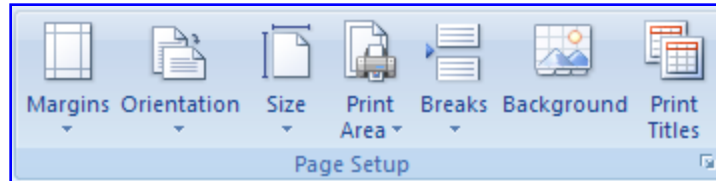


## PRINTING ROW AND COLUMN HEADINGS ON EVERY PAGE

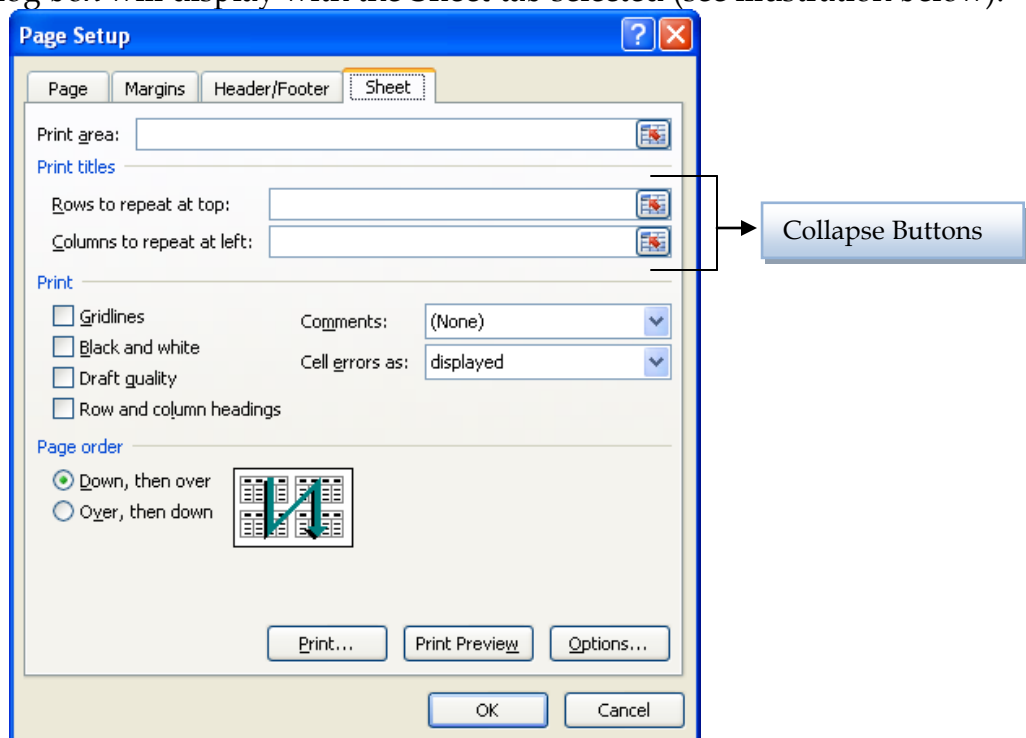
When working with a worksheet that is more than one page long, it is possible to have the computer automatically print the row and column headings on each page, rather than just on the first page. This will make the document easier to read and it will look more professional.

To print row and column headings on each page:

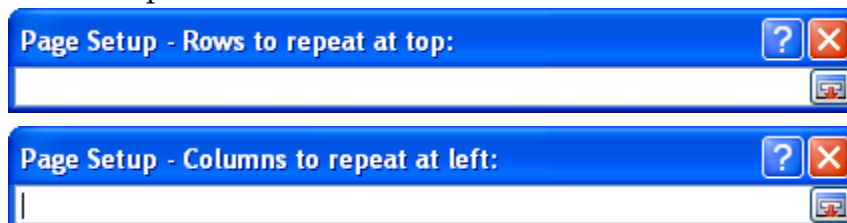
- ❖ Click the **Print Layout Tab**.
- ❖ In the **Page Setup Group**, click the **Print Titles** button (see illustration below).



- ❖ The **Page Setup** dialog box will display with the **Sheet** tab selected (see illustration below).



- ❖ In the **Print Titles Section**, click the **Collapse** dialog box for the **Rows to repeat at top** option or the **Columns to repeat at left** option by clicking the **Red** button at the end of the box.
- ❖ The dialog box will collapse as illustrated in the illustrations below.



- ❖ Select the rows or columns 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** or the **Page Setup - Columns to Repeat at Left** box.
- ❖ Click the **Print Preview** button.
- ❖ Click the **Next Page** button to view each of the pages.
- ❖ Click the **Page Setup** in the **Print Group**.
- ❖ 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 Print Preview** button to return to the database.