

Printing & Page Layout

This guide will cover the following:

1. Print Window Options

- Print active worksheets, workbooks, and selected cells
- Zoom to fit
- Adjust printing area using margins
- Change page orientation

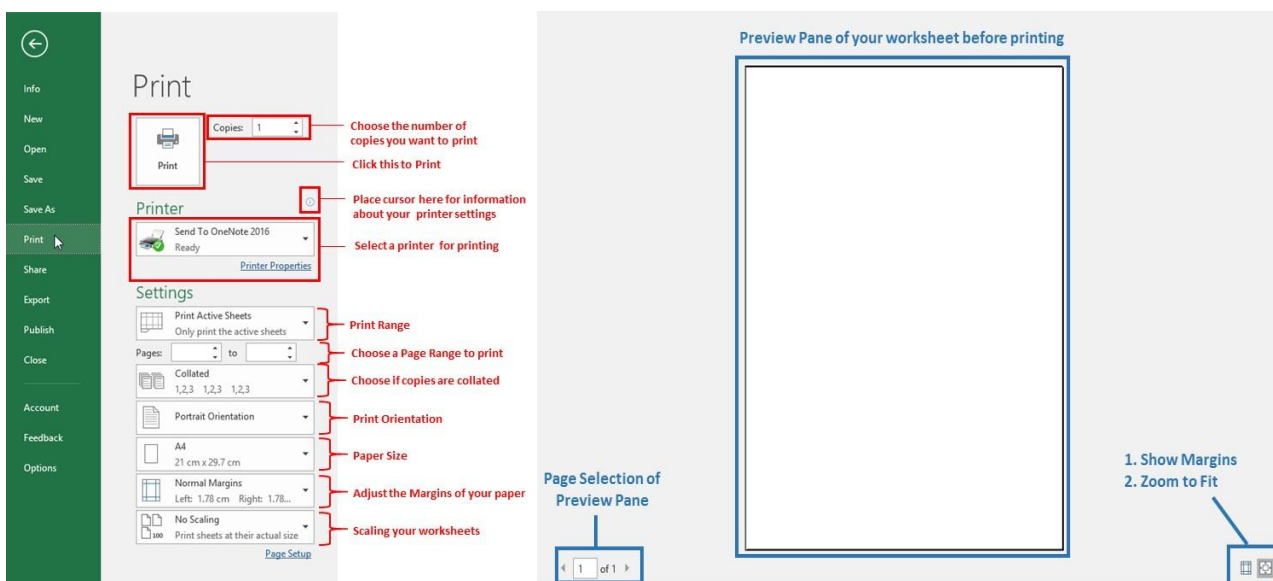
2. Print Titles

3. Page Breaks

We often need to print Excel data for easy reference or submission. However, Excel worksheets span numerous columns and rows, which may not always fit in default paper sizes. Hence, knowledge of Print options in Excel becomes handy.

Print Window Options

- To access the Print window, click on the **File** tab in Ribbon and then select **Print**. (Keyboard shortcut is **Ctrl + P**.)
- Here, we see two sections (panes):



- The left section shows our printing options.
- The right section displays our print preview.

Define a Print Area

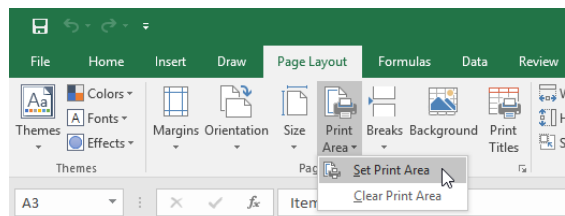
The **Print Area** feature allows you to print a specifically selected area in a worksheet

1. Select the cells you want to print by highlighting them.

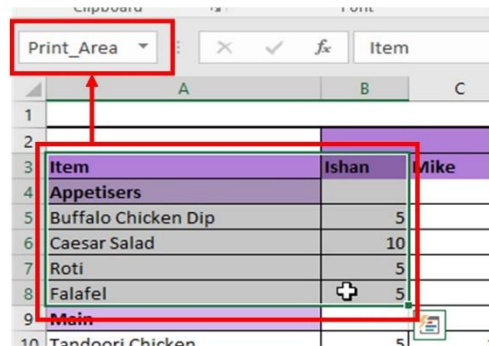
In our example, the cell range A3:B8.

