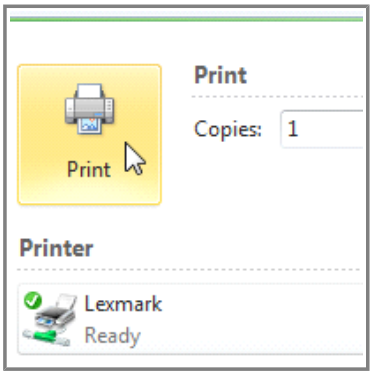
Introduction



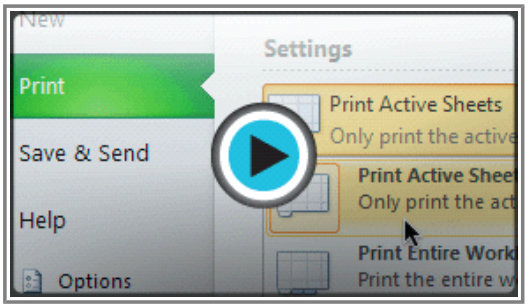
There are many choices you can make when printing an Excel workbook. You can choose what parts of a workbook to print and how the data fits on the page.

In this lesson, you will learn how to **print worksheets**, **workbooks**, and **selections of cells**. You will also learn how to prepare for printing by modifying **page orientation**, **scale**, **margins**, **Print Titles**, and **page breaks**.

Printing

In previous versions of Excel, there was a **Print Preview** option that allowed you to preview and modify the workbook before printing. You may have noticed that this feature seems to be gone in Excel 2010. It actually has not disappeared; it has just been combined with the **Print** window to create the **Print pane**, which is located in **Backstage view**.

Watch the video to learn about printing in Excel 2010.



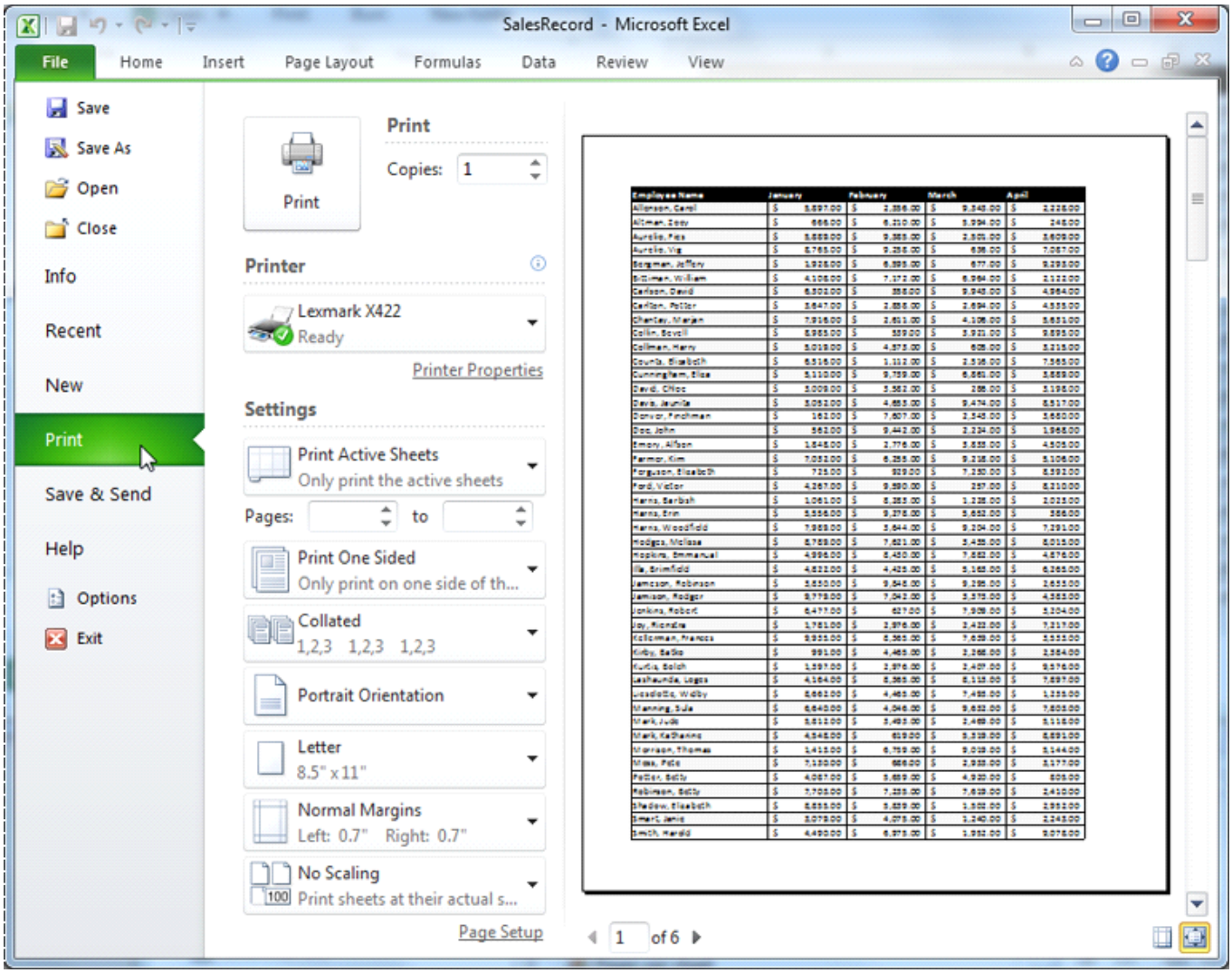
Watch the video (4:55). ***Need help?***

