Chapter 8

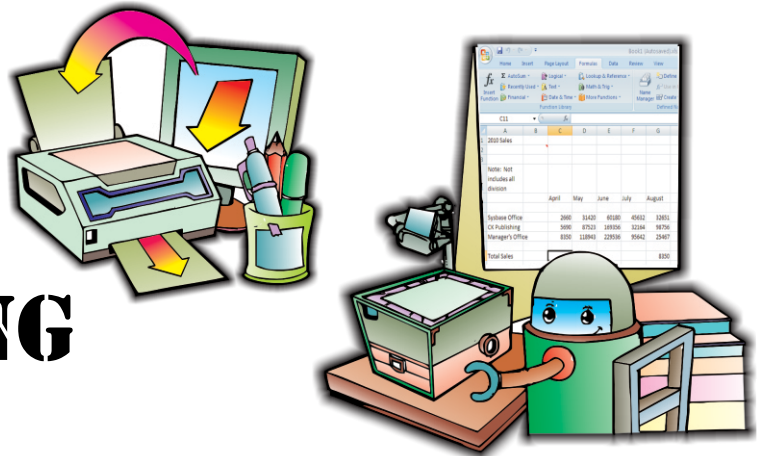## Word Watch

- Headers
- Footers
- Print Preview Mode
- Print Area

PREVIEWING AND PRINTING

Learning Objectives

After completing this chapter, you should be able to:

- add headers and footers;
- preview a worksheet;
- define a print area; and
- print a worksheet.

Adding Headers and Footers

As you finalize your worksheet for printing, you can use a variety of Excel tools and options to improve your worksheet's appearance on a printed page. For example, you can preview a worksheet, add headers and footers, control page breaks, insert comments, and more. You can use headers and footers to add text that appears at the top or bottom of every worksheet page. Headers and footers are useful for making sure that every page prints with a page number, document title, author name, or date. Header text appears at the top of the page outside the text margin. Footers appear at the bottom of a page.

Add Headers and Footers

Work File: Sales.xlsx

① Click Insert tab.

② Click Header and Footer (📄).

   Excel displays Page Layout view.

   The Header and Footer contextual tools also appear in the Ribbon.

   Your cursor is active in the center Header box.

