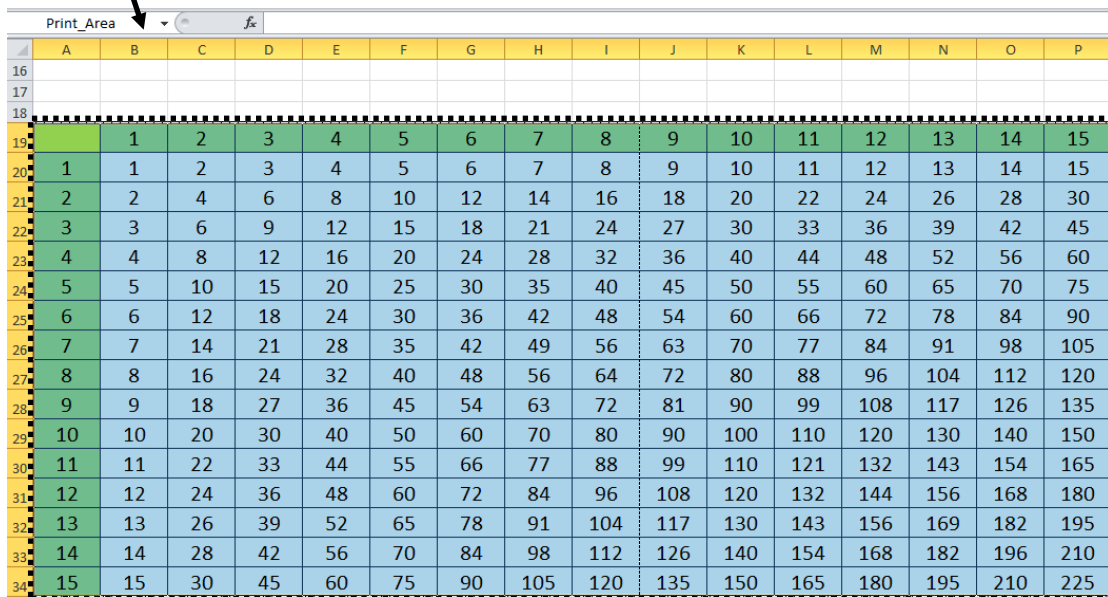


Setting a print area

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**



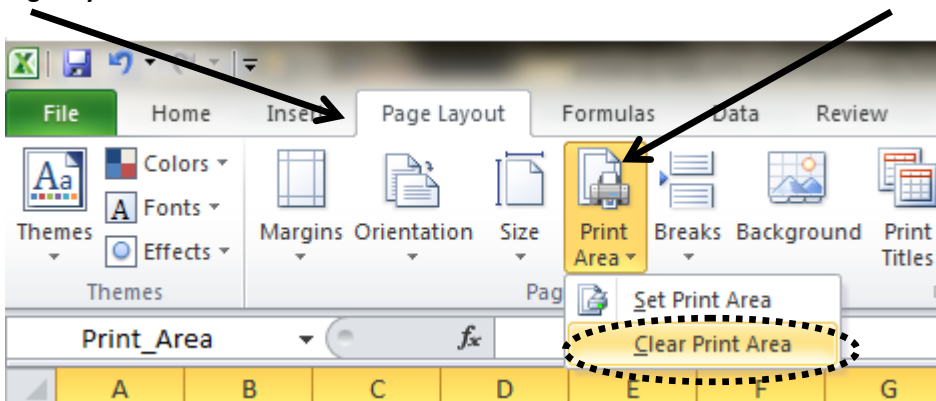
e.g. printing from row 19 to 34 and from column A to P