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												

2. Go to the **Page Layout** tab and click on **Print Area**.
3. In the drop-down menu, click on **Set Print Area**.



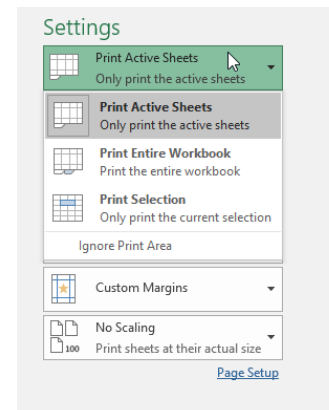
4. After setting the print area, notice that the selected cells are renamed **Print_Area** temporarily.



5. Now, Print Preview will display our designated print area only.
6. To cancel the selected print area and any time, click **Clear Print Area** from the **Print Area** drop-down menu.

Printing Active Sheets or Entire Workbook

- Excel is set to **print active sheets** by default.
- This means that only the sheet currently viewed will be printed.
- To print the entire workbook click on 'Print Active Sheet' and select 'Print Entire Workbook' in the dropdown menu.



Printing Selection

- **Print Selection** third option in the 'Print Active Sheet' dropdown menu.
- While **Print Area** only allows us to select a range of adjacent cells, **Print Selection** allows us to print multiple cell ranges even if they are not next to each other.
- This feature works best when printing cell ranges that are on the same worksheet.

Example

From Alia's Birthday menu spreadsheet, we want to print the list of food, along with the quantities indicated in Ishan and Anthony's columns.

1. Select the first range.
In our example, highlight the cell range A3:B21.
2. Press and hold the **Ctrl** key to select multiple cell ranges.
3. Select the next cell range.
In our example, Highlight cell range F3:F21.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Alia's Birthday Menu											
2		Quantity										
3	Item	Ishan	Mike	Ruby	Julia	Anthony	Neil	Farah	Rohit	Nikhil	Timothy	Nishma
4	Appetisers											
5	Buffalo Chicken Dip	5	7	2	3	3	2	7	10	6	9	1
6	Caesar Salad	10	9	5	2	4	1	4	5	9	10	7
7	Roti	5	7	9	2	8	9	8	2	5	6	1
8	Falafel	5	7	3	4	10	4	6	2	6	8	4
9	Main											
10	Tandoori Chicken	5	10	8	7	9	9	1	6	7	6	8
11	Vegetable Curry	1	10	4	8	10	5	1	7	7	6	4
12	Korma	1	10	6	10	2	9	9	10	4	2	2
13	Butter Chicken	1	7	10	9	8	1	7	3	4	10	5
14	Hawaiian Pizza	2	10	9	8	4	4	7	1	5	9	4
15	Creamy Tomato Pasta	2	2	6	10	10	7	8	2	1	8	4
16	Dessert											
17	Vegan Brownies	1	3	7	6	7	6	7	6	9	3	4
18	Strawberry Cheesecake	2	2	3	10	2	5	7	2	2	3	9
19	Matcha Mochi	2	10	6	7	6	9	8	3	4	3	3
20	Chocolate Souffle	1	8	8	8	6	2	9	10	10	2	9
21	Rainbow Ice Cream	1	7	7	2	6	7	6	7	10	6	5
22												

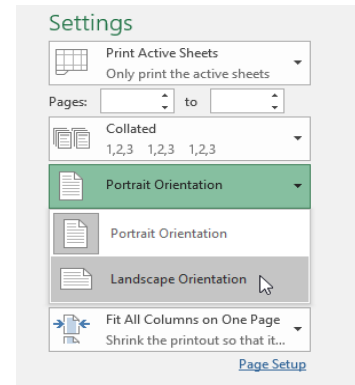
4. Click **Print Selection** in the dropdown menu in the **Print Window**.
5. Ensure your print selection is correct by checking the **Print Preview** pane.
6. Click on the **Print** button to start printing.

Page Orientation

- Excel has two page orientations: **Portrait** and **Landscape**.
 - Portrait** – page is oriented vertically.
 - Landscape** – page is oriented horizontally.
 - By default, Excel worksheets are printed in **Portrait**.
 - If worksheets have many columns, it is better to use **Landscape** orientation to print.