To View the Print Pane:

1. Click the **File** tab. This takes you to **Backstage view**.
2. Select **Print**. The **Print pane** appears, with the **print settings** on the left and the **Print Preview** on the right.

Click the buttons in the interactive below to learn about the Print pane.

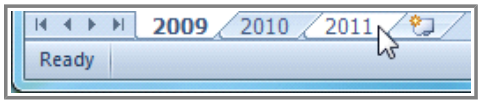
©1998-2013 Goodwill Community Foundation, Inc. All rights reserved.



To Print Active Sheets:

If you have multiple worksheets in your workbook, you will need to decide if you want to print the whole workbook or specific worksheets. Excel gives you the option to **Print Active Sheets**. A worksheet is considered active if it is **selected**.

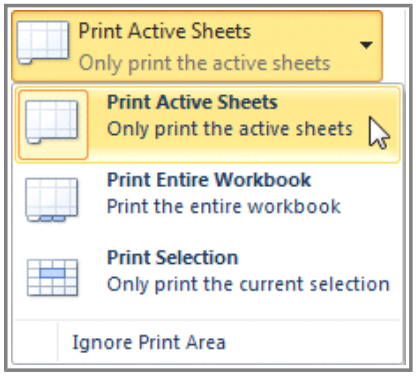
1. Select the worksheets you want to print. To print multiple worksheets, click on the first worksheet, hold down the **Ctrl key**, then click on the other worksheets you want to select.



Selecting worksheets to print

©1998-2013 Goodwill Community Foundation, Inc. All rights reserved.

2. Click the **File** tab.
3. Select **Print** to access the **Print pane**.
4. Select **Print Active Sheets** from the **print range** drop-down menu.

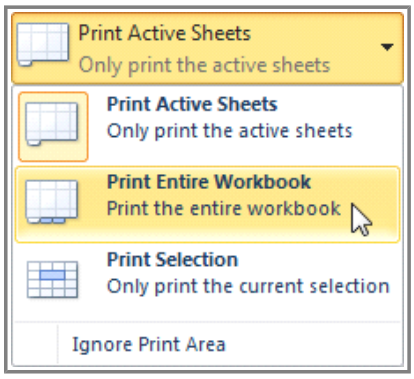


Selecting the Print Active Sheets command

5. Click the **Print** button.

To Print the Entire Workbook:

1. Click the **File** tab.
2. Select **Print** to access the **Print pane**.
3. Select **Print Entire Workbook** from the **print range** drop-down menu.



Selecting the Print Entire Workbook command

4. Click the **Print** button.

To Print a Selection, or Set the Print Area:

Printing a **selection** (sometimes called setting the **print area**) lets you choose which cells to print, as opposed to the entire worksheet.

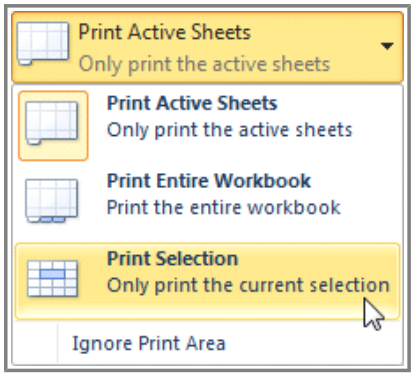
1. Select the cells that you want to print.