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
16																
17																
18																
19	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
20	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
21	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	
22	3	6	9	12	15	18	21	24	27	30	33	36	39	42	45	
23	4	8	12	16	20	24	28	32	36	40	44	48	52	56	60	
24	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	
25	6	12	18	24	30	36	42	48	54	60	66	72	78	84	90	
26	7	14	21	28	35	42	49	56	63	70	77	84	91	98	105	
27	8	16	24	32	40	48	56	64	72	80	88	96	104	112	120	
28	9	18	27	36	45	54	63	72	81	90	99	108	117	126	135	
29	10	20	30	40	50	60	70	80	90	100	110	120	130	140	150	
30	11	22	33	44	55	66	77	88	99	110	121	132	143	154	165	
31	12	24	36	48	60	72	84	96	108	120	132	144	156	168	180	
32	13	26	39	52	65	78	91	104	117	130	143	156	169	182	195	
33	14	28	42	56	70	84	98	112	126	140	154	168	182	196	210	
34	15	30	45	60	75	90	105	120	135	150	165	180	195	210	225	

Removing a print area

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



3. Click **File > Print** and check the **Print Preview** to make sure the print area has been cleared.

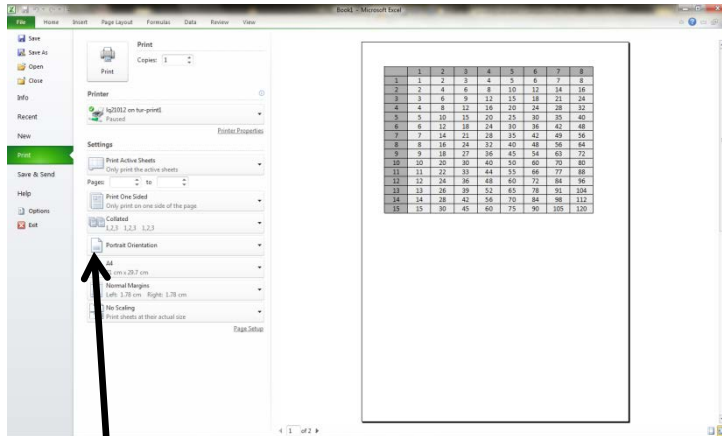
Printing – fitting one page

If you are having trouble fitting all your data onto one page you could try one of the following options.

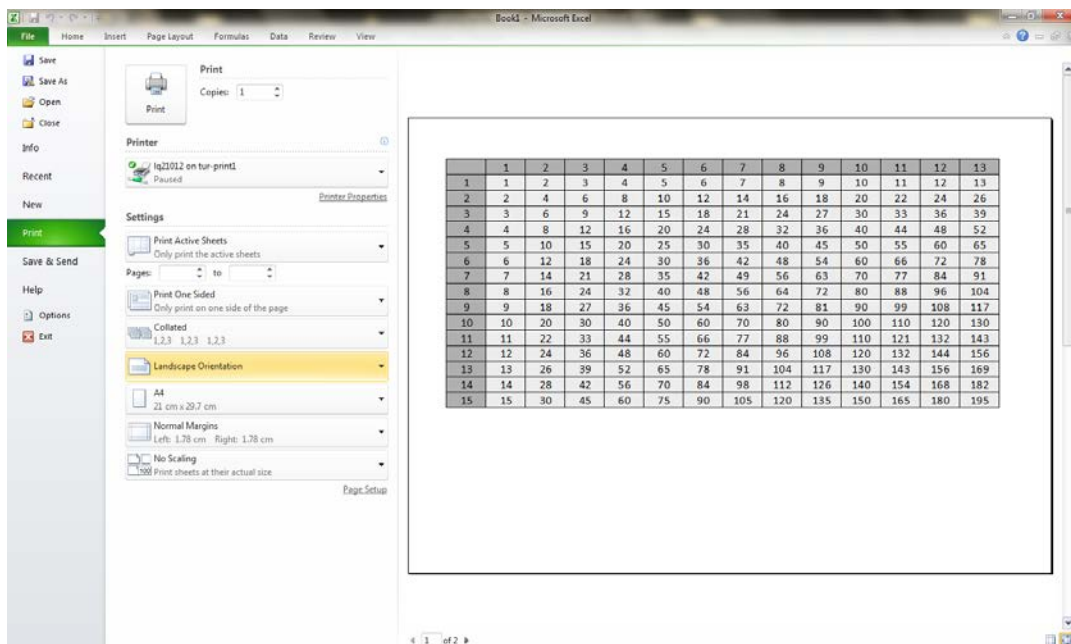
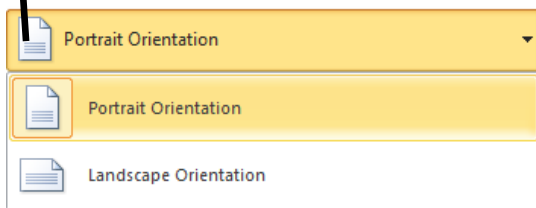
Landscape

