Spreadsheet Methods 5N1977

6. Explore Spreadsheet Printing Methods

Contents

RMN

1. PRINT A SPECIFIED AREA OF A SPREADSHEET USING THE FOLLOWING:

By default all the text on an Excel worksheet is printed when the active or current worksheet is set to print. It may not always be necessary to print all the information in a worksheet. This can be controlled by setting a **Print Area**.

Set Print Area

The *print area* specifies the exact range of cells that Excel should print or display in Pint Preview and when the worksheet is printed. For example the following is a spreadsheet showing all PC related referrals for a helpdesk.


If only the **Total Problems Referred By** and the **Types of Problems** in cell range D3:E17 we required for printing then the *print area* could be set to those cells and only that range would be printed. To set a print area complete the following steps:

1. Highlight the range of cells that are required in the print area.
2. Go to **Page Layout** tab to the **Page Setup** group and select **Print Area → Set Print Area**.
3. After this has been done the cells inside the **Print Area** are surrounded by a dotted line.
4. Preview the worksheet by going to **File → Print** and only the cell range selected will be visible.

Note: The print area that is set is saved when the workbook is saved.
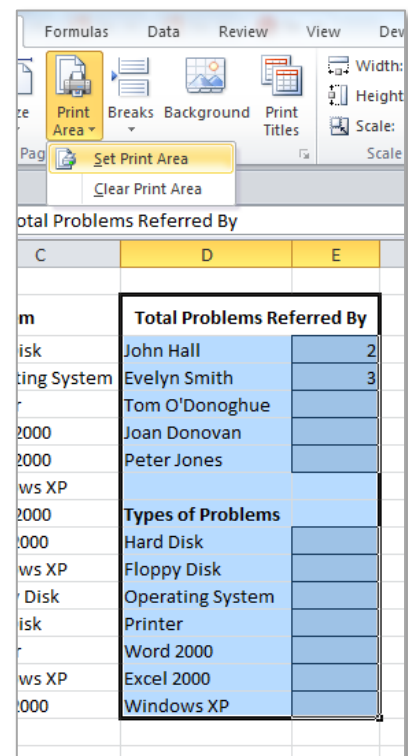
Clear a Print Area

To clear a print area after it has been created go to **Page Layout → Print Area → Clear Print Area**. This removes the print area and the dotted line around the selected print range.
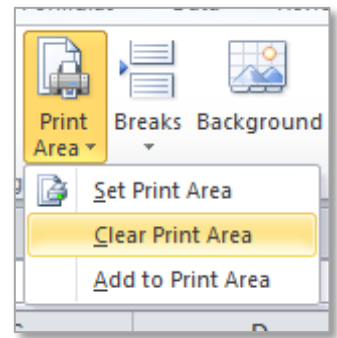
Orientation

There are two orientations for printing pages in Excel these are **Landscape** and **Portrait**. Landscape shows **horizontal** orientation of the page and Portrait orients the page **vertically**. Portrait is better for worksheets with a lot of rows while landscape is better for worksheets with lots of columns.

To change the orientation of a worksheet go to **Page Layout** tab to the **Page Setup** group, **Orientation** and choose **Portrait** or **Landscape**.
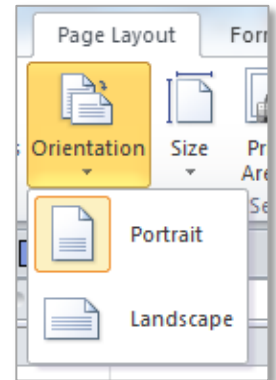
Orientation can also be set from the **File →Print → Settings** menu.