   Note: You can click in boxes to the left and right to place header text in different locations across the top of the page.
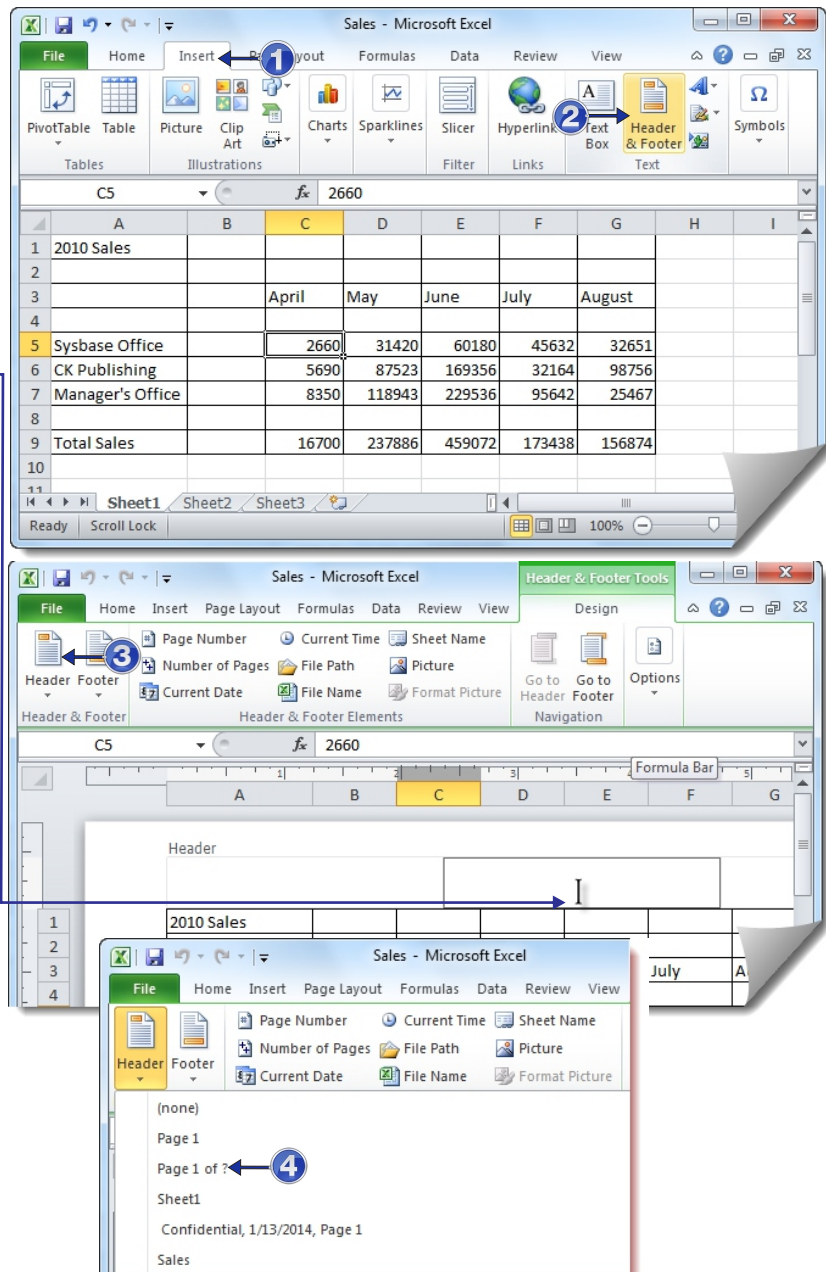
③ Click Header (📄).

   • To insert a footer, click Footer and continue to follow these steps.

④ Click to select a Header.

   Excel adds the field to the header box.

   Note: You can also view headers and footers in Print Preview.

Previewing a Worksheet

You can use Print Preview mode to preview worksheets before printing them. In Print Preview, you can see how your worksheet will look when it is printed, including any headers, footers, and margins that you have set. You can also move margins to make adjustments to the page.

Preview a Worksheet

① Click the File Tab (File).

② Click on Print .

Work File: Sales.xlsx

Excel opens the worksheet in Print Preview mode.

You can click the preview page to change the magnification of your view.

You can click Next Page and Previous Page to view another page in your worksheet.

You can click 🔲 to display margins or hide on the page.