Select the cells you wish to print and set print area (as shown above)

Select **File > Print**



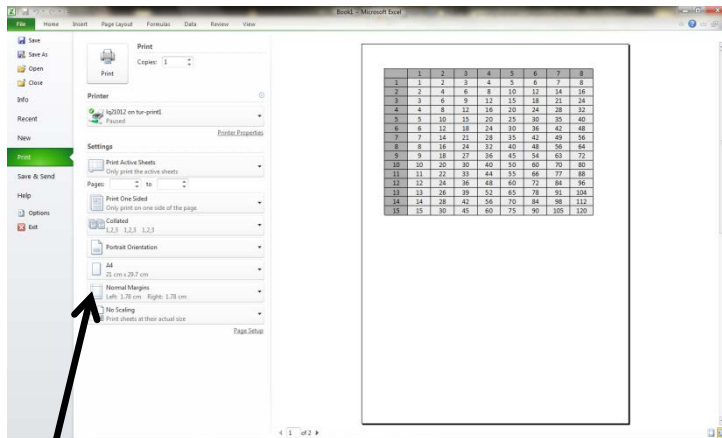
Select **Portrait Orientation** and select **Landscape Orientation**



Page scaling options

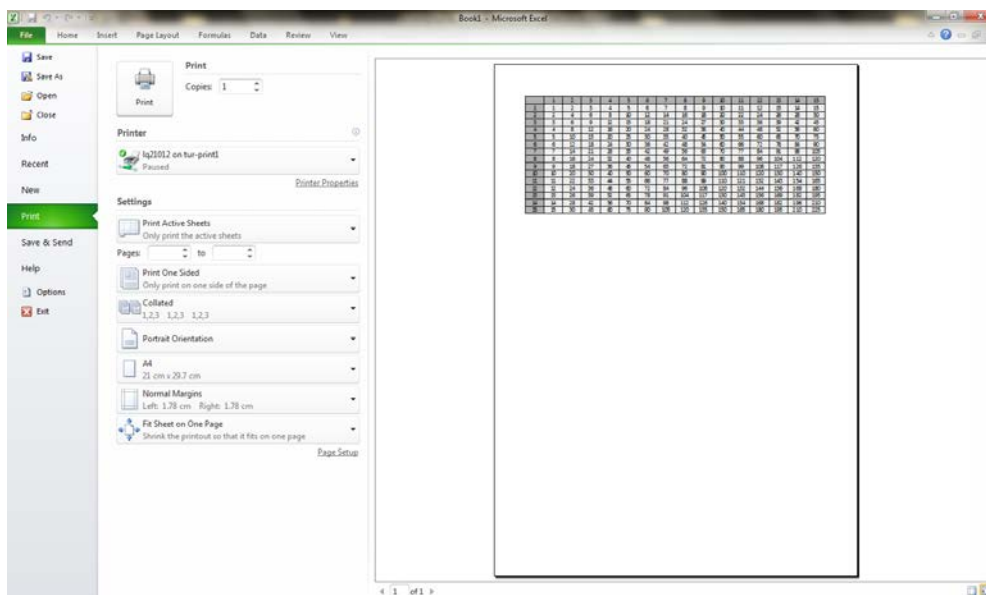
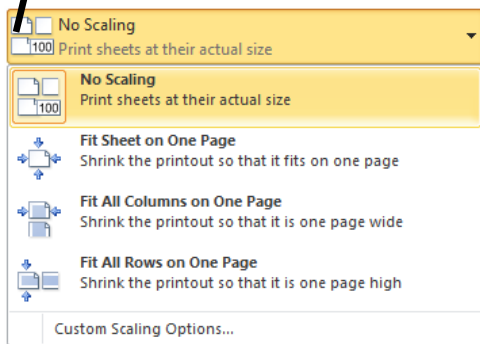
Select the cells you wish to print and set print area (as shown above)

