

Page Setup and Print

Printing spreadsheets is easy. Microsoft Excel has lots of options available so you can print exactly what you want.

Print Preview is available so that you can check how the spreadsheet will look before printing.

Page Break Preview is also a special feature of **Excel**, it shows you where the page breaks will occur on the spreadsheet when printing.

Objectives

In this section you will:

- ◆ Preview the Spreadsheet
- ◆ Use Page Setup
- ◆ Apply Scaling to Fit
- ◆ Align the Spreadsheet on the Page
- ◆ Create Headers and Footers
- ◆ Print Gridlines
- ◆ Print Row and Column Headings
- ◆ Print Specific Pages
- ◆ Print the Active Sheet
- ◆ Print the Selection
- ◆ Print Multiple Copies
- ◆ Print Formulas in Cells

Previewing the Spreadsheet

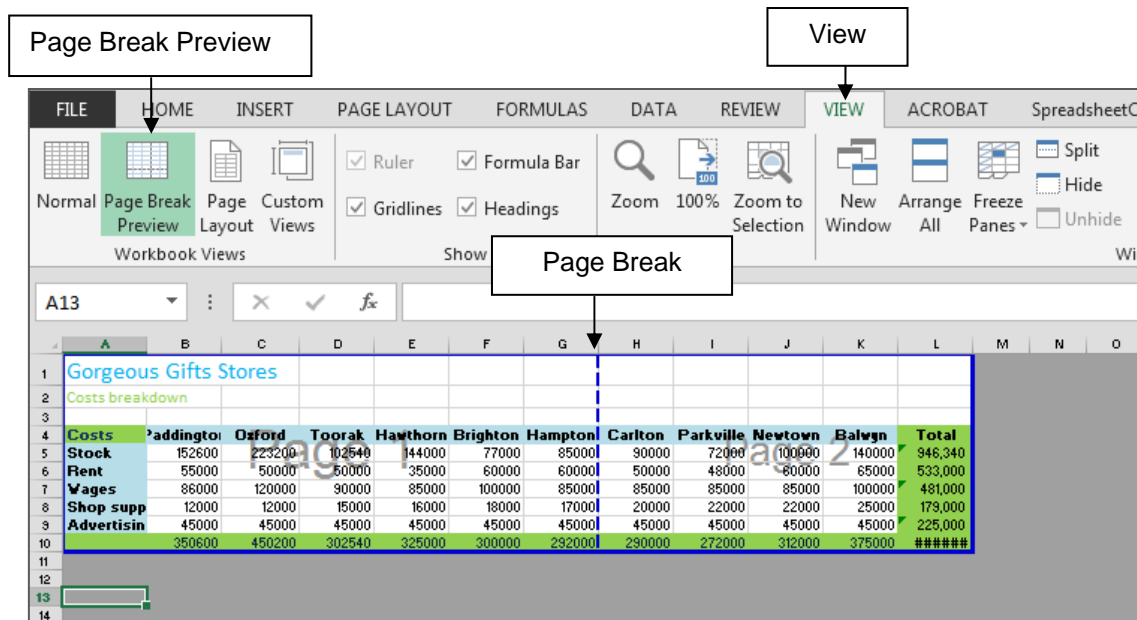
Before you print a spreadsheet you should always **Preview** it first to see how it will look.

1. Open the file **Chapter 4**
2. Check that you have the worksheet **Costs breakdown** displayed

Page Break Preview

The **Page Break Preview** is great because it allows you to check how many pages your worksheet will print on and shows where the breaks will occur in the worksheet.

3. Click on the tab **View** > **Page Break Preview** to view all of the pages

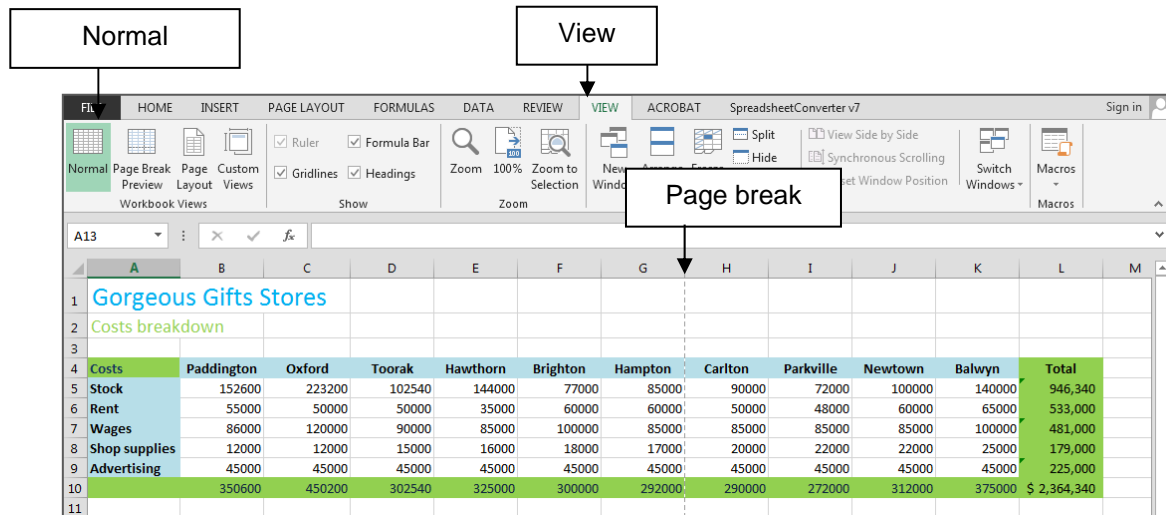


The worksheet will appear with pages outlined. A welcome box may also appear. Click on **OK** to close the **Welcome** box if it has appeared

In **Page Break View** you can adjust where the page breaks are set by dragging the page breaks to another location which will suit you better.

- Click on the tab **View** > **Normal** to return to the normal view of the document

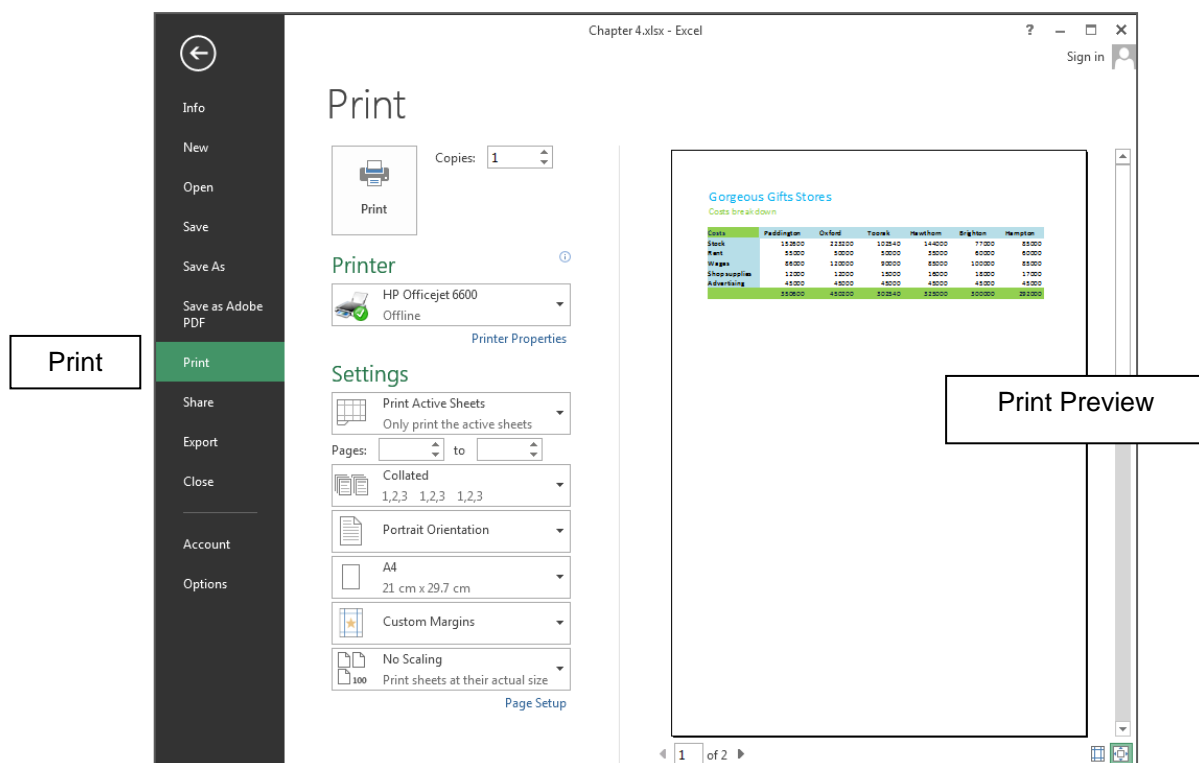
The page breaks will appear as broken lines on the spreadsheet.