Portrait   Landscape
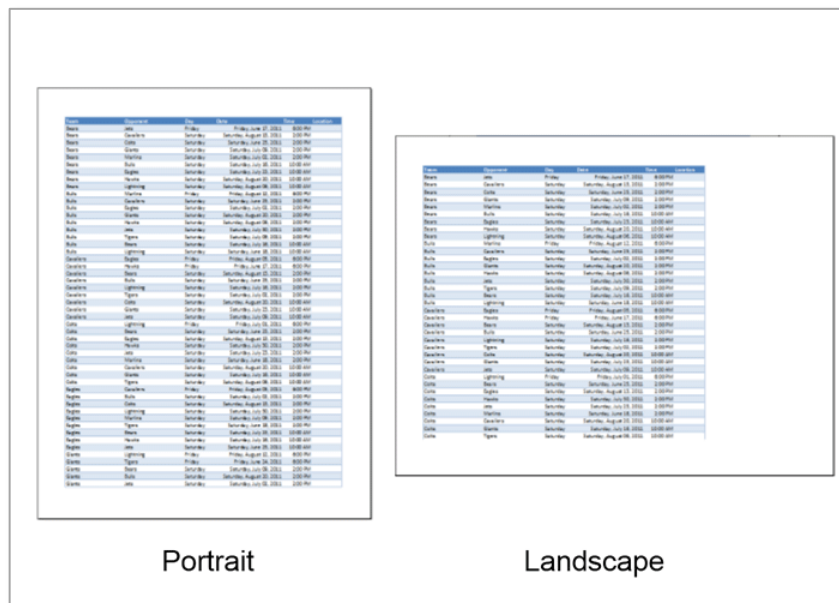
Scaling

Scaling allows the size of the worksheet to be adjusted before it is printed. Most commonly it is used to shrink a worksheet to fit to one sheet of paper. It can also be used to magnify a small worksheet to make it larger and easier to read (magnification scaling up to 400% can be used).

Scaling can be applied to a worksheet in two places: on the **Page Layout** tab in the **Scale to Fit** group here the **Width** and **Height** can be set by number of pages.
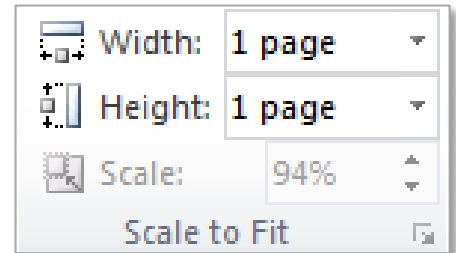
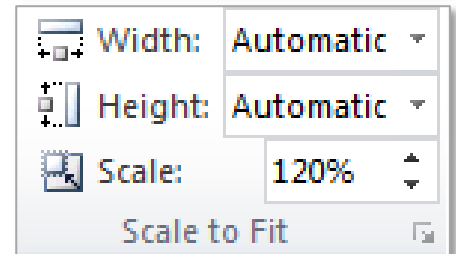To use the **Scale** option both the Width and Height should be set to **Automatic**, then the printout can be stretched or shrank to a percentage of its actual size. Anything below 100% is shrinking the worksheet, while anything above 100% is stretching the worksheet. Scaling will go up to 400%.

Scaling Options can also be applied by going to the **File** tab to the **Print** options and changing the **scaling** options as shown here.
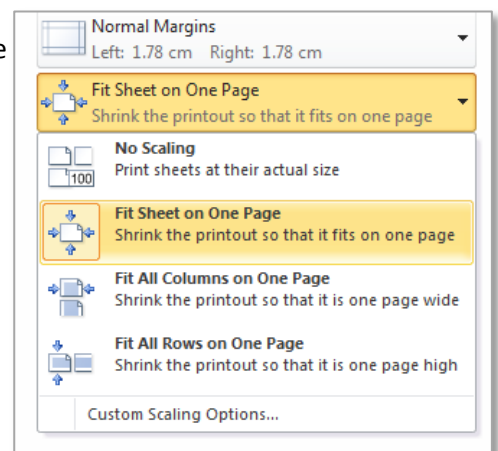
Margins

A margin is the space between the information on the spreadsheet and the edge of the page. By default this is set to **Normal** as shown. It may be necessary to change the margins to a larger or smaller size to allow more information to fit on the printed page.

To do this go to **Page Layout** tab to the **Page Set** up group and click on **Margins** and select the appropriate margin size for example **Normal**, **Wide** or **Narrow**.

It is also possible to set Custom Margins. To do this select **Custom Margins** and the **Page Setup** window on the **Margins** tab will appear set the **Top**, **Left**, **Right** and **Bottom** margins as required. It is also possible to set the margins for the **Header** and **Footer** from this window.

