

PRINTING ROW AND COLUMN HEADINGS ON EVERY PAGE

When working with a worksheet that is more than one page long, it is possible to have the computer automatically print the row and column headings on each page, rather than just on the first page. This will make the document easier to read and it will look more professional. To print row and column headings on each page:

- ❖ Click **File** on the **Menu Bar**.
- ❖ Click **Page Setup** to open the **Page Setup** dialog box (see illustration at right).
- ❖ Click the **Sheet** tab.
- ❖ In the **Print Titles** Section, click the **Collapse** dialog box for the **Rows to repeat at top** option by clicking the **Red** button at the end of the box.
- ❖ Select the rows that are to be printed on each page.
- ❖ The row number should appear in the box with a dollar sign before each number and a colon in between the numbers.
- ❖ For instance, if you selected rows 1 through 3, **\$1:\$3** would appear in the box.
- ❖ Click the **Expand (Red)** button at the end of the **Page Setup - Rows to Repeat** box.
- ❖ Click the **Print Preview** button.
- ❖ Click the **Next** button to view each of the pages.
- ❖ Choose **Setup** on the **Print Preview** toolbar.
- ❖ Change some of the other options, such as **Gridlines** or **Row and column headings** to see what happens with the preview.
- ❖ After looking at each of these options, click the **Close** button to return to the database.