©1998-2013 Goodwill Community Foundation, Inc. All rights reserved.

	A	B	C
1	Employee Name	January	February
2	Allenson, Carol	$ 5,897.00	$ 2,356.00
3	Altman, Zoey	$ 666.00	$ 6,210.00
4	Aurelio, Fies	$ 5,889.00	$ 9,385.00
5	Aurelio, Vig	$ 8,765.00	$ 9,258.00
6	Bergman, Jeffery	$ 1,928.00	$ 6,595.00
7	Bittiman, William	$ 4,108.00	$ 7,172.00
8	Carlson, David	$ 6,302.00	$ 358.00
9	Carlton, Potter	$ 3,647.00	$ 2,858.00

Selected cells to print

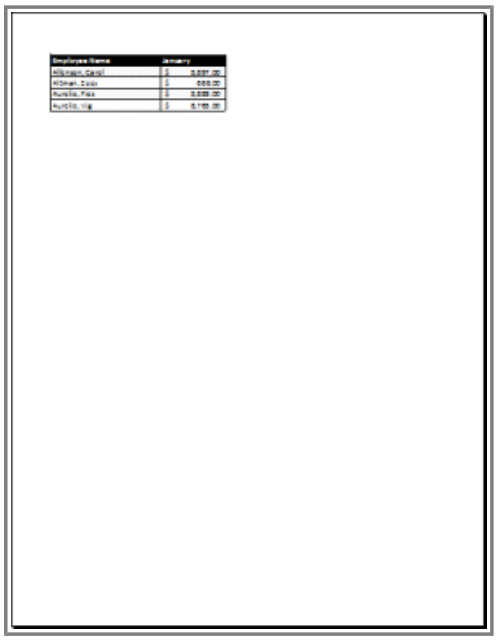
2. Click the **File** tab.
3. Select **Print** to access the **Print pane**.
4. Select **Print Selection** from the **print range** drop-down menu.



Selecting the Print Selection command

5. You can see what your selection will look like on the page in **Print Preview**.

©1998-2013 Goodwill Community Foundation, Inc. All rights reserved.



Print Preview

6. Click the **Print** button.

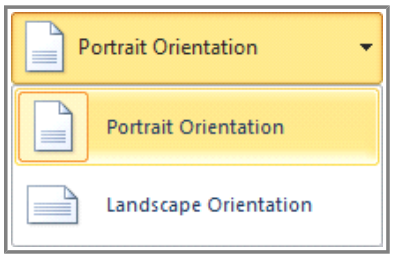
You don't have to wait until you're ready to print to **set the print area**. You can also set it from the **Page Layout** tab in advance. This will place a dotted line around your selection, so you can see which cells are going to print while you work. To do this, just **select** the cells you want to print, go to the **Page Layout** tab, and choose **Print Area**.

To Change Page Orientation:

Change the page orientation to **Portrait** to orient the page vertically or **Landscape** to orient the page horizontally. Portrait is useful for worksheets needing to fit **more rows** on one page, and Landscape is useful for worksheets needing to fit **more columns** on one page.

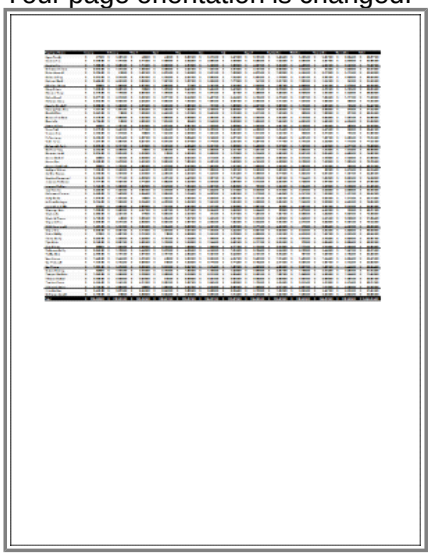
1. Click the **File** tab.
2. Select **Print** to access the **Print pane**.
3. Select either **Portrait Orientation** or **Landscape Orientation** from the **orientation** drop-down menu.

©1998-2013 Goodwill Community Foundation, Inc. All rights reserved.