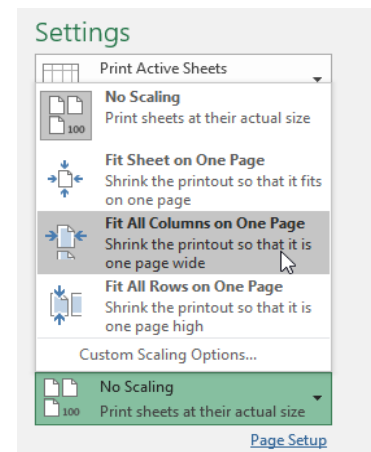
To change Page Orientation,

1. Open the Print Window.
2. Click on the arrow next to Portrait Orientation to expand the menu.
3. Select **Landscape Orientation**.
4. You can also switch Orientation by going to the **Page Layout** tab → **Orientation** drop-down menu → **Landscape**.



Scaling your worksheets

- The last option in the Print Window is set to **No Scaling** by default.
- We can customise our scaling options to fit our sheet, columns, or rows into printed pages!
- Excel has four scaling options:
 - No Scaling** – Prints sheets at their actual size.
 - Fit Sheet on One Page** – Shrink the printout so that it fits on one page.
 - Fit All Columns on One Page** – Shrink the printout so that it is one page wide.
 - Fit All Rows on One Page** – Shrink the printout so that it is one page high.

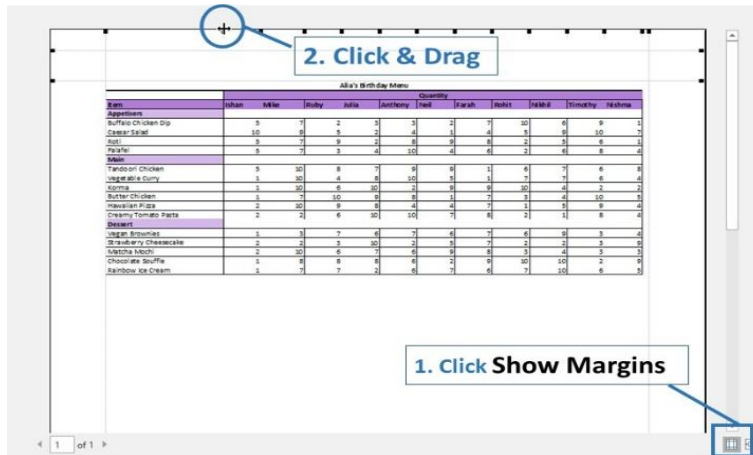


Scaling worksheets can make data **hard to read when** printed.

To resolve this, try other options such as **switching orientation** if your worksheet has too many columns.

Adjusting Content on the Preview Pane

- When viewing the Print Preview, you may want to further modify the size of a printed column or row.
- To do this, click on the Show Margins command which is the first button located at the bottom-right corner of your Print window.
(You may also click on the second button, Zoom to Page to zoom your page while adjusting your content.)



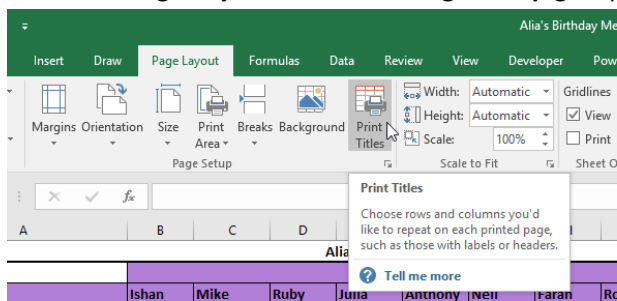
Adjusting content this way will **affect the layout of columns on the right too**, so you must double-check before printing!

Print Titles

- When we create Excel tables, our headers usually stay at the top or left and are not repeated.
- But in printing worksheets, one problem would be the lack of headers for data on pages beyond the first.
- Thus, we can print - or repeat - headers at the start of every page of our worksheets.

To print the headers at the start of every page:

- Go to the **Page Layout** tab, under **Page Setup** group, and select **Print Titles**.