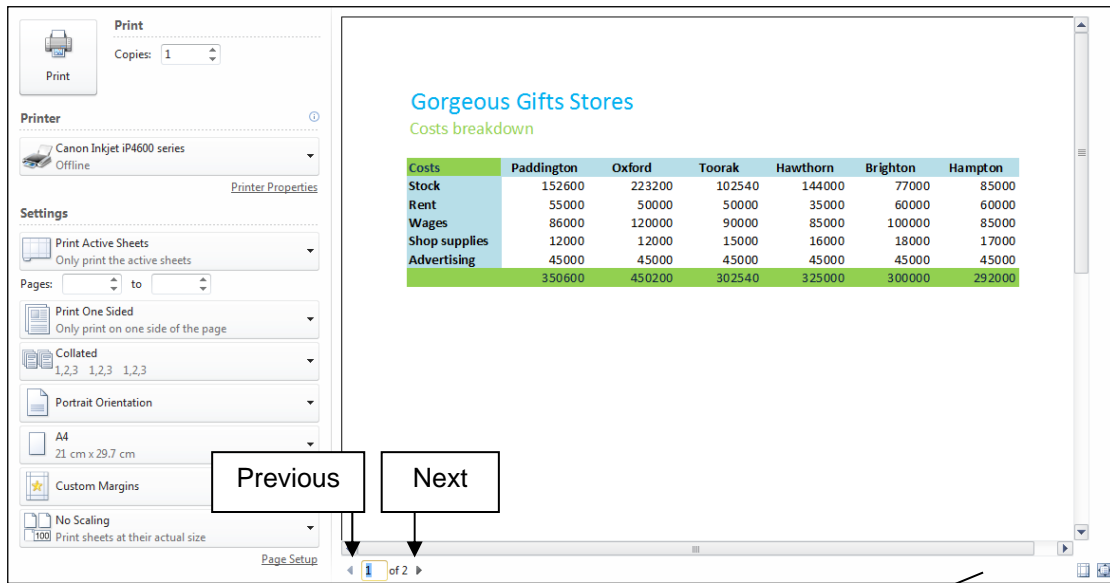
Print Preview

In Microsoft Office 2013 programs **Print Preview** and **Print** are located in the same place.

- Click on the tab **File**
- Click on the **Print**

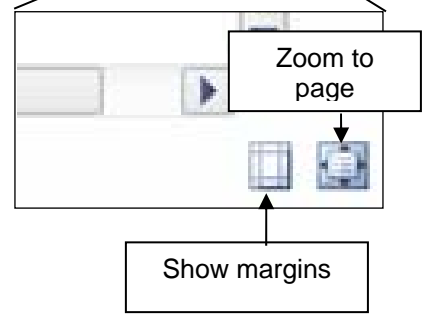


3. Click on the **Zoom to Page** button



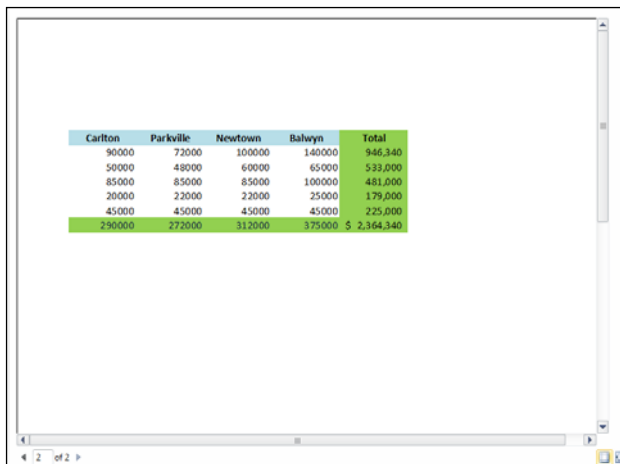
Previous Next

Navigation



4. Click on **Next** in the Navigation to move to **page 2**

5. Click on the **Back** button to close the print screen view



6. Click on the worksheet **Training**

7. Click on the tab **File** > **Print** button to show the **Print Screen** or **[Ctrl]** and **[F2]**

8. Click on the **Next Page** button to view the remainder of the worksheet

9. Click on the  **Back** button to return to the **Normal** view

Page Setup

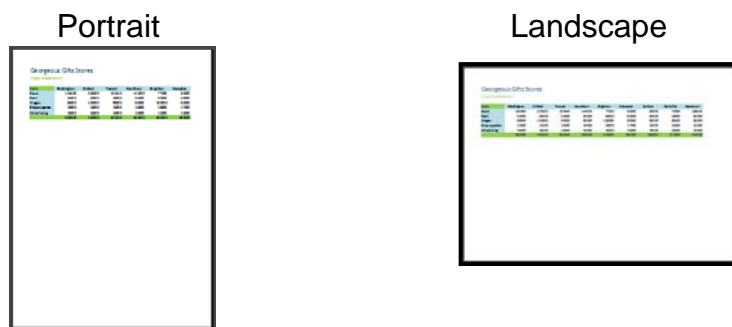
There are various modifications you can make to improve the look of the spreadsheet and improve its readability.

Page Setup can be accessed from the **Print Settings** pane or through the **Page Layout** tab, **Page Setup** button.

1. Click on the worksheet **Costs Breakdown** then click on the **Page Layout** tab

Orientation

On this tab you can choose to change the orientation of the page to be **Landscape** instead of **Portrait**, which is the default setting.



The orientation can be easily changed on the **Page Layout** tab.

1. Click on the tab **Page Layout**
2. Click on **Orientation** ➤ **Landscape**

Notice that the Page Break line has moved to the right.

Costs	Paddington	Oxford	Toorak	Hawthorn	Brighton	Hampton	Carlton	Parkville	Newtown	Bal
Stock	152600	223200	102540	144000	77000	85000	90000	72000	100000	
Rent	55000	50000	50000	35000	60000	60000	50000	48000	60000	
Wages	86000	120000	90000	85000	100000	85000	85000	85000	85000	
Shop supplies	12000	12000	15000	16000	18000	17000	20000	22000	22000	
Advertising	45000	45000	45000	45000	45000	45000	45000	45000	45000	
	350600	450200	302540	325000	300000	292000	290000	272000	312000	

Paper Size

The most commonly used paper in Australia is A4 in size. If you happen to be using another size you can set this using the Size button.