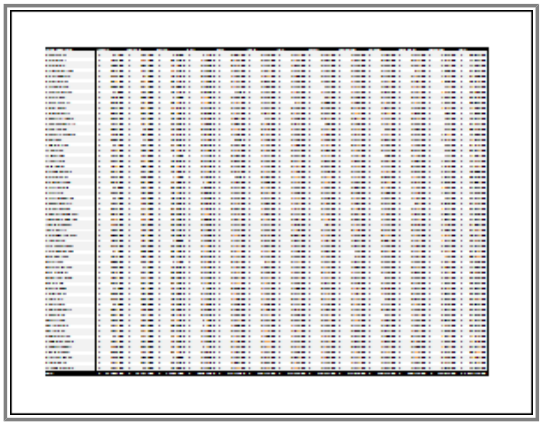


Orientation drop-down menu

4. Your page orientation is changed.



Portrait Orientation in Print Preview

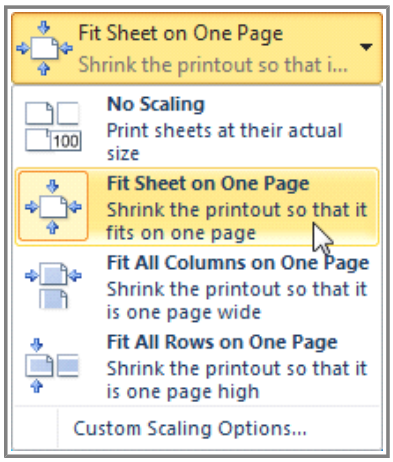


Landscape Orientation in Print Preview

To Fit a Worksheet on One Page:

1. Click the **File** tab.
2. Select **Print** to access the **Print pane**.
3. Select **Fit Sheet on One Page** from the **scaling** drop-down menu.

©1998-2013 Goodwill Community Foundation, Inc. All rights reserved.



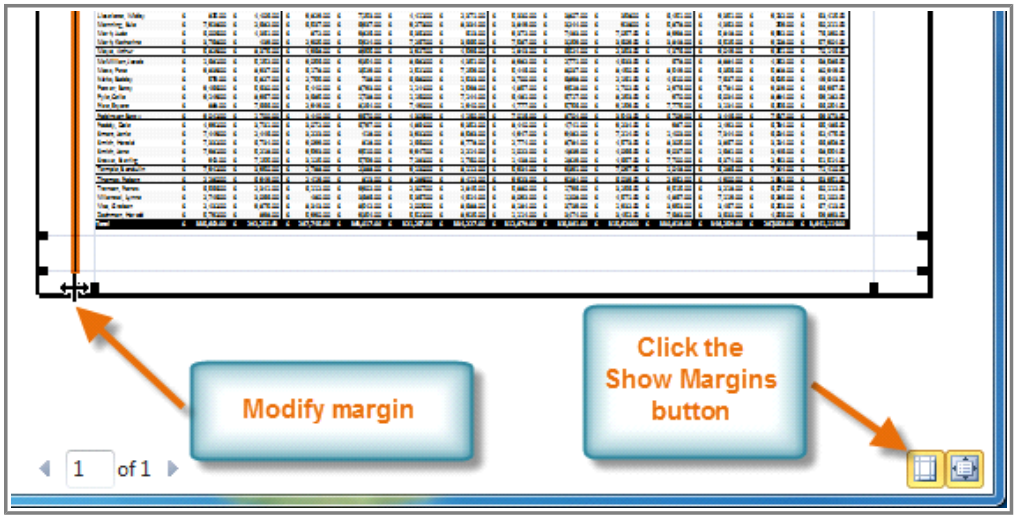
Selecting the Fit Sheet on One Page command

4. Your worksheet is reduced in size until it fits on one page. Remember that if it is scaled too small it might be difficult to read.

To Modify Margins While in Print Preview:

The margins of your worksheet may need to be adjusted to make data fit more comfortably on the printed page. You can adjust the margins in **Print Preview**.

1. Click the **File** tab.
2. Select **Print** to access the **Print pane**.
3. Click on the **Show Margins** button. Your margins will appear.
4. Hover your mouse over one of the **margin markers** until the **double arrow** ↔ appears.
5. **Click and drag** the margin to your desired location.
6. Release the mouse. The margin is modified.