Select **File > Print**



Select scaling options

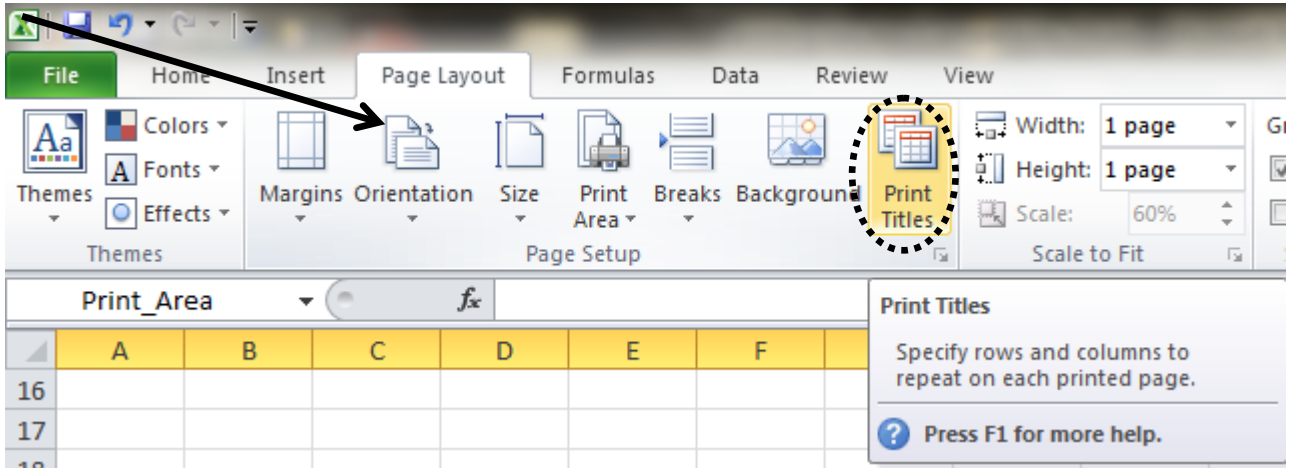
Click on **No Scaling** and select **Fit Sheet on One Page**



