

Lesson 10

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Printing Reports to Distribute Information Offline

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Learn how to:

- ◆ Print a multiple-page worksheet
- ◆ Set print titles to easily identify data on all pages
- ◆ Change the page printing order
- ◆ Print only selected data from a worksheet
- ◆ Define print areas to print the same data repeatedly
- ◆ Fit information onto a specific number of printed pages

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Printing an entire worksheet

- ◆ Preview the worksheet
 - ✓ It is always a good practice to preview the worksheet before actually printing
 - ◆ With the worksheet open (active) click Print Preview
 - ✓ You would see the page numbers shown in the background for each page
 - ✓ If the width of each page is wider than can be accommodated, and you want to see how the page is broken, click the Page Break Preview button
 - ◆ you will see a dashed vertical line which can be moved (horizontally) to decide where the page is to be divided

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Set Print Titles

- ◆ When your worksheet runs into multiple pages, you would notice that column headings, appearing at the top of column (or row identifiers - often the first cell in each row) appear only on the first page
- ◆ You can set print titles so that certain rows or columns are repeated on every page
 - ✓ Click Page Setup on the File menu
 - ✓ on the Sheet tab under Print Titles, in the “Rows to Repeat at Top” box click on any cell in the row which needs to be repeated
 - ✓ Repeat the same for “Columns to Repeat at Left” box
 - ◆ You don't necessarily have to repeat both row and column; you can choose either one, or both of them

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Change the Page Layout

- ◆ You can also define the order in which pages of the worksheet are printed
- ◆ If you want the worksheet to be printed width first (all pages width wise, before going down)
 - ✓ click on “Down, then Over” under Page Order on the sheet tab in the Page Setup
- ◆ If you want the worksheet to be printed length first (all pages length wise, before going accross)
 - ✓ click on “Over, then Down” under Page Order on the sheet tab in the Page Setup

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Printing Selected areas on a Worksheet

- ◆ Print selected data
 - ✓ To print just a specific range of cells
 - ◆ select the range to be printed
 - ◆ click Print in the File Menu
 - ◆ Click “Selection” under “Print What” and click Print
- ◆ Define a print area
 - ✓ If you print a selected range repeatedly, you can define a print area
 - ◆ select the range to be printed
 - ◆ click “Print Area” in the File Menu, and click “Set Print Area”
 - ◆ Now the print option will print just this print area

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