

Print

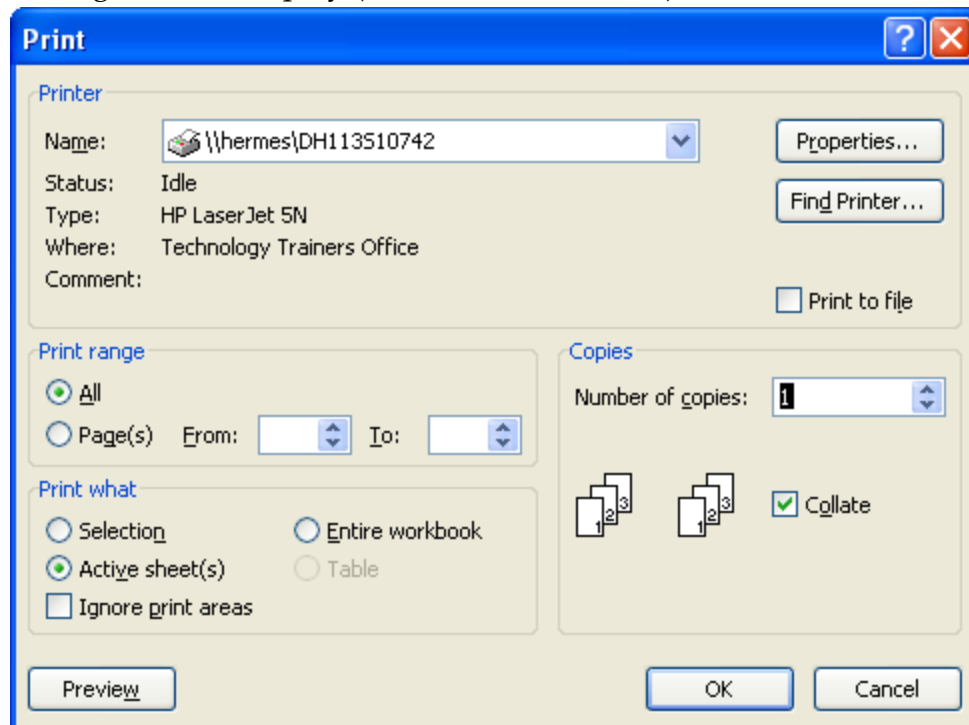
This feature is used to preview documents or to send documents to a printer. Information on Print Preview is provided in a separate document.

QUICK PRINT

- † Click the **Office Button**.
- † Move the mouse pointer over the **Print** option.
- † Click the **Quick Print** button.
- † The document will be sent directly to the printer.

PRINT

- † Click the **Office Button**.
- † Do one of the following:
 - ⚙ Click the **Print** button.
 - ⚙ Move the mouse pointer over the **Print** option. When the list displays, click **Print**.
- † The **Print** dialog box will display (see illustration below).



- † In the **Name** box list, click the desired printer.
- † Click the **Properties** button to change print options.
- † Click the **Find a Printer** link to locate a printer if one doesn't appear in the **Name** list.
- † Under **Page Range**, click one of the two options:
 - ⚙ **All** - Prints every page of the document.
 - ⚙ **Pages** - This button is used to select the pages that are to be printed.
- † Under **Print What**, choose from the following options:
 - ⚙ **Selection** - Click this button to print just the selected range in the worksheet.
 - ⚙ **Active Sheet(s)** - This option is used to print the sheet where the insertion point is located. If worksheets have been grouped, all the sheets in the group will print.

- ⚙ **Entire Workbook** – Choose this option to print all the sheets in the workbook, including chart sheets.
- ⚙ **Table** – When a table has been inserted into a worksheet, this option can be used to print the selected table. A Table was called a Data Sheet in the older versions of Excel.
- ⚙ **Ignore Print Areas** – Click this check box to ignore any print areas that were specified earlier.
- ✚ Click the **Number of Copies** arrow, to specify how copies of the document are to be printed.
- ✚ To print the pages in the order they appear in the document, leave the **Collate** check box selected.
- ✚ The **Print to File** feature will send a copy of the document to a file instead of the printer.
- ✚ Click the **Preview** button to display a view of the workbook, worksheet, or chart before it is sent to the printer.