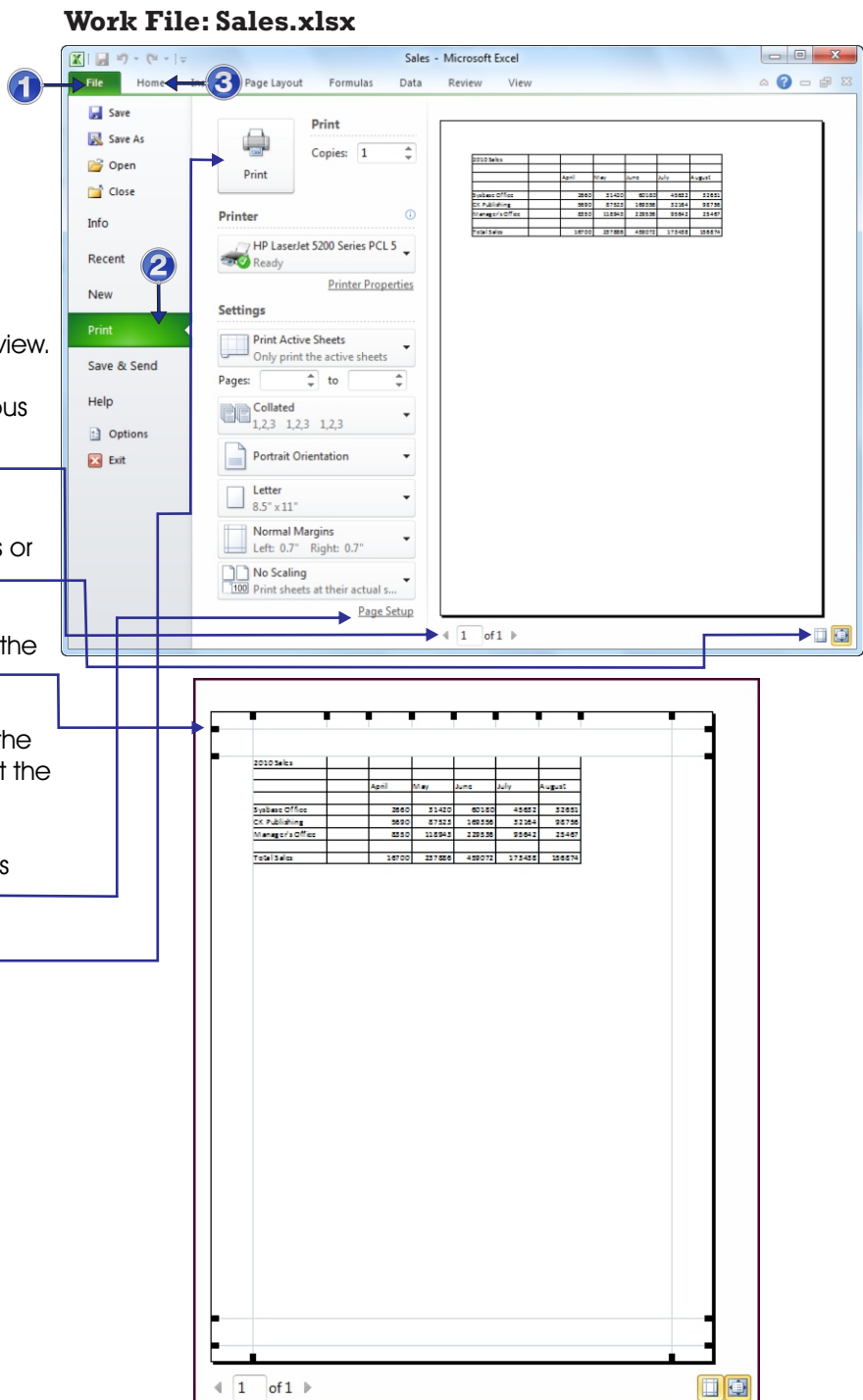Margins appear as dotted lines on the page.

You can click a line and drag with the changed mouse cursor (↕) to adjust the page margin.

You can click Page Setup to access Page Setup options.

You can click Print to print the file.

③ Click Home tab to close print preview.

Print Preview closes.

Printing a Worksheet

If you have a printer connected to your computer, you can print your Excel worksheets. You can send a file directly to the printer using the default printer settings, or you can open the Print dialog box and make changes to the printer settings.

Print a Worksheet

1 Click the File Tab (File).

2 Click the Print .

The Print dialog box opens.

- To print a file without adjusting any printer settings, click Quick Print (▼) on the Quick Access toolbar.
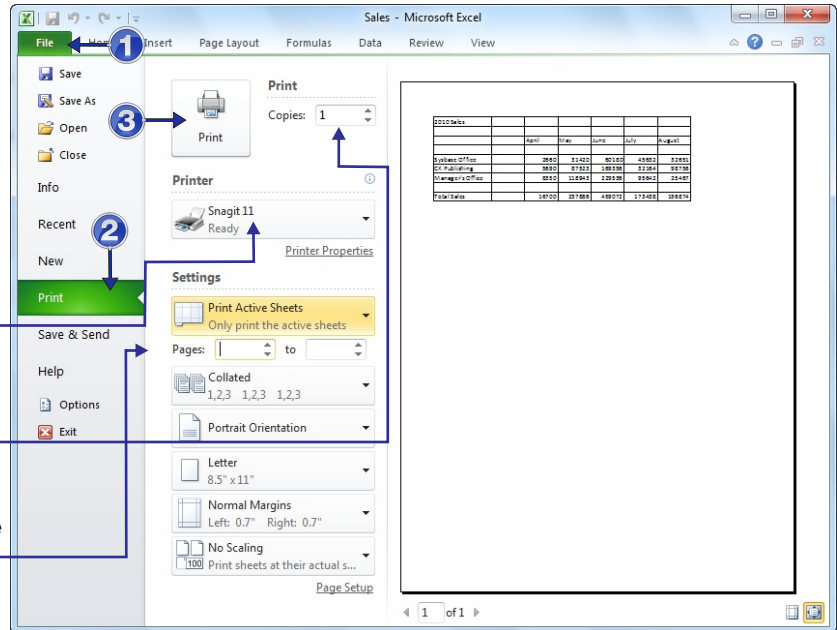
You can select a printer from this list.

