

Printing in Excel

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Check your spelling

Before printing the worksheet, it is sensible to select **Tools | Spelling**. Excel will check the spelling of text in the worksheet in a similar way to a word processor. **Tools | Autocorrect** provides options to check and correct text as you type it.

Print Preview

The quick way to print in Excel is to click on the Print icon  and leave the rest to Excel. However this may not be the most efficient approach because your data and charts may be output across several pages. A better approach is to look at how the information will be printed using Print Preview and control the way in which your information will be printed using the features available in Excel.

Print Preview, which is invoked by clicking on the Print Preview  icon or by selecting File | Print Preview, has a toolbar at the top of the preview window with eight options.



Next	View the next page of Output.
Previous	View the previous page of Output.
Zoom	Increase the size of the displayed Output, showing it in higher resolution. Clicking Zoom again returns to the normal view.
Print	Displays the Print dialog box. <i>Note: Cancelling Print returns you to the Worksheet, not to Print Preview!</i>
SetUp	Displays the Page SetUp dialog box.
Margins	Turns On or Off the display of handles for page margins, header and footer margins and column widths. The handles can be dragged to adjust the margins or widths. Movement to the edge of the page may be restricted by the specifications of the selected printer. Margins can also be set from the File Page SetUp dialog box.
Page Break Preview	Displays where Page Breaks occur in a spreadsheet when the printed output occurs on more than one page.
Close	Close Print Preview.
Help	Excel Help on Print Preview.

Note: The scroll bars, arrow keys and Page Up and Page Down can be used to instead of Next and Previous and also in Zoom view.

Adjusting the Output

Having previewed the output the layout across pages may not be ideal. Excel provides ways to adjust the output. **View | Page Breaks** and **View | Normal** can be used to preview this effect or turn it off

Inserting Page breaks

Insert | Page Break allows you to insert your own page breaks.

Manual page breaks are displayed as Bold dashed line vertical and horizontal lines on the worksheet. Automatic page breaks are solid lines. The figure below illustrates manual page breaks applied between rows 29 & 30 and an automatic page break between columns I and J.

The screenshot shows an Excel spreadsheet titled "Data.xls" with the following data:

	A	B	C	D	E	F	G	H	I	J	K
1	Nursing Studies - Respiratory Data										
2											
3											
4	Id	sex	age	smoke	Height (m)	Weight (kg)	FEV1	FVC	PEFR		
5	1	2	21	2	1.73	84.6	3.70	4.45	550		
6	2	2	20	2	1.68	81.7	2.85	3.60	450		
7	3	2	21	2	1.63	66.5	3.65	4.38	500		
8	4	2	21	2	1.60	56.0	3.18	3.65	450		
9	5	2	21	2	1.63	64.1	3.45	3.90	450		
10	6	2	21	2	1.66	58.6	2.92	3.20	450		
11	7	2	21	1	1.68	65.5	3.85	4.25	510		
12	8	2	22	2	1.56	60.4	2.75	3.05	490		
13	9	2	22	2	1.60	60.3	3.55	3.93	470		
14	10	2	21	2	1.57	62.0					
15	11	2	22	2	1.69	69.0	3.10	4.01	400		
16	12	2	21	2	1.69	71.0	3.59	4.20	510		
17	13	2	22	2	1.58	52.2	3.45	3.55	480		
18	14	2	21	2	1.59	61.5	2.85	3.19	450		
19	15	2	21	2	1.77	70.8	3.90	4.10	490		
20	16	2	21	2	1.66	56.5	3.10	3.22	425		
21	17	2	21	2	1.68	59.8	3.70	3.90	500		
22	18	2	21	2	1.58	60.5	3.30	3.59	410		
23	19	2	21	2	1.69	54.9	3.20	3.50	525		
24	21	2	22	2	1.65	56.7	3.78	4.14	510		
25	22	2	21	2	1.70	62.4	3.65	3.60	600		
26	23	2	21	2	1.64	56.8	3.65	3.95	450		
27	24	2	21	2	1.59	56.7	2.57	2.70	490		
28											
29											
30											
31											

The spreadsheet shows a vertical dashed line between columns I and J, labeled "Automatic page break". A horizontal dashed line is between rows 29 and 30, labeled "Manual page break". A large "Page 1" watermark is visible in the center of the data area.

