

PRINTING A WORKBOOK OR WORKSHEET

CHANGING THE PRINT AREA

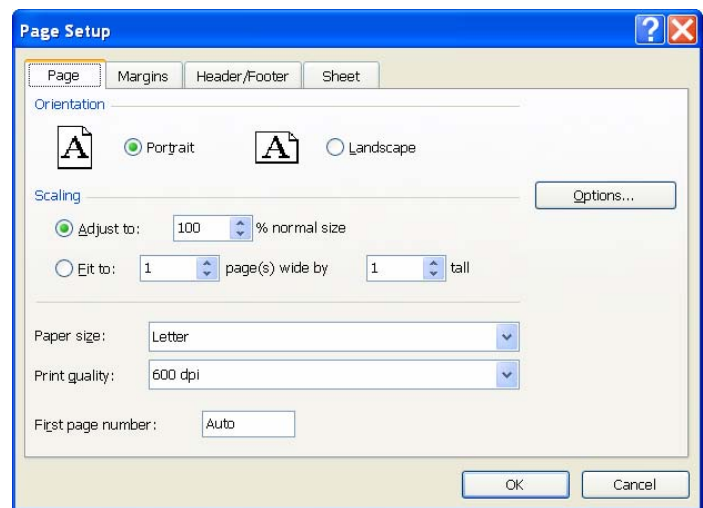
- ❖ Click **View** on the **Menu Bar** and choose **Page Break Preview**.
- ❖ A blue dotted line will display in the worksheet at the point where the page breaks into a new page.
- ❖ Click and drag the blue dotted line to the right until it appears at the point where the worksheet is to divide into a new page.
 - This changes the print area of the worksheet.
 - To force the whole worksheet to print on one page, move the blue dotted line to the right edge of the worksheet.
- ❖ Change back to **Normal** view by clicking **View** on the **Menu Bar** and then clicking **Normal**.
- ❖ A dotted line will appear along the area of the worksheet indicating where the page breaks will be.

PREVIEWING AND PRINTING A WORKSHEET

It is a good idea to view a worksheet before it is printed to see what it looks like. While in Print Preview, it is possible to change some of the options in the Page Setup dialog box, such as whether or not to change margins, whether to display the worksheet vertically or horizontally on the page, and whether to center the page vertically and horizontally on the page. It is also possible to change the options for printing the document by accessing the print menu. While in the Print dialog box, it is possible to choose whether to print the entire workbook, just the active worksheet, or to print a selected portion of a worksheet.

PREVIEWING A WORKSHEET

- ❖ Click the **Print Preview** button on the **Standard** toolbar.
- ❖ A preview of the worksheet will be displayed.
- ❖ Click the **Setup** button on the toolbar.
- ❖ The **Page Setup** dialog box will appear.
- ❖ The following options are available:
 - **Page** - Click this tab to change the Orientation, Scaling, Paper Size, and Print Quality.
 - **Margins** - Click this tab to change the margins, as well as whether or not to center the document horizontally and vertically on the page.
 - **Header and Footer** - Click this tab to insert information for a Header or Footer for the worksheet.
 - **Sheet** - Click this tab to decide whether to change the Print Area, to Repeat a Column or Row on all pages of a worksheet, and whether or not to print the worksheet with Gridlines, in Black and White, or in Draft Quality.
- ❖ Click the **OK** button to return to **Print Preview**.
- ❖ Click the **Close** button to return to the worksheet window.



PRINTING THE WORKBOOK WORKSHEET

- ❖ Select **File** from the **Menu Bar**.
- ❖ To select a different printer than the default one, click the list arrow for the **Name** box.
- ❖ Select a printer from the list.
- ❖ Select **Print** from the list of options.
 - To change the area of the worksheet that is to be printed, select one of the options under **Print Range**.
 - **All** - This option is used to print all the pages in the worksheet, if there is more than one.
 - **Page(s) from ___ to ___** - This option is used to print the range of pages that have been specified.
 - To choose which worksheets in the workbook are to be printed, select one of the options under **Print What**.
 - **Selection** - To print the portion of the worksheet that was selected before the print dialog box was opened, click this option.
 - **Active sheet(s)** - Use this option to print just the worksheet where the insertion point is located.
 - **Entire workbook** - To print all the sheets in the workbook, click this option.
 - To specify the number of copies to print, click the spinner arrow for the **Number of Copies** box.
- ❖ To **Preview** the worksheet before sending it to print, click the **Preview** button.
- ❖ To accept all the options, click **OK**.