You can specify a number of copies to print or find more printer-specific options by clicking Properties.

You can specify a print range and what part of the workbook to print using these options (○ changes to ◉).

3 Click Print.

Excel sends the file to the printer for printing.

Defining a Print Area

You can define a print area to print only a certain portion of a worksheet. For example, you want to print a range of cells. You can define the print area to prevent Excel from printing the entire worksheet.

Define a Print Area

1 Select the cells that you want to include in the print area.
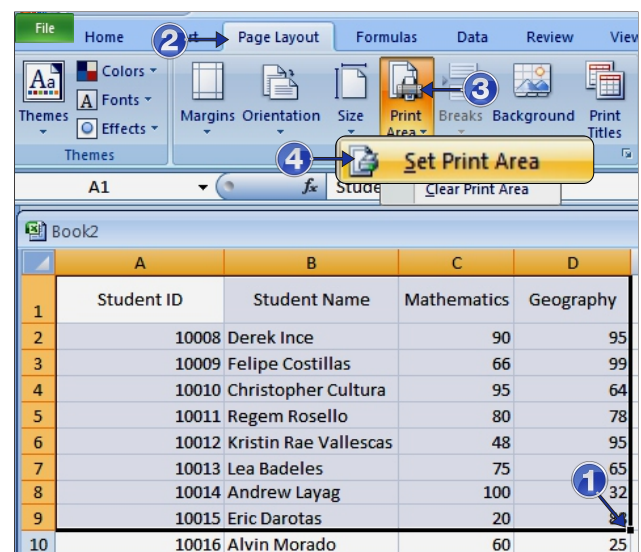
2 Click the Page Layout tab.

3 Click Print Area.

4 Click Set Print Area.

Excel saves the print area.

- The next time you print, Excel prints only the defined cells.

Note: To clear a defined area, click on the Page Layout tab and then click Clear Print Area.

Directions:
1. Launch **Microsoft Excel**.

2. Type the data in the Preview into the spreadsheet.

3. Apply all that you have learned in the previous lessons to make a good excel work output.

4. Make your own header and footer and add it to the worksheet that you have just created. Follow the steps on how to add header and footer.

5. Save the worksheet as **Header and Footer** and place it to your own folder.

Sysbase Computers				
Cagayan de Oro Branch				
Personnel Information				
Employees Name	Deparment	Title	Salary	Date Hired
Erick Gamboa	Accounting	Head	48,000	June 1, 2000
Jun Agipo	Legal	Attorney	45,000	April 5, 2001
Richard Sunog	Legal	Attorney	45,000	April 26, 1989
Dereck Haling	Marketing	Manager	30,000	December 6, 2005
Jorge Ambrocio	Sales	Manager	30,000	November 3. 2006

Directions:
1. Launch **Microsoft Excel**.

2. Open your **Header and Footer** worksheet.

3. Follow the steps on how to preview a worksheet, print a worksheet and define a print area.

4. Do the Following:
   a. Preview the worksheet before printing.
   b. Print the worksheet in one copy.
   c. Define a print area.

5. Save the worksheet as its filename and place it to your own folder.

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