Manually inserted Page Breaks are inserted as follows:

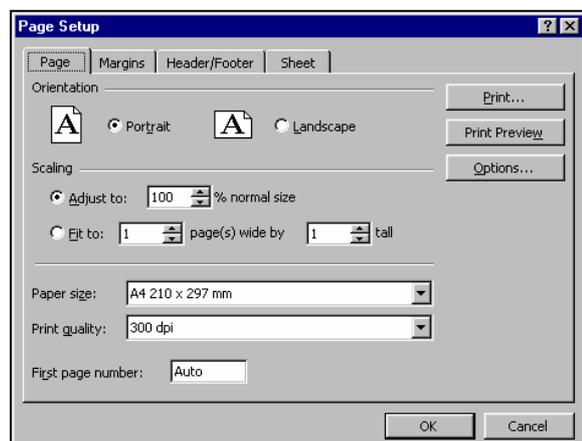
- If a cell is selected Excel inserts a page break above and to the left of the selected cell.
- If a row is selected Excel inserts a page breaks above the row.
- If a column is selected Excel inserts a page break to the left of the selected row.

Removing Page Breaks

Select any cell below or to the right of the horizontal or vertical page break and select **Insert | Remove Page Break**. Selecting all cells in the worksheet, by clicking on , allows you to remove all Page Break settings.

Controlling the Page SetUp

The Page SetUp dialog box, called from Print Preview or **File | Page SetUp**, is used to alter the page, margin, headers and footers and worksheet options for the printed output.

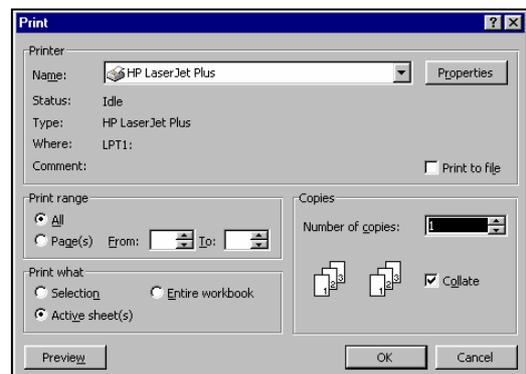


Page	Orientation: controls Portrait or Landscape printing. Scaling: Adjust to: Enlarges (max 400%) or reduces (min 10%) the Printed worksheet. It does not affect the screen display. Fit To: Reduces the worksheet or selection to fit a specific Number of pages.
Margins	Paper Size: is usually set to A4. Lets you specify the Top, Bottom, Left and Right margins. From Edge (Header and Footer) sets the distance between the top and bottom of the page and the header and footer. Be careful that headers and footers do not overlap with the data. Clicking on the check boxes can centre the worksheet on the page horizontally or vertically.
Header/Footer	Lets you define your own header and footer for the output. The default is Sheet <i>number</i> (header) and Page <i>number</i> (footer).
Sheet	Specifies which area of the worksheet you want to print, controls titles, the order the worksheet is printed (across or down) where it spreads over several pages, whether gridlines are printed.

Selecting what to Print

Excel can print a range of cells, a worksheet, several worksheets or the entire workbook.

If the worksheet contains a chart it will be printed, but it may be split across pages.



To Print:

A selected range

1. Highlight the range of cells that you wish to print.
2. Select **File | Print**.
3. Select the Selection button in the Print What panel.
4. Click on OK.

A single sheet or group of sheets

As above but select the Selected Sheets button.

Note:

1. Press *Ctrl* and click the Sheet Tab to select several sheets.
2. Clicking on the Print icon  has the same effect. It uses the settings defined in the Page SetUp and Print Dialog boxes. Only sheets with printable areas are included

The entire workbook

As above but select Entire Workbook.

A chart

To print a chart embedded in a worksheet, double click on the chart so that it has a thick patterned border surrounding it. Click on the Print icon, or select **File | Print**.