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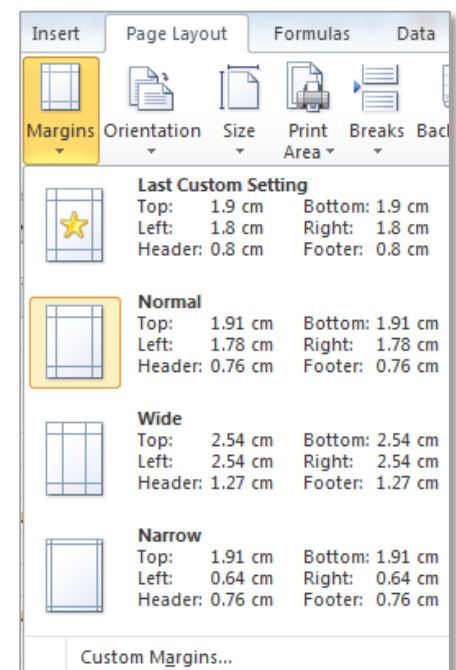
Page Position

Note: From the **Page Setup** window the printed information can also be set on the page **Horizontally** and **Vertically**.
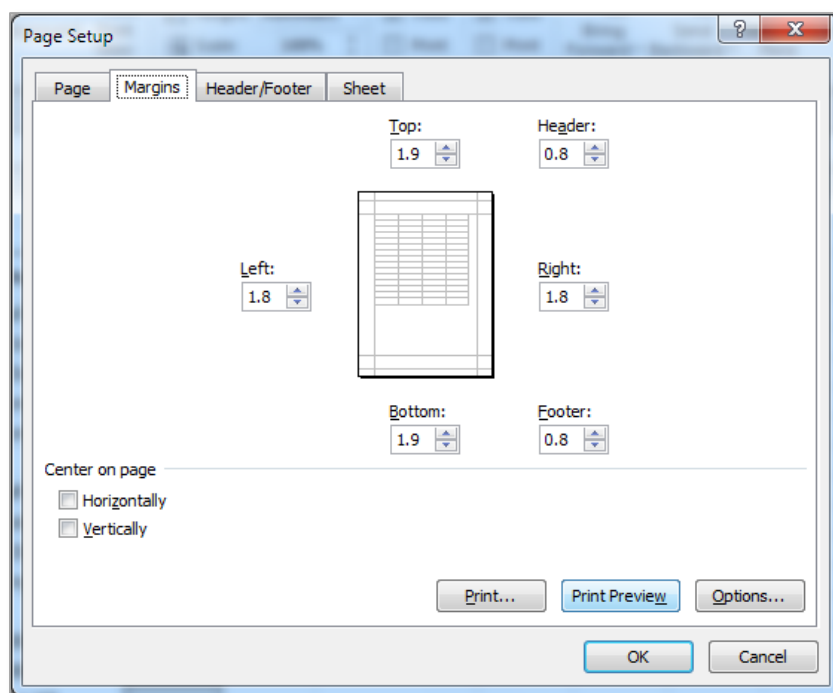
Headers and Footers

Headers and footers are used to make a worksheet easier to read and more professional looking. The header of the spreadsheet appears in the top margin of the page when it is printed and the footer appears in the bottom margin of the page.

There are several ways of opening the header and footer of the spreadsheet one is to use the **Page Layout View** at the bottom right of the software.

Page Layout

Normal

Page Break View
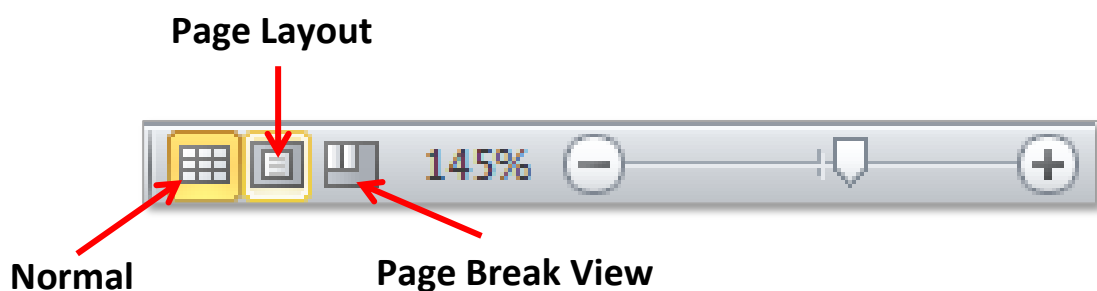
Change the worksheet to **Page Layout** view and the **Header** and **Footer** of the worksheet are visible (to return the worksheet to **Normal** view click on **Normal** button). In addition, these options can also be access from the **View** tab in the **Workbook Views** group as shown.
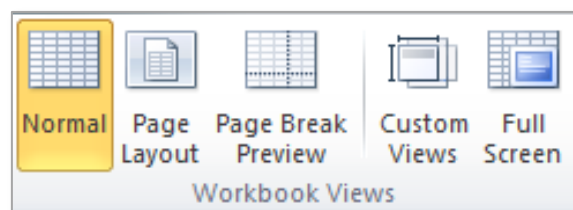
The information required in the header or footer can be typed directly into them from the **Page Layout** view.