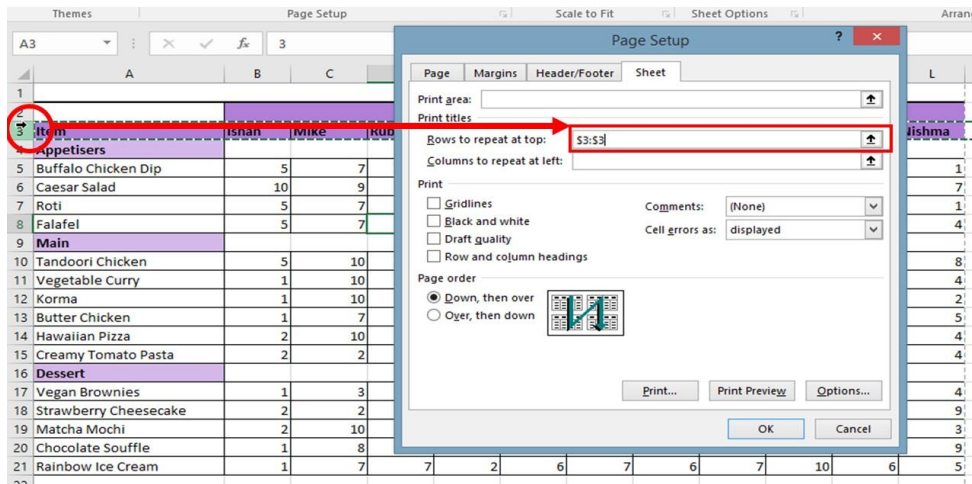


- A **Page Setup** dialog box will appear.
- You may choose to have **Rows to repeat at top**, or **Columns to repeat at left** on every page.
In our example, select Row 3 and Column A to be repeated on every page.

(*) To repeat **Row 3** on every page,

1. In the **Page Setup** dialog box, click on the input box for **Rows to repeat at top**.
2. The dialog box should be on top of your worksheet on your computer screen. In your worksheet, select the rows to repeat at the top of every page

In our example, it is the row cell range \$3:\$3.



To repeat **Column A** on every page, use the same method as repeating rows (*).

In our example, repeat the column reference \$A:\$A.



If cells are merged, such as **Row 1** in our example, you may not be able to select your desired cells to repeat. In this case, manually type in the cell range. In our example, it is the **cell reference \$A:\$A**.

Print Titles & Print Area

- In the Page Setup dialog box, the **Print Area** option is located above **Print Titles**. These two features are often used together.

Example

We want to print the food quantity for Alia's birthday.

1. In the **Print Area** input box, select the **cell range \$C\$3:\$C\$21**.
2. You can click on the **Print Preview** button in the Page Setup dialog box to check your print area before clicking OK.
3. In your Preview Pane, you will see the repeated rows and columns accompanying the selected print area.

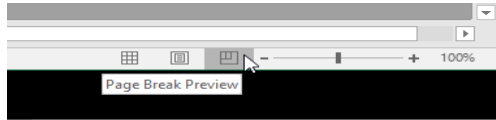
Item	Mike
Appetisers	
Buffalo Chicken Dip	7
Caesar Salad	9
Roti	7
Falafel	7
Main	
Tandoori Chicken	10
Vegetable Curry	10
Korma	10
Butter Chicken	7
Hawaiian Pizza	10
Creamy Tomato Pasta	2
Dessert	
Vegan Brownies	3
Strawberry Cheesecake	2
Matcha Mochi	10
Chocolate Souffle	8
Rainbow Ice Cream	7

You may clear your selected printing area and reset to printing the Active Sheet.

To do this, go to **Page Layout** tab → **Print Area** drop-down menu → select **Clear Print Area**.

Page Breaks

- Your worksheet data may not always fit into default paper sizes.
- Hence, we use **page breaks to split data into different pages** when printed.
- To reveal the page breaks in your current worksheet, click on **Page Break Preview** button located at the bottom right corner of Excel.



In **Page Break Preview**,

- By default, Excel inserts page breaks automatically based on the size of your data, which are represented by the blue border around your data.
- Excel also inserts page breaks based on the paper size chosen in the Print window, which are represented by dotted blue lines. By default, these are set to fit A4 dimensions.
- There will be a watermarked page numbers at the centre of each page for easy reference.