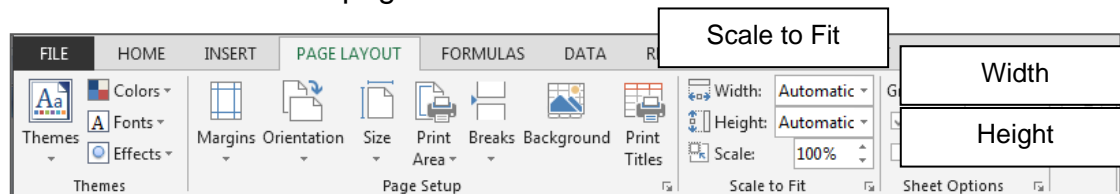
1. Click on the **Size** button on the **Page Layout** tab to view the options available, click on it again to close the list

Scaling to Fit

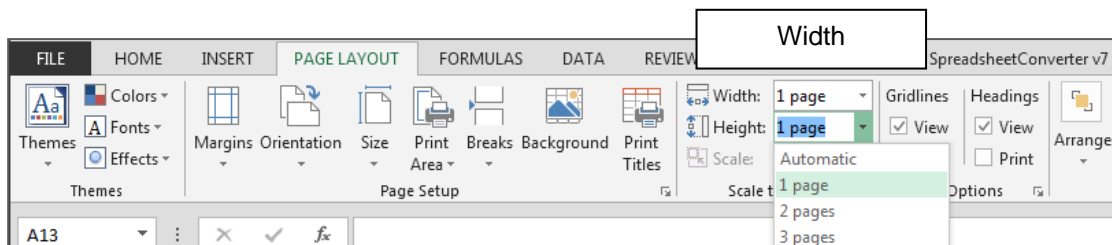
At the moment the worksheet is larger than one page but it would be much better if it could all be printed on one page.

In the **Scale to Fit** section on the **Page Layout** ribbon you can either:

- ◆ **Scale** the spreadsheet down or up in size using %, eg 80% of normal size
- ◆ Set the number of pages to scale it to eg 1, just click on **Width to be 1 page** and **Height to be 1 page**: Excel will adjust the sizing automatically so the worksheet fits onto 1 page



1. Click on **Width** droplist button and click on **1 page**
2. Click on **Height** droplist button and click on **1 page**



3. Click on the tab **File** > **Print** or **[Ctrl]** and **[F2]**

The whole worksheet will fit within the page.

4. Click on the **Back**  button to go back to Normal View

Georgious Gifts Stores											
Costs breakdown											
Costs	Paddington	Oxford	Toorak	Hawthorn	Eltham	Hampton	Carlton	Parkville	Newtown	Balwyn	Total
Stock	151800	222200	102540	144000	77000	25000	90000	72000	100000	140000	948,240
Rent	55000	50000	50000	25000	60000	60000	50000	48000	60000	65000	522,000
Wages	26000	120000	90000	28000	100000	25000	25000	25000	25000	100000	421,000
Shop supplies	12000	12000	15000	16000	16000	17000	20000	21000	22000	25000	179,000
Advertising	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	450,000
	250800	492200	202540	228000	200000	29,2000	290000	272000	212000	275000	\$ 2,264,240

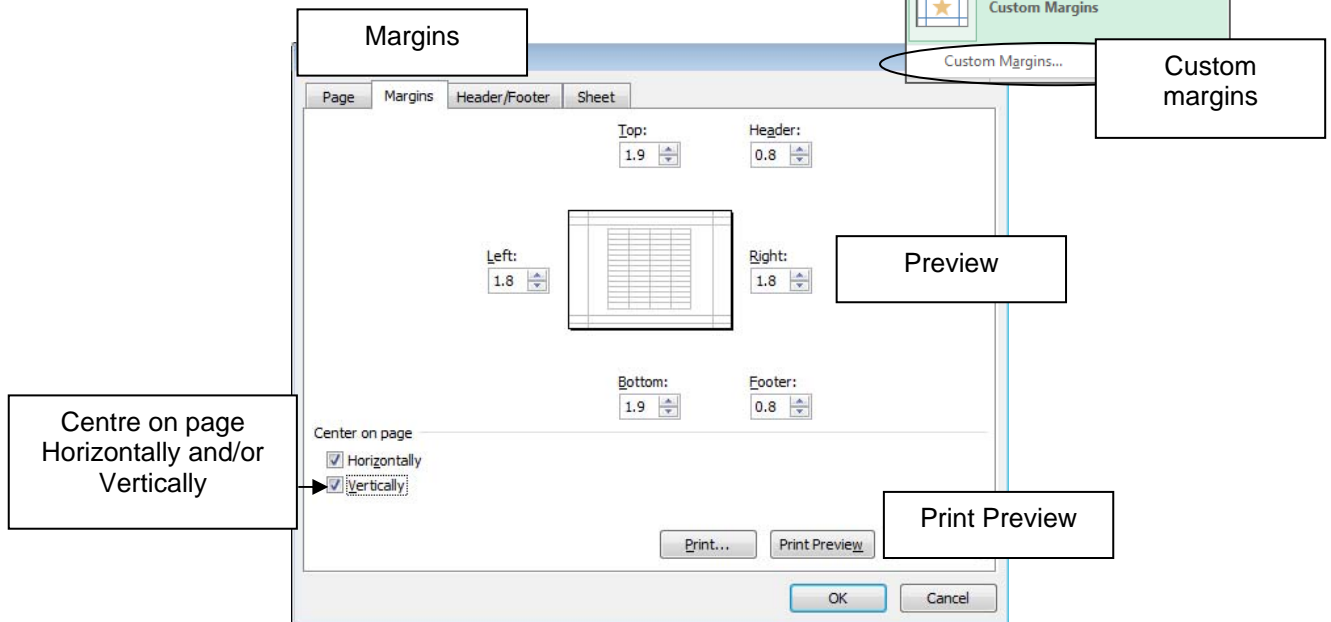
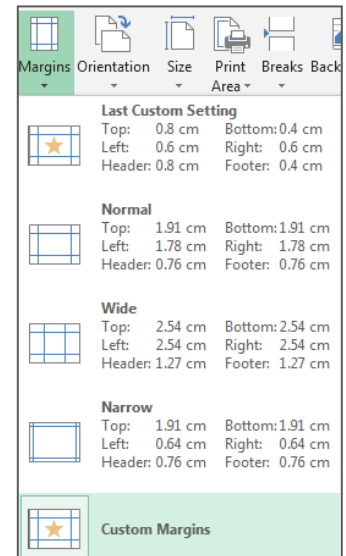
Margins

Margins are the blank edges of a paper sheet where the main part of the spreadsheet is not printed.

1. Click on the tab **Page Layout** > **Margins** > **Custom Margins**

The **Page Setup** dialogue box is displayed with the **Margins** tab already selected. The main purpose of this tab is to set the margins. However, there is another useful setting here in centering the sheet vertically and/or horizontally on the page.

2. Click on the **Horizontally** and **Vertically** options if necessary so a tick appears in each



The preview box will indicate the selection, and how the spreadsheet will be positioned on the page.

3. Click on **Print Preview**

Notice that the worksheet is now to be printed in the middle of the page.

