

Excel Printing Tipsheet

HOW DO I GET ALL MY DATA TO FIT TIDILY RATHER THAN RUNNING WILD?

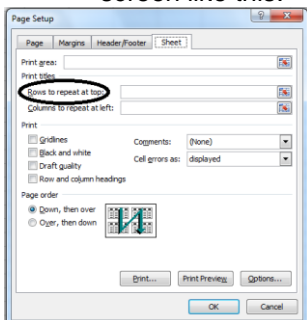
- Click on **Page Layout** ribbon
- Find **Scale to Fit** in the middle



- From **Width** – choose **1 page** (to get the sheet to fit on one page wide)
- From **Height** – choose **1 page** (to get the sheet to print on one page)
- Note you may need to experiment with these to get them to fit.
- Check them in **Print Preview**

HOW DO I GET HEADINGS ON EVERY PAGE? FOR THIS YOU ARE GOING TO USE PRINT TITLES (ALSO IN PAGE LAYOUT)

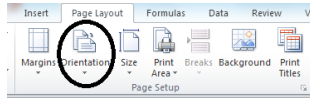
- Click on **Page Layout** ribbon
- Click on **Print titles**
- You will see a screen like this.



- Click in the **Rows to repeat at top box**. In the worksheet, click on the row number e.g. 1 that has **THE** data you want to repeat. Click **OK**. Check **Print Preview**

HOW CAN I SWITCH TO PORTRAIT (OR LANDSCAPE)?

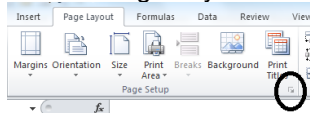
- Click on **Page Layout** ribbon
- Click on **Orientation**



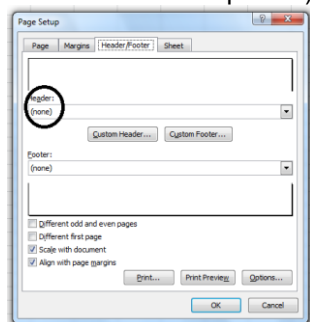
- Choose whether you want **Portrait** or **Landscape**

HOW CAN I ADD PAGE NUMBERS?

- Click on the tiny notch underneath **Page Layout**.



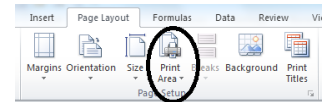
- Click on **Header/Footer**
- (Header is for top of page. Footer is for bottom of page)
- Click on **Header dropdown** (or Footer dropdown)



- Choose the **Page Number** option from here.
- Click **OK**.

I ONLY WANT TO PRINT SOME OF THE SHEET.

- Highlight the area you want to print
- Click on **Page Layout** ribbon
- Click on **Print Area**

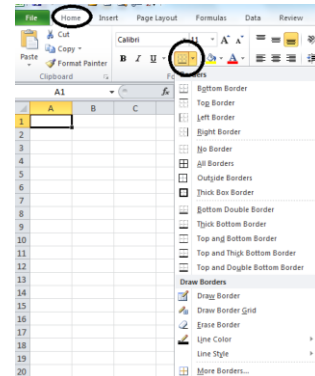


- Click on **Set Print Area**
- That's it.
- To remove..
- Click on **Print Area – Clear Print Area**

I WANT TO SEE GRIDLINES WHEN I PRINT.

Option 1

Highlight the area
Click on **Home** and then **Borders**



Choose **All Borders** to put a border around every cell highlighted

Option 2

Click on **Page Layout** ribbon

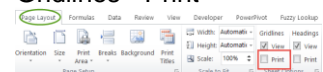
Tick Gridlines – Print



This will put a gridline on every part of the printed spreadsheet – whether it has text or not.

HOW DO I ADD GRIDLINES TO MY PRINTED PAGE

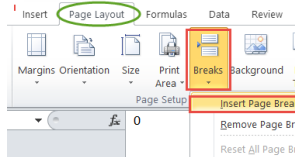
- Click on **Page Layout** ribbon
- Tick the box for **Gridlines - Print**



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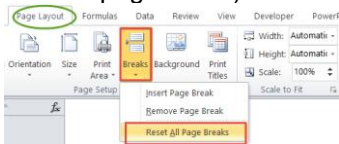
HOW DO I INSERT A PAGE BREAK?

- Click where you want the page break to go
- Click on **Page Layout** ribbon
- Click on **Breaks**
- Click on **Insert Page Break**



HOW DO I REMOVE A PAGE BREAK?

- Click on the page break you want to remove
- Click on **Page Layout** ribbon
- Click on **Breaks**
- Click on **Remove Page Break**
- If you want to remove all Page breaks, click on the **Reset All Page breaks** option (note this only appears if you have set a page break)



HOW DO I CENTRE THE SHEET ON THE PAGE HORIZONTALLY AND VERTICALLY?

- Click on the **Page Layout** ribbon
- Click on **Print Titles**
- Click on **Margins**
- Tick the boxes for centring horizontally and vertically
- Click on the **Page Layout** ribbon