

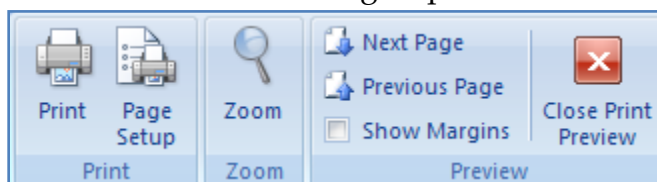
VIEWING SELECTED SHEETS IN A WORKBOOK

- ❖ It is possible to select multiple sheets in order to view all the sheets in the workbook when selecting Print Preview.
- ❖ This saves you from selecting each sheet individually and then clicking Print Preview.
- ❖ Click the first sheet tab in the workbook.
- ❖ Hold down the **Shift** key and click the last sheet tab.
 - All the sheets should be selected.
 - The tabs should all change to white.
 - The word **Group** in the title bar indicates that multiple sheets are selected.
- ❖ Click the **Office Button** (see illustration at right) in the upper left corner of the Excel window.
- ❖ Move the mouse pointer over the **Print** option.
- ❖ Click **Print Preview** in the list that appears.
- ❖ The worksheet will be displayed in the **Preview** window.
- ❖ Click the **Next Page** button to display a preview of the chart.
- ❖ Click the **Next Button** again to display additional pages.
- ❖ Click the **Previous Page** button to move back to the previous sheet.



PRINT PREVIEW TAB

The buttons on this ribbon is used to preview worksheets and chart sheets in an Excel workbook. The table below describes each of the groups and buttons on this ribbon.



Groups/Buttons	Description
Print Group	This group is used to send the workbook or worksheet to print and to make changes to the page setup.
Print	Click this button to open the Print dialog box. In this dialog box, it is possible to specify which options to use for printing the document.
Page Setup	To open the Page Setup dialog box with the Page tab selected, click this button. In this dialog box, it is possible to specify whether to print the workbook in portrait or landscape orientation, whether the worksheet is to be printed on one page, and the type of paper the worksheet is to be printed on.
Zoom Group	This is a toggle button that when clicked the first time zooms the document to a larger view. When it is clicked the second time, the document zooms to a smaller size.
Preview Group	This group is used to move through several worksheets at a time. It is also used to close the print preview window.

Groups/Buttons	Description
Next Page	When a group of worksheets has been selected in a workbook, this button is used to move from one page to another.
Previous Page	Once a new page has been displayed, this button is used to move back to the previous page.
Show Margins	When a check mark appears in the check box for this option, a border will appear around the outside of the preview indicating where the margins for the page are located.
Close Print Preview	To close the print preview window, click this button. The document will return to the previous view.