4. Click on the **Back** button to return to Normal view

Georgious Gifts Stores
Costs breakdown


Costs	Reddington	Oxford	Torvik	Leamthorn	Bighton	Kampton	Carton	Perivale	Newtown	Balkyn	Total
Stock	125000	125000	125000	140000	77000	85000	90000	72000	100000	140000	846,000
Rent	80000	80000	80000	80000	80000	80000	80000	80000	80000	80000	800,000
Wages	40000	40000	40000	40000	40000	40000	40000	40000	40000	40000	400,000
Shareholder	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	100,000
Advertising	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	450,000
	285000	285000	285000	355000	202000	230000	245000	215000	270000	370000	2,246,000

Printing Options

1. Click on **Orientation** > **Portrait** on the **Page Layout** tab
2. Click on the **Width** droplist button and click on **Automatic**
3. Click on the **Height** droplist button and click on **Automatic**

Printing Gridlines

The gridlines are the lines you normally see when working with a spreadsheet. The default setting is that these are not printed. These gridlines can be printed or cleared here.


1. Click on the tab **Page Layout** > **Gridlines**, click on the **View** check box so a tick is cleared (in the Sheet Options group)
2. Click on the **View** option for **Gridlines** so a tick appears
3. Click on the **Print** option for **Gridlines** so a tick appears
4. Click on the tab **File** > **Print ...or [Ctrl] and [F2]**
5. Click on the **Back** button 



Georgeous Gifts Stores					
Costs breakdown					
Costs	Paddington	Oxford	Toorak	Hawthorn	Brighton
Stock	152600	223200	102540	144000	77000
Rent	55000	50000	50000	35000	60000
Wages	86000	120000	90000	85000	100000
Shop supplies	12000	12000	15000	16000	18000
Advertising	45000	45000	45000	45000	45000
	350600	450200	302540	325000	300000

Row and Column Headings

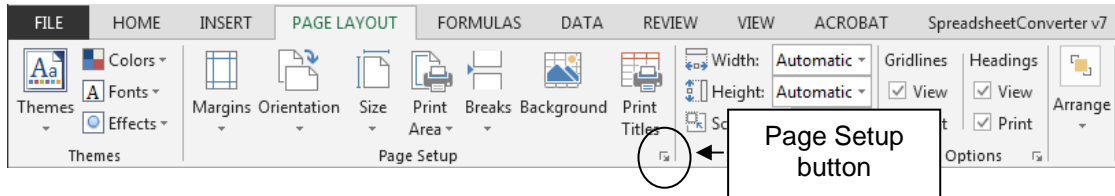
Using this option will print the column and row labels as shown below.

6. Click on the tab **Page Layout** option for **Headings** so a tick is cleared
7. Click on the **View** option for **Headings** so a tick appears
8. Click on the **Print** option for **Headings** so a tick appears
9. Click on the tab **File** > **Print ...or [Ctrl] and [F2]**
10. Click on the **Back** button 

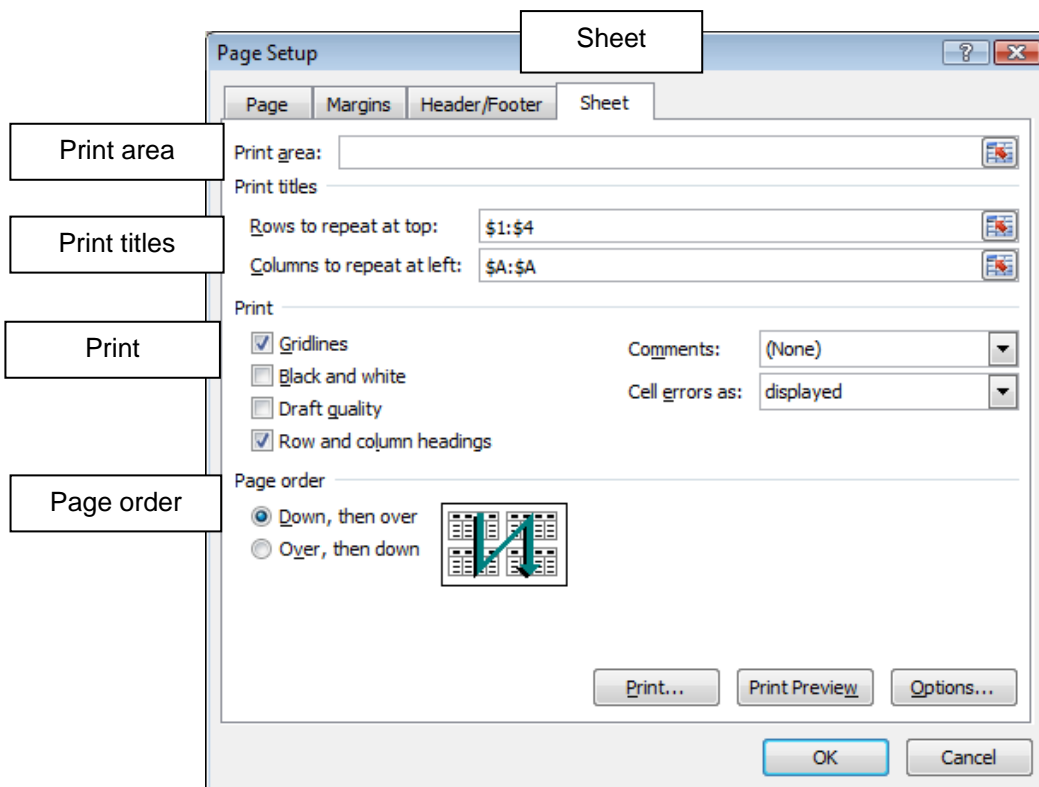


	A	B	C	D	E	F
1	Georgeous Gifts Stores					
2	Costs breakdown					
3						
4	Costs	Paddington	Oxford	Toorak	Hawthorn	Brighton
5	Stock	152600	223200	102540	144000	77000
6	Rent	55000	50000	50000	35000	60000
7	Wages	86000	120000	90000	85000	100000
8	Shop supplies	12000	12000	15000	16000	18000
9	Advertising	45000	45000	45000	45000	45000
10		350600	450200	302540	325000	300000

11. Click on the **Page Setup** button on the **Page Layout** tab



Here you can select which rows are to be repeated at the top of each page, or at the left of each page if you have a multiple page spreadsheet. In our example we would have the cost departments reprinted, and also the names of the stores above.



Print Area: Can be used to set exactly which cells to print if you do not want to print the whole sheet.

Print Titles: Can be used to repeat rows or columns at the top of each page.

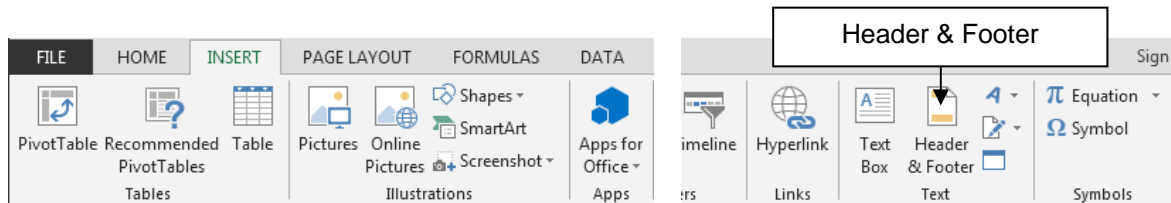
Print: Can be used to customise what is printed by ticking boxes – this can also be set on the Page Layout tab as shown on the previous page.

Page Order: If there are more than two pages the order of the printing is chosen here.