Item	Ishan	Mike	Ruby	Julia	Anthony	Neil	Farah	Rohit	Nikhil	Timothy	Nishma
Appetisers											
Buffalo Chicken Dip	5	7	2	3	3	2	7	10	6	9	1
Caesar Salad	10	9	5	2	4	1	4	5	9	10	7
Roti	5	7	9	2	8	9	8	2	5	6	1
Falafel	5	7	3	4	10	4	2	6	8	4	
Main											
Tandoori Chicken	5	10	8	7	9	9	6	7	6	8	
Vegetable Curry	1	10	8	10	5	1	7	7	6	4	
Korma	1	10	6	10	2	9	9	10	4	2	
Butter Chicken	1	7	10	9	8	1	7	3	4	10	
Hawaiian Pizza	2	10	9	8	4	4	7	1	5	9	
Creamy Tomato Pasta	2	2	6	10	10	7	8	2	1	8	
Dessert											
Vegan Brownies	1	3	7	6	7	6	7	6	9	3	
Strawberry Cheesecake	2	2	3	10	2	5	7	2	2	3	
Matcha Mochi	2	10	6	7	6	9	8	3	4	3	
Chocolate Souffle	1	8	8	8	6	2	9	10	10	2	
Rainbow Ice Cream	1	7	7	2	6	7	6	7	10	6	

Altering a page break

- To move a page break, drag the dotted blue line or the bold blue lines when your cursor shows a double-headed arrow.

In our example, if we want Page 1 to include the columns for all the names of Food2Go's colleagues except the last column for Nishma, we will click on the dotted blue line and drag it to the border between Column K and Column L.

- The dotted blue line is a pre-set page break. However, once you drag it anywhere away from its original position, it turns into a manual page break and is represented by a bold blue line.

Item	Ishan	Mike	Ruby	Julia	Anthony	Neil	Farah	Rohit	Nikhil	Timothy	Nishma
Appetisers											
Buffalo Chicken Dip	5	7	2	3	3	2	7	10	6	9	1
Caesar Salad	10	9	5	2	4	1	4	5	9	10	7
Roti	5	7	9	2	8	9	8	2	5	6	1
Falafel	5	7	3	4	10	4	2	6	8	4	
Main											
Tandoori Chicken	5	10	8	7	9	9	1	6	7	6	
Vegetable Curry	1	10	8	10	5	1	7	7	6	4	
Korma	1	10	6	10	2	9	9	10	4	2	
Butter Chicken	1	7	10	9	8	1	7	3	4	10	
Hawaiian Pizza	2	10	9	8	4	4	7	1	5	9	
Creamy Tomato Pasta	2	2	6	10	10	7	8	2	1	8	
Dessert											
Vegan Brownies	1	3	7	6	7	6	7	6	9	3	
Strawberry Cheesecake	2	2	3	10	2	5	7	2	2	3	
Matcha Mochi	2	10	6	7	6	9	8	3	4	3	
Chocolate Souffle	1	8	8	8	6	2	9	10	10	2	
Rainbow Ice Cream	1	7	7	2	6	7	6	7	10	6	

- You can even eliminate **Page 2** by shifting this bold blue line to the right of **Column L**. This produces the same effect as the **Fit all Columns on One Page** feature we learnt earlier.

Adding more Page Breaks

- Sometimes, we may need to split our data into several pages.
- To do this, select a **cell/row/column** where you want to insert a page break.
 - If you select a **row**, a horizontal page break will be placed above it.
 - If you select a **column**, a vertical page break will be placed to its left.
 - If you select a **cell**, a horizontal page break will be placed above it and a vertical page break will be placed to its left.

Example

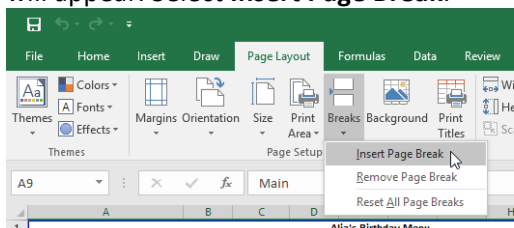
Insert page breaks such that the different food categories for Alia's birthday menu are printed onto separate pages.

- Select a row where you will like your first page break to be above it.

In our example, select Row 9.