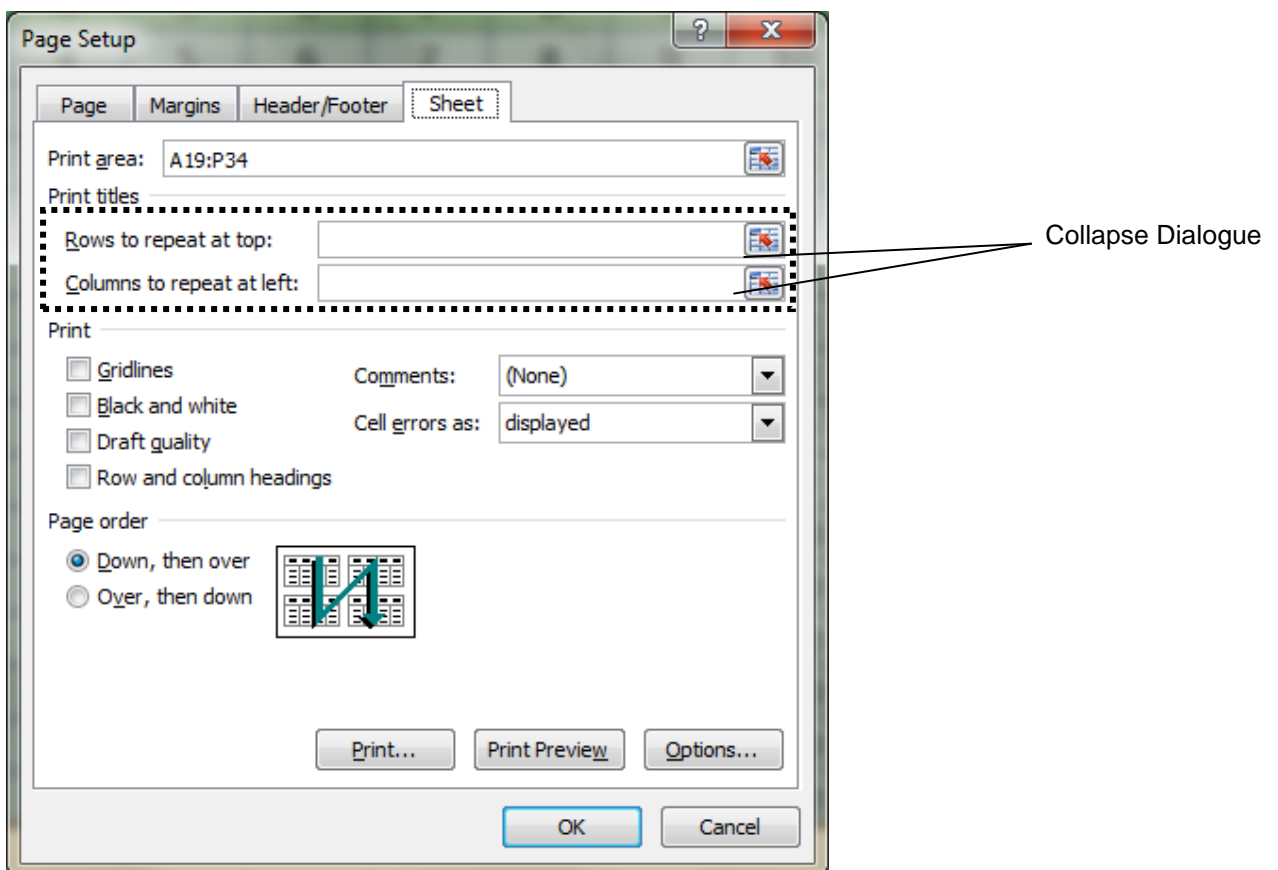
Printing – repeating rows / columns headings at the top of printed pages

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.