12. Click on **Cancel** to close the dialog box

Headers and Footers

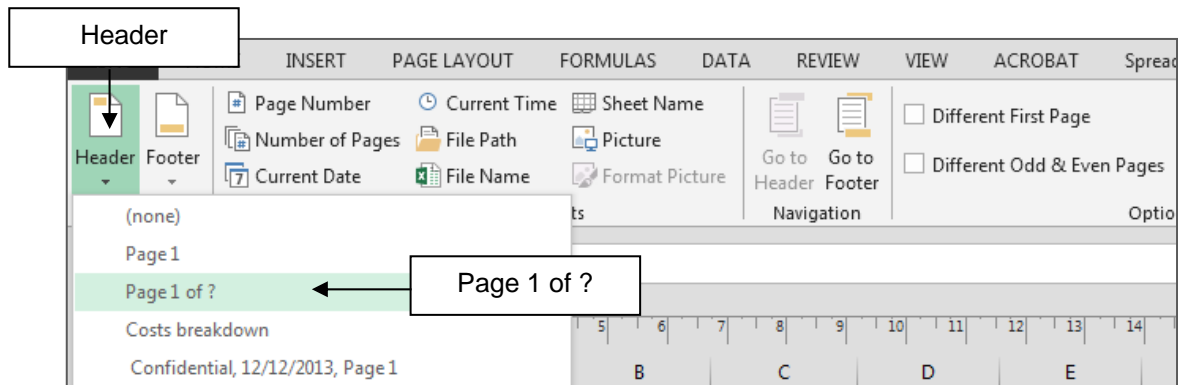
1. Click on the tab **Insert** ➤ **Header & Footer** in the ribbon



The **Header & Footer Design** tab enables you to set **Headers** and **Footers** to print on each page of the spreadsheet when it is printed.

Excel has a number of preset **Headers** and **Footers** that can be used, or you can customise your own.

2. Click in the **Header** droplist button to view the range of preset headers
3. Click on the option **Page 1 of ?**



4. Click on any other part of the spreadsheet instead of the header and footer so you can see the header

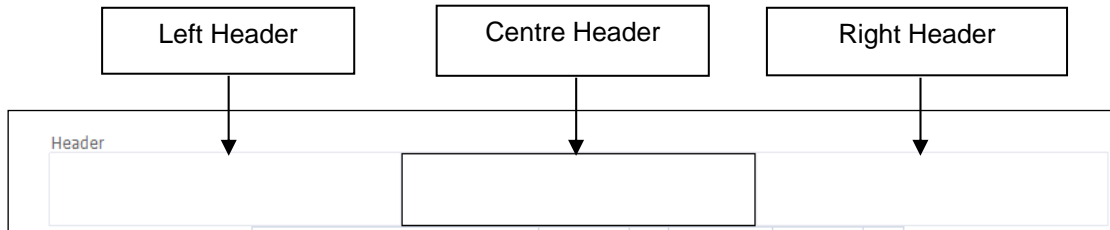
Costs	Paddington	Oxford	Toorak	Hawthorn	Brighton
Stock	152600	223200	102540	144000	77000
Rent	55000	50000	50000	35000	60000
Wages	86000	120000	90000	85000	100000
Shop supplies	12000	12000	15000	16000	18000
Advertising	45000	45000	45000	45000	45000
	350600	450200	302540	325000	300000

5. Click the tab **View** ➤ **Normal** button to return to the normal spreadsheet view - You will not be able to see the header at this point.

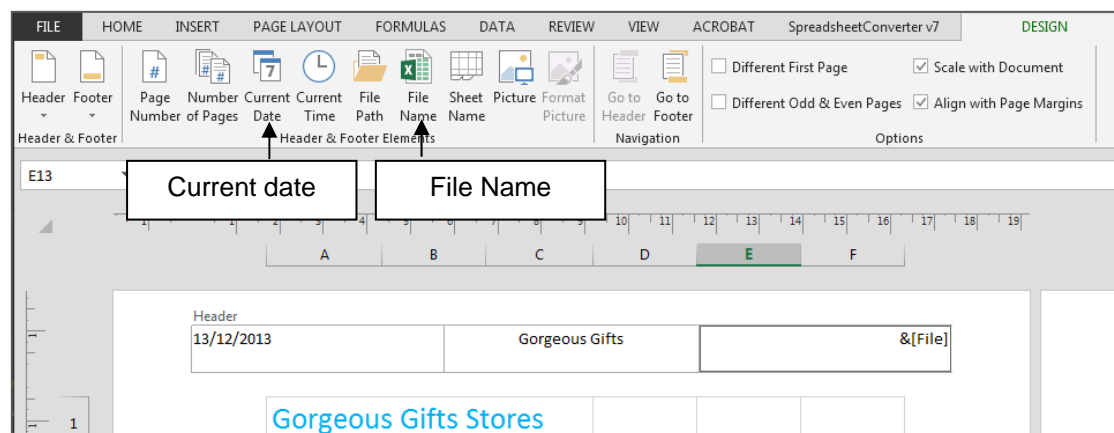
Creating a Custom Header

The **Custom Header** is divided into three sections. Any entries in the **Left section** box will be printed to the left of the page, the **Centre section** will be printed in the centre of the page, and the **Right section** to the far right. Any standard header that you selected on the previous page will be displayed in code form.

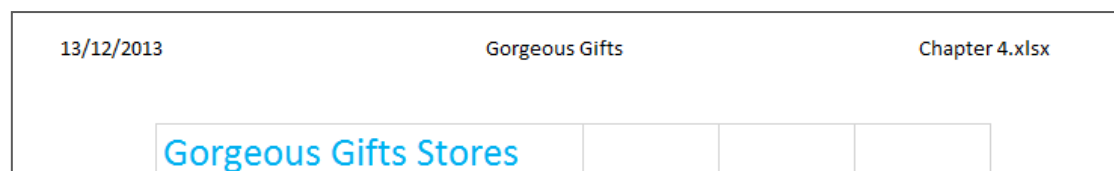
1. Click on tab **INSERT** ➤ **Header and Footer** button in the ribbon



2. Delete any entries in any of the boxes
3. Click into the **Left section** and click on the **Current Date** button
4. Click into the **Centre Section** and type **Gorgeous Gifts**
5. Click into the **Right Section** and click on the **File Name** button



6. Click on any other part of the spreadsheet instead of the header and footer so you can see the header

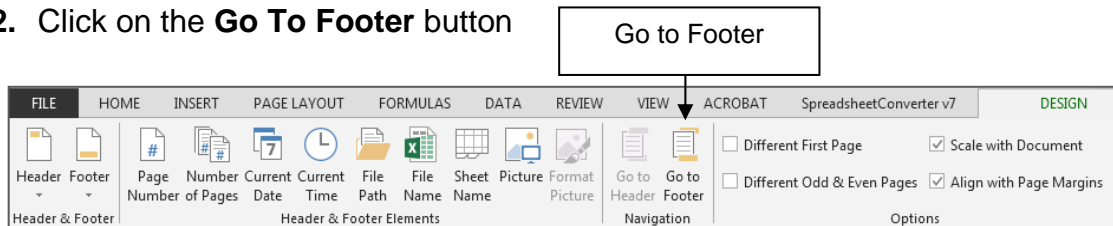


7. Click on the tab **View** ➤ **Normal** to return to the normal view

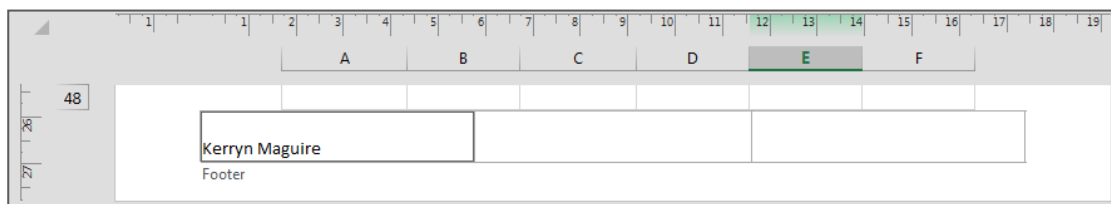
Insert a Footer

When printing a spreadsheet, particularly in a class, it will be very useful to have your name somewhere on the sheet for identification purposes. You should enter your name and any other details, such as group, required by your teacher into the Footer (or header if required by your teacher) for each spreadsheet you print.