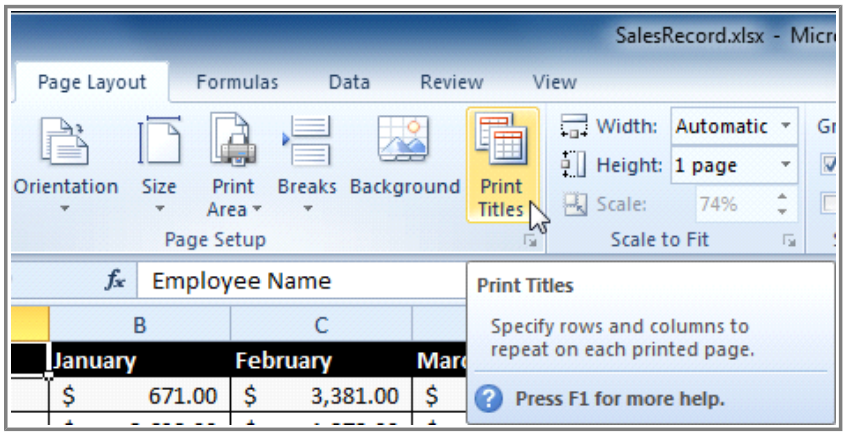
Modifying margins while in Print Preview

©1998-2013 Goodwill Community Foundation, Inc. All rights reserved.

To Use Print Titles:

Imagine how difficult it would be to read a worksheet if the column and row headings only appeared on the first page. The **Print Titles** command allows you to select specific rows and columns to appear on each page.

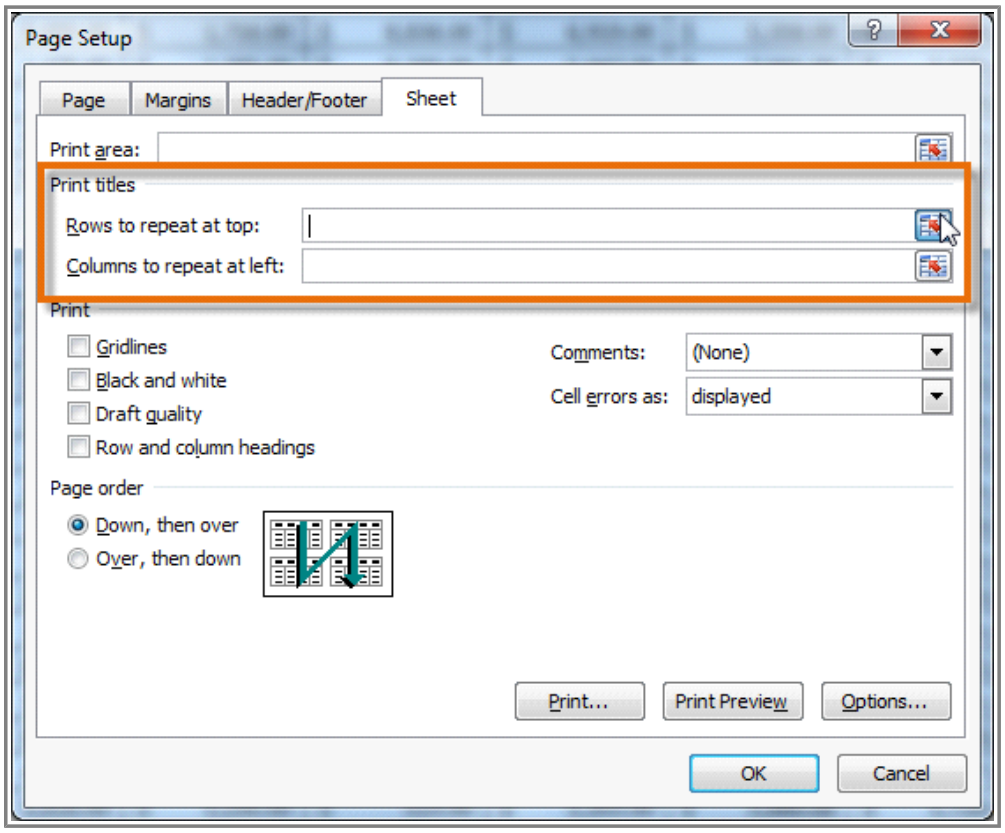
1. Click the **Page Layout** tab.
2. Select the **Print Titles** command.



Selecting the Print Titles command

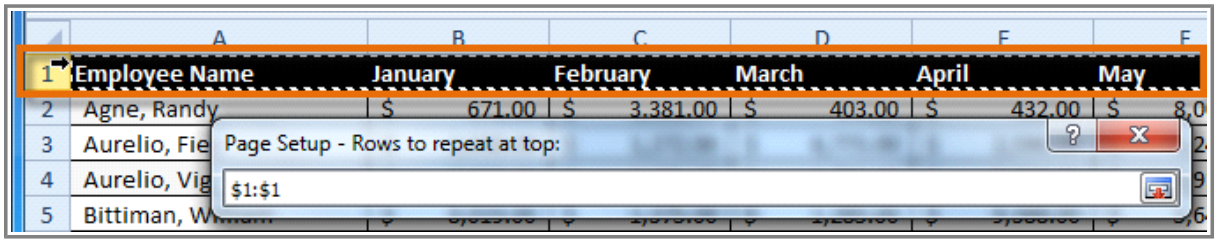
3. The **Page Setup** dialog box appears. Click the icon at the end of the **Rows to repeat at top** field.