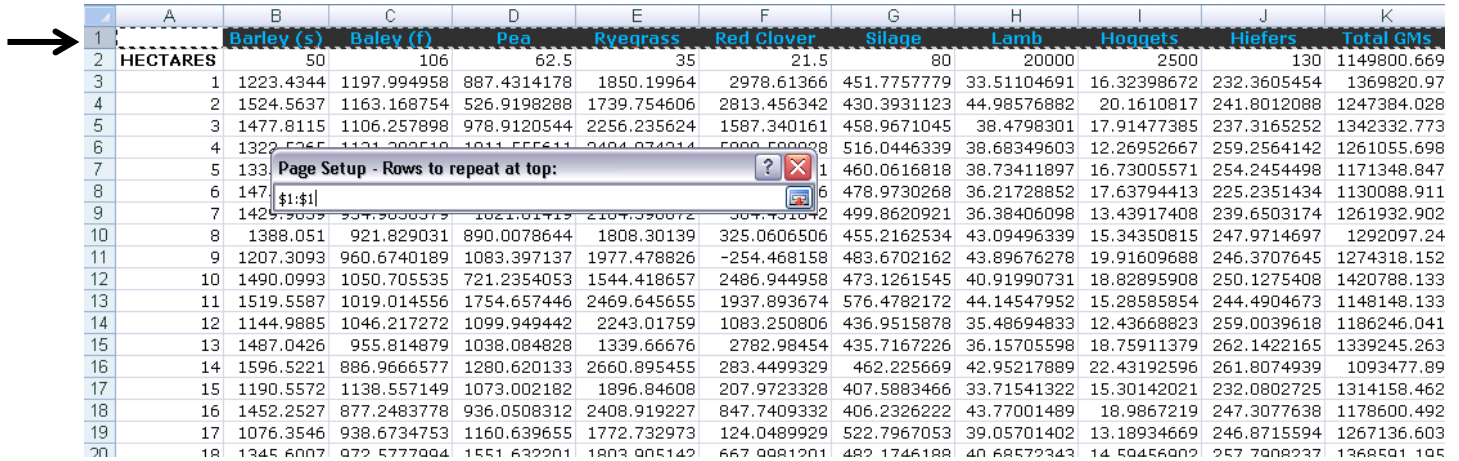
1. Page Layout > Print Titles



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)	Baley (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	1131.289510	1011.555611	2404.074914	5008.508928	516.0446339	38.68349603	12.26952667	259.2564142	1261055.698
7	5	1333					460.0616818	38.73411897	16.73005571	254.2454498	1171348.847
8	6	147					478.9730268	36.21728852	17.63794413	225.2351434	1130088.911
9	7	1429.9039	934.903079	1021.01419	2104.039072	3047.431072	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	872.5777994	1551.632201	1803.905142	667.9981201	482.1746188	40.68572343	14.59456002	257.7908237	1368591.105

4. Click **OK**

5. Have a look at the **print preview**

Print preview

Page One

	Barley (s)	Baley (f)	Pea	Ryegrass	Red Clover	Sil
HECTARES	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	1227.8462	1184.404006	1246.203696	1745.710647	2446.699902	484.2
6	1163.3322	1032.087372	1277.075945	1660.546363	2400.080487	499.2
7	1508.5135	931.0722332	1232.504259	2250.331652	2519.375607	551.1
8	1226.0386	1012.123347	701.827084	2278.252662	2763.83476	538.9
9	1356.31					
10	1331.651					

Page Three

	Barley (s)	Baley (f)	Pea	Ryegrass	Red Clover		
11	1470.24						
12	1289.78	71	1452.3362	1178.895976	1241.396462	2128.723514	2906.40525
13	1416.85	72	1228.798	977.7053366	1170.929705	1611.215961	2240.57273
14	1453.68	73	1433.0594	776.0531111	514.9743904	2459.123671	976.528927
15	1409.44	74	1332.58	1171.679963	397.6485123	1993.890369	1638.74892
16	1497.09	75	1310.3724	1159.221734	1328.328978	2262.014997	2099.6349
17	1352.4	76	1436.359	1055.649931	364.647757	2226.023972	195.875927
18	1472.22	77	1504.7954	1083.250937	883.2342018	1623.532522	1668.44634
19		78	1316.1621	1069.854322	661.6613735	2476.976455	1974.3259
20		79	1568.8726	957.5080786	1605.047308	1635.349763	-24.8844177
21		80	1219.5743	766.9212866	1415.911375	1849.42044	-18.4146911
22		81	1393.8607	932.5832959	1655.271231	1735.259331	90.2851074
23		82	1276.1862	975.365974	1018.117892	2379.96192	-293.309405
24		83	1459.7645	1178.145612	1209.549128	2412.857998	1801.88064

The heading is repeated and printed automatically.

Printing – row or column headings

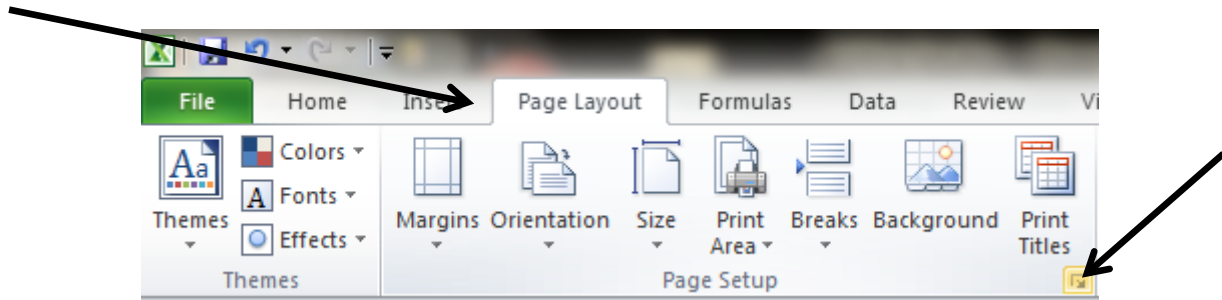
Printing row and column headings may be useful when printing formulas.

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

Row heading (points to the first column)

Column heading (points to the first row)

1. Page Layout > Page Setup



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