1. Click on tab **Insert** ➤ **Header and Footer** button in the ribbon
2. Click on the **Go To Footer** button



3. Click into the **Left section** and type your name



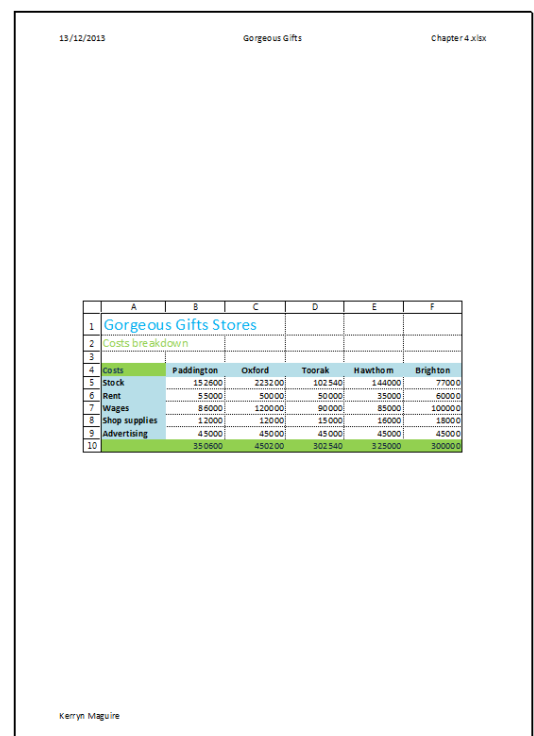
4. Click on any other part of the spreadsheet instead of the header and footer so you can see the footer
5. Click on the tab **View** ➤ **Normal** to return to the normal view
6. **Save** the file
7. Press **[Ctrl]** and **[F2]** to display **Print screen**

The Header text appears at the top of the page. The Footer text appears at the base of the page.

8. Click on **Next Page** to view to see the last page

You should be able to see the **Header** and **Footer** text on each of these pages as well.

9. Click on the **Back**  button to return to the Normal View



Print Settings

Print settings will alter the way that a workbook is print and these will be reflected in the Preview pane.

1. You should still have the file **Chapter 4** open
2. Click on tab **FILE > Print**

The screenshot shows the 'Print' dialog box in Microsoft Excel. The title bar reads 'Print'. The main area is divided into several sections:

- Print:** A 'Print' button with a printer icon and the word 'Print' below it.
- Copies:** A numeric spinner set to '1'.
- Number of copies:** A callout box pointing to the 'Copies' spinner.
- Printer:** A section titled 'Printer' with a printer icon, the text 'Canon Inkjet iP4600 series', and 'Offline' below it. A 'Printer Properties' link is visible.
- Printer Properties:** A callout box pointing to the 'Printer Properties' link.
- Settings:** A section titled 'Settings' containing several options:
 - Print What:** A dropdown menu set to 'Print Active Sheets' with the subtext 'Only print the active sheets'.
 - Print range:** A callout box pointing to the 'Print What' dropdown.
 - Pages:** A numeric spinner set to '1' followed by 'to' and another numeric spinner.
 - Duplex Print Settings:** A dropdown menu set to 'Print One Sided' with the subtext 'Only print on one side of th...'. A callout box labeled 'Duplex Print Settings' points to this dropdown.
 - Collate:** A dropdown menu set to 'Collated' with the subtext '1,2,3 1,2,3 1,2,3'. A callout box labeled 'Collate' points to this dropdown.
 - Orientation:** A dropdown menu set to 'Portrait Orientation'. A callout box labeled 'Orientation' points to this dropdown.
 - Page Sizes:** A dropdown menu set to 'A4' with the subtext '21 cm x 29.7 cm'. A callout box labeled 'Page Sizes' points to this dropdown.
 - Margins:** A dropdown menu set to 'Custom Margins'. A callout box labeled 'Margins' points to this dropdown.
 - Scaling:** A dropdown menu set to 'No Scaling' with the subtext 'Print sheets at their actual size'. A callout box labeled 'Scaling' points to this dropdown.
 - Page Setup:** A callout box labeled 'Page Setup' pointing to the 'Page Setup' link at the bottom of the dialog.

Note: Your settings may not appear as those shown above – as it may reflect previous print settings

Simple Print of Select Worksheet

The default setting is to print just one copy of the selected worksheet.

1. Check the worksheet **Costs breakdown** is selected
2. If necessary click on the tab **File** > **Print** to display the Print screen (you may already have it displayed from the previous page)
3. Click on the **Orientation** button and click on **Landscape**
4. Click on the **Scaling** button and click on **Fit Sheet on One Page**
5. Check the **Printer** selected is correct
6. Click on **Print**

Chapter 4.xlsx - Excel

Print

Copies: 1

Print

Printer

Canon Inkjet iP4600 series
Offline

Printer Properties

Settings

Print Active Sheets
Only print the active sheets

Pages: to

Print One Sided
Only print on one side of th...

Collated
1,2,3 1,2,3 1,2,3

Landscape Orientation

A4
21 cm x 29.7 cm

Custom Margins

Fit Sheet on One Page
Shrink the printout so that it ...

Page Setup

Printer

Orientation

Scaling

	A	B	C	D	E	F	G	H	I	J	K	L
1	Gorgeous Gifts Stores											
2	Gorgeous Gifts Stores											
3	Gorgeous Gifts Stores											
4	Item	Price	Quantity	Total	Revenue	Expenses	Profit	Category	Subcategory	Manufacturer	Supplier	Total
5	Book	15.0000	222.0000	3330.00	144.0000	7700.00	45.0000	Books	Fiction	ABC Books	12345	3444.00
6	Pen	2.5000	80.0000	200.00	80.0000	80.0000	0.0000	Stationery	Writing	XYZ Stationery	67890	120.00
7	File bag	4.0000	120.0000	480.00	480.0000	480.0000	0.0000	Office Supplies	Storage	DEF Office Supplies	11223	0.00
8	Shop supply fee	1.5000	110.0000	165.00	165.0000	165.0000	0.0000	Other	Services	GHI Other Services	44556	165.00
9	Advertising	4.5000	40.0000	180.00	180.0000	180.0000	0.0000	Marketing	Advertising	JKL Marketing	77889	180.00
10												
11												
12												

1 of 1

Printing Part of a Sheet

Just part of a sheet can be printed but it must be selected first.

1. Display the worksheet **Costs breakdown** worksheet if necessary
2. Highlight the cells **A1:D10**
3. Click on the tab **File** > **Print**
4. Click on the **Print What** droplist arrow in the **Settings** and change to **Print Selection**
5. Look at the **Preview** to view the difference
6. Click on the **Back** button to close the **Print** screen

The screenshot shows the Excel Print dialog box for 'Chapter 4.xlsx - Excel'. The 'Print' button is visible at the top left. The 'Copies' field is set to 1. The printer selected is 'Canon Inkjet iP4600 series' (Offline). In the 'Settings' section, 'Print Selection' is selected, with the description 'Only print the current selection...'. A callout box labeled 'Print Selection' points to this option. The 'Print What' callout points to the dropdown arrow in the 'Print Selection' setting. The 'Back' button in the left sidebar is also highlighted with a callout box. The preview window shows a worksheet with a table of data for 'Gorgeous Gifts Stores'.