Alia's Birthday Menu											
Item	Ishan	Mike	Ruby	Julia	Anthony	Neil	Farah	Rohit	Nikhil	Timothy	Nishma
Appetisers											
Buffalo Chicken Dip	5	7	2	3	3	2	7	10	6	9	1
Caesar Salad	10	9	5	2	4	1	4	5	9	10	7
Roti	5	7	9	2	8	9	8	2	5	6	1
Falafel	5	7	3	4	10	4	6	2	6	8	4
Main											
Tandoori Chicken	5	10	8	7	9	9	1	6	7	6	8
Vegetable Curry	1	10	4	8	10	5	1	7	7	6	4
Korma	1	10	6	10	2	9	9	10	4	2	2
Butter Chicken	1	7	10	9	8	1	7	3	4	10	5
Hawaiian Pizza	2	10	9	8	4	4	7	1	5	9	4
Creamy Tomato Pasta	2	2	6	10	10	7	8	2	1	8	4
Dessert											
Vegan Brownies	1	3	7	6	7	6	7	6	9	3	4
Strawberry Cheesecake	2	2	3	10	2	5	7	2	2	3	9
Matcha Mochi	2	10	6	7	6	9	8	3	4	3	3
Chocolate Souffle	1	8	8	8	6	2	9	10	10	2	9
Rainbow Ice Cream	1	7	7	2	6	7	6	7	10	6	5

- Go to **Page Layout** tab → **Page Setup** group. Click on the **Breaks** command. A drop-down menu will appear. Select **Insert Page Break**.



Alternatively, you can right-click on the row or column name, and select **Insert Page Break**.

- We can insert multiple page breaks within a single worksheet.

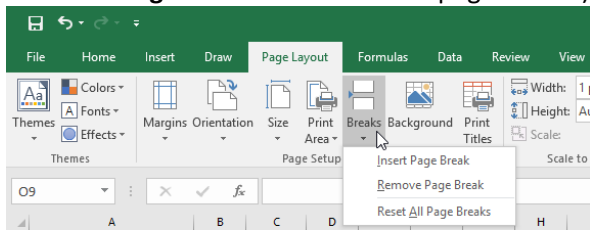
In our example, we need to insert one more page break to separate the Main category from the dessert category. Select Row 16 this time and repeat Steps 1-2 above.

Your Page Break Preview should look like this:

Alia's Birthday Menu											
Item	Ishan	Mike	Ruby	Julia	Anthony	Neil	Farah	Rohit	Nikhil	Timothy	Nishma
Appetisers											
Buffalo Chicken Dip	5	7	2	3	3	2	7	10	6	9	1
Caesar Salad	10	9	5	2	4	1	4	5	9	10	7
Roti	5	7	9	2	8	9	8	2	5	6	1
Falafel	5	7	3	4	10	4	6	2	6	8	4
Main											
Tandoori Chicken	5	10	8	7	9	9	1	6	7	6	8
Vegetable Curry	1	10	4	8	10	5	1	7	7	6	4
Korma	1	10	6	10	2	9	9	10	4	2	2
Butter Chicken	1	7	10	9	8	1	7	3	4	10	5
Hawaiian Pizza	2	10	9	8	4	4	7	1	5	9	4
Creamy Tomato Pasta	2	2	6	10	10	7	8	2	1	8	4
Dessert											
Vegan Brownies	1	3	7	6	7	6	7	6	9	3	4
Strawberry Cheesecake	2	2	3	10	2	5	7	2	2	3	9
Matcha Mochi	2	10	6	7	6	9	8	3	4	3	3
Chocolate Souffle	1	8	8	8	6	2	9	10	10	2	9
Rainbow Ice Cream	1	7	7	2	6	7	6	7	10	6	5

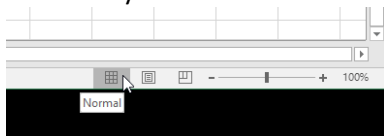
Removing Page Breaks

- Added a wrong page break? You can remove a page break by selecting **Remove a Page Break** (or **Reset All Page Breaks** to remove all page breaks) in the **Breaks** drop-down menu.



Returning to Normal view

- To return to your worksheet's default view, click on the **Normal** view button at the bottom-right corner of your Excel window.



Removing page break lines

- In the **Normal** view, you will notice grey dotted or bold lines representing page breaks on your worksheet.

	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												

If you do not want the page break lines to show up, you can remove them:

- Click on **File** → **Options**. An **Excel Options** dialog box will appear.
- Click on the **Advanced** tab in the left panel.
- Under **Display Options**, uncheck the box for **Show Page Breaks**.
- Click OK.

Your Page breaks should disappear from your worksheet in **Normal** view!