When the header or footer is selected in the **Page Layout** view a new tab **Header & Footer Tools** becomes available.

From this tab a variety of header and footer options are available. Take time to become familiar with all of the options available.

Note: To close the **Page Layout** view (header and footer) click out of the header or footer first and select any cell on the worksheet, then select the **Normal** view.

Normal, Page Layout View and Page Break View

After view the header or footer of a worksheet Excel will remain in the **Page Layout View** this view shows where the printed pages of the worksheet start and end. To change between these 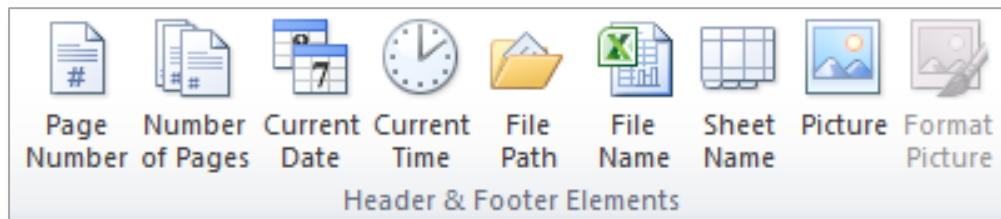view go to the **View** tab to the **Workbook Views** group and select the view required. The view **Normal** is the common view for Excel spreadsheets.
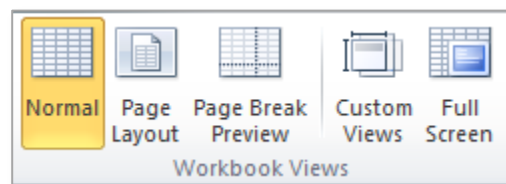
Normal	View the document in normal view.
Page Layout	Views the document as it will appear on the printed page. Useful to see where pages begin and end and to view headers and footers.
Page Break Preview	View a preview of where pages will break when this document is printed. The print area can be adjusted in this view by clicking and dragging on the blue margins.
Custom View	Save a set of display and print settings as a custom view.
Full Screen	View the document in full screen mode. To get out of this mode press the **Esc** key in the top left corner of the keyboard.

2. USE SHEET PRESENTATION FEATUERS FOR THE FOLLOWING:

Printing Titles

If a worksheet has title headings and a large number of rows which print across several pages, it would be important to print the title headings on every printed page of the worksheet. This makes it easier to understand the information being displayed on each page.
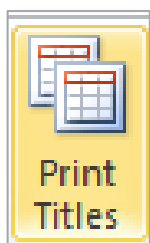
For example the following worksheet has 1082 rows of data. If it was printed the row 3 which shows the headings of each of the columns would only be printed on the first page.

To repeat the headings in row 3 at the top of every printed page complete the following steps:

1. Go to **Page Layout** tab to the **Page Setup** group and click on **Print Titles**.

2. This will open the **Page Setup** window on the **Sheet** tab.

3. Under **Print titles** click the **Rows to repeat at top:** launch button and select the row of cells to be repeated in this case row 3.

4. Click OK.

Excel Pivot Tables - Tutorial

Month	Salesman	Region	Product	No. Customs	Net Sales	Profit / Loss
Jan-07	Joseph	North	FastCar	8	1,592	563
Jan-07	Joseph	North	RapidZoo	8	1,088	397
Jan-07	Joseph	West	SuperGlue	8	1,680	753
Jan-07	Joseph	West	FastCar	9	2,133	923
Jan-07	Joseph	West	RapidZoo	10	1,610	579
Jan-07	Joseph	Middle	SuperGlue	10	1,540	570
Jan-07	Joseph	Middle	FastCar	7	1,316	428
Jan-07	Joseph	Middle	