	A	B	C	D
1	Gorgeous Gifts Stores			
2	Costs breakdown			
3	State	Podrigates	Online	Totals
4	Blak	18,200	2,820	10,200
5	Went	8,900	3,000	8,000
6	Wrens	9,900	1,200	9,000
7	Sheepskin	1,200	12,000	1,900
8	Advertising	4,200	40,000	4,000
9		59,000	60,000	59,000

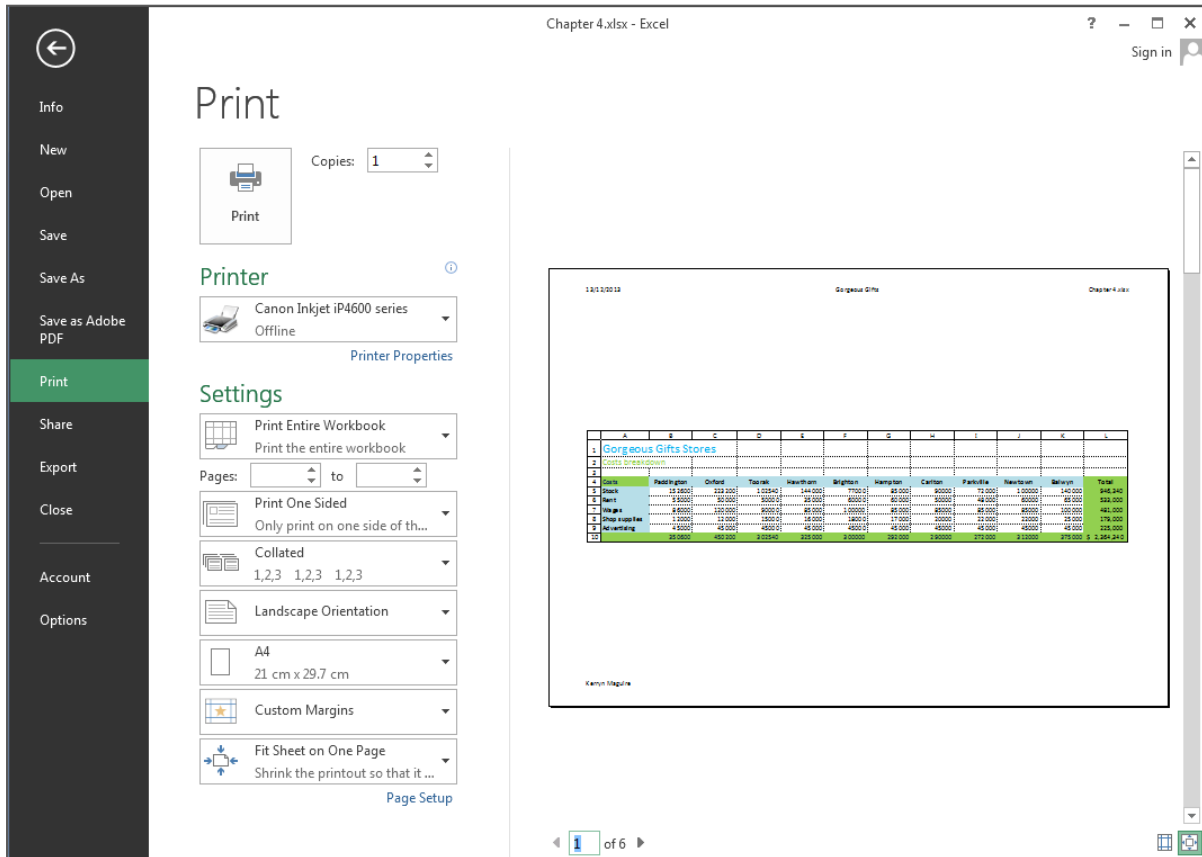
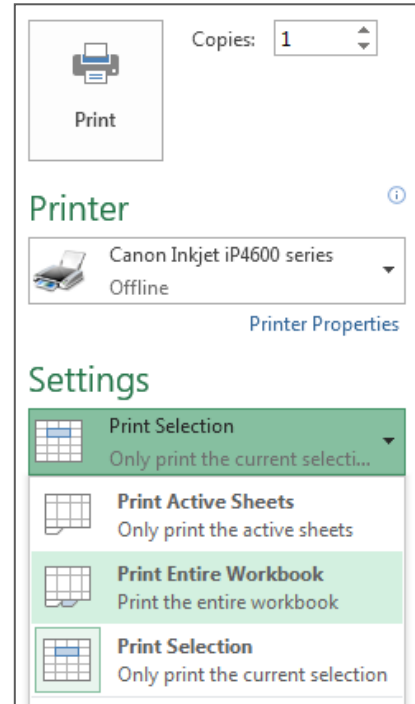
Print a Whole Workbook

All worksheets in a workbook can be printed at once.

1. Click on the tab **File > Print**
2. Click on the **Print What** droplist arrow for Settings and choose **Print Entire workbook**
3. The **Preview** will show only one page but the Navigation shows **6** pages.

The workbook is displayed with the first worksheet on the screen. Notice that there are six pages to be printed, one for each of the worksheets in the workbook except for the last which has two pages.

4. Click on the **Next Page** button to move through the pages of the workbook
5. Click on **Back** to close the **Print screen**



Page 1 of 6

Practice Exercise 4.1: Prepare Workbook to Print

If you have worked through this chapter the workbook Chapter 4 will currently take 6 pages to print. This can be improved by modifying the orientation of some of the worksheets and scaling them so they fit onto one page. Headers and Footers should also be entered to appear for each worksheet, at the moment they are only on the first worksheet.

1. Check you have the workbook file **Chapter 4** open
2. Click on the worksheet **Training**
3. Click on the **Page Layout** tab
4. Click on the **Orientation** button and click on **Portrait**
5. Scroll down the page – you will see that only a small part of the worksheet appears on the second page
6. Click on the **Width** button and click on **1 page**
7. Click on the **Height** button and click on **1 page**
8. Save your work so far

The screenshot shows the Microsoft Excel interface with the 'PAGE LAYOUT' tab selected. The 'Orientation' dropdown menu is open, showing 'Portrait' and 'Landscape' options. The 'Width' and 'Height' settings are both set to '1 page'. The 'Scale' is set to '83%'. The worksheet 'Training' is visible, showing a table with the following data:

1	Computer Application Training					
2	Division	Name	Word	Excel	Access	Outlook
3	Marketing	Sally	Y	Y	Y	Y
4		Jim	Y	Y		Y
5		Edward			Y	Y
6		Robyn	Y	Y		Y
7		Rosie	Y	Y	Y	Y
8		Kim	Y	Y		Y

Now you should make sure you have **Headers** and **Footers** entered for each worksheet.