©1998-2013 Goodwill Community Foundation, Inc. All rights reserved.



Clicking on icon

4. Your mouse becomes the small **selection arrow** ➡. Click on the rows you want to appear on each printed page. The **Rows to repeat at top** dialog box will record your selection.



Clicking on row 1

5. Click the icon at the end of the **Rows to repeat at top** field.

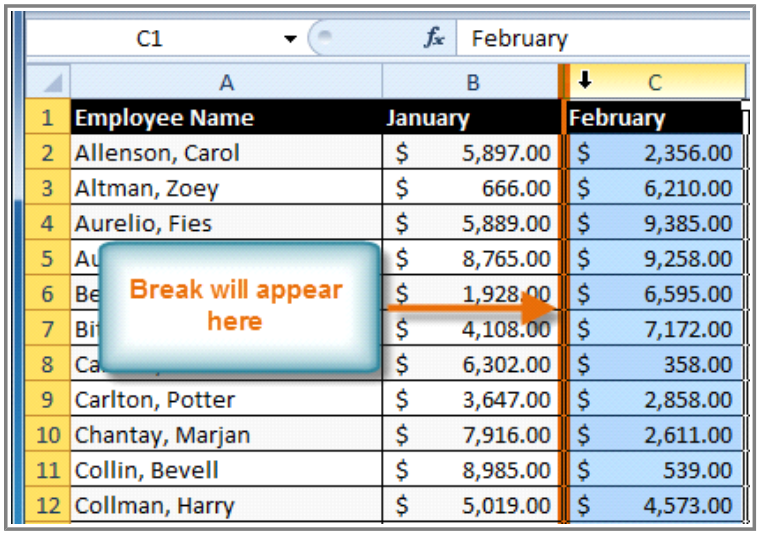
Clicking on icon

6. Repeat for **Columns to repeat at left**, if necessary.
7. Click **OK**. You can go to **Print Preview** to see how each page will look when printed.

©1998-2013 Goodwill Community Foundation, Inc. All rights reserved.

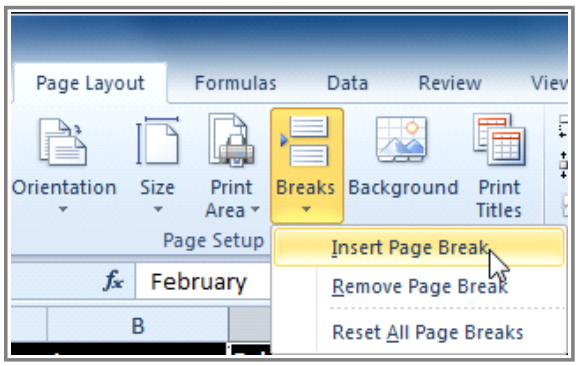
To Insert a Break:

1. Click the **Page Layout** tab.
2. Determine the placement of the break by clicking on the **row below**, **cell below**, or **column to the right** of where you want the break to appear. For example, select column C and a break will appear after column B.



Selecting the column to the right of where the break will appear

3. Select the **Insert Page Break** command from the **Breaks** drop-down menu.



Selecting the Insert Page Break command

4. The break is inserted. You can go to **Print Preview** to confirm it appears in the correct place on the page.

Challenge!

1. Open an existing Excel 2010 workbook. If you want, you can use this example.

©1998-2013 Goodwill Community Foundation, Inc. All rights reserved.

2. Try printing two active worksheets. If you are using the example, try printing the worksheets labeled 2009 and 2010.
3. Try printing only a selection of cells.
4. Change the page orientation to Landscape.
5. Try fitting a large worksheet on one page.
6. Try modifying the margins of a worksheet in Print Preview.
7. If you are using the example, use the Print Titles command to make row 1 and column A appear on every page.
8. Create a page break so that only columns A and B appear on one page.

©1998-2013 Goodwill Community Foundation, Inc. All rights reserved.