9. Click on the worksheet **Net Sales**

10. Hold down the **[Shift]** key and click on **Training** so all worksheets except the first are selected

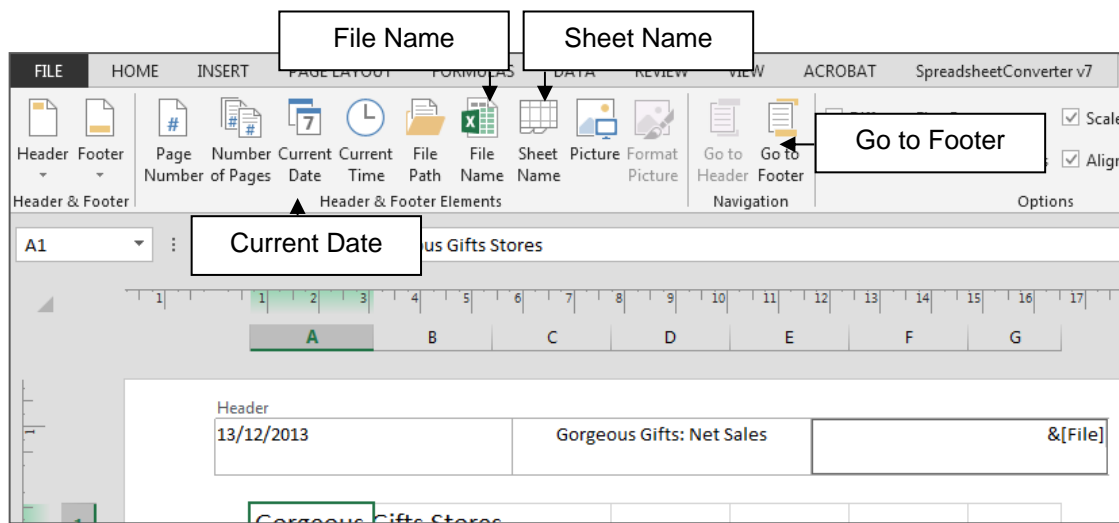
11. Click on the tab **Insert** > **Header and Footer** in the Ribbon

12. Click into the **Left section** and click on the **Current Date** button

13. Click into the **Centre Section** and type **Gorgeous Gifts:** and [Space]

14. Still in the **Centre Section** click on the **Sheet Name** button

15. Click into the **Right Section** and click on the **File Name** button



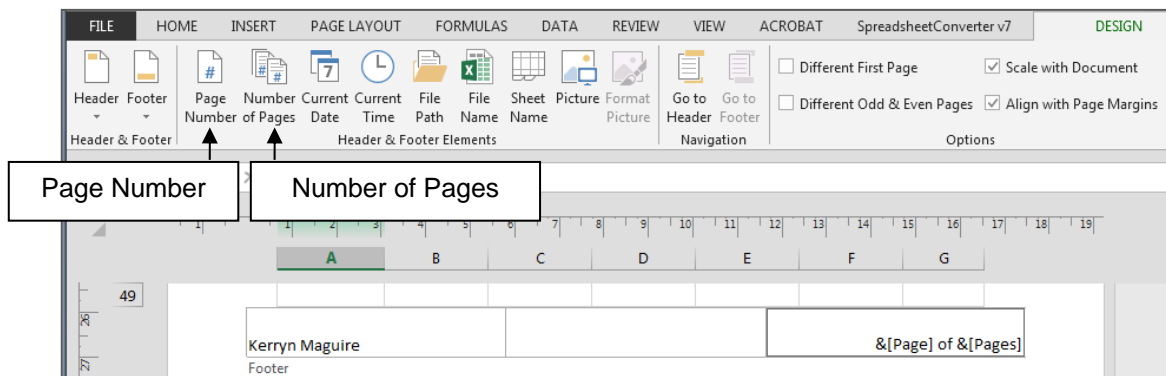
16. Click on the **Go To Footer** button

17. Click into the **Left section** and type your name

18. Click on the **Right Section** and click on the **Page Number** button

19. Press the **[Space]** bar then type **of** and press the **[Space]** bar again

20. Click on the **Number of Pages** button



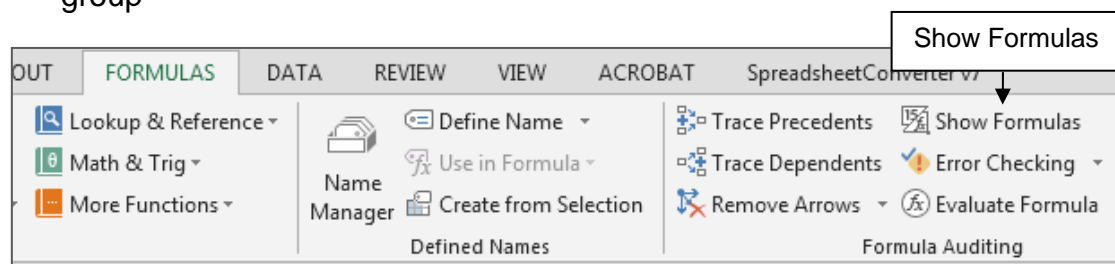
21. Click on tab **View** > **Normal**
22. Click on any unselected workbook
23. Click on tab **FILE** > **Print** to check your worksheet in **Print screen** preview then **Print 1** copy of the **Entire workbook**

Print Formula in Cells

You can print out the spreadsheet with formulas rather than resulting data.

With the worksheet **Shop supplies** of the **Chapter 4** file displayed:

1. Click on the tab **Formulas** > **Show Formulas** in the **Formula Auditing** group



The columns of the spreadsheet will widen although some may not widen enough.

2. Resize the columns if necessary (Press the **[Ctrl]** and **[A]** keys to select the whole spreadsheet and double click on the border of any two columns so all are resized to display all formula)
3. Scroll over to view the formula displayed in the cells
4. Click on the **File** > **Print**
5. Click on the **Print What** button and click on **Print Active Sheet**
6. Click on **Print** to print one copy

	A	B	C	D
1	Gorgeous Gifts			
2	Stationery order			
3				
4	Item	Price	Quantity	Line total
5	Tissue paper mixed 100 sheets	18.75	10	=B5*C5
6	Wrap paper 100 sheets	25.25	5	=B6*C6
7	GG felt pens	2.65	6	=B7*C7
8	Sticker seals	20.55	4	=B8*C8
9	Envelopes	25.68	2	=B9*C9
10				=SUM(D5:D9)

Display Formula Results

After viewing or printing the spreadsheet you should set the worksheet to display the results of the formula.

1. Click on the tab **Formulas** ➤ **Show Formulas** again to turn it off when finished to return to the results of the formulas
2. Click on **Save** and **Close**

Practice Exercise 4.2 Print and Page Setup

- 1 Open the file **Chapter 4** and display the worksheet **Printing Quote**
- 2 Click on the Page Layout tab then the **Page Setup** link to
 - a Align the spreadsheet on the page to become **centered horizontally**
 - b Print **Gridlines**
 - c Create a **Custom Header** that has the term **Date Printed** and insert the **Current Date** in the top right corner – clear the other header segments
- 3 Insert a **Footer** that has your name – clear the other footer segments
- 4 **Show Formulas**
- 5 Set the **Orientation to Landscape**
- 6 **Fit Sheet on One Page**
- 7 Print one copy of the **Active Sheet**
- 8 Click on **Save** and **Close**

Print

Copies: 1

Printer

Canon Inkjet iP4600 series
Offline

Settings

Print Active Sheets
Only print the active sheets

Pages: to

Print One Sided
Only print on one side of th...

Collated
1,2,3 1,2,3 1,2,3

Landscape Orientation

A4
21 cm x 29.7 cm

Last Custom Margins Setting
Left: 1.8 cm Right: 1.8 cm

Fit Sheet on One Page
Shrink the printout so that it ...

Date Printed: 15/12/2013

Printing Quotes				
Brochures full colour 12 page				
Price	875	1125	2004	4500
Quantity	500	1000	2000	5000
Cost per brochure	1.74/8p	1.12/5p	1.00/5p	0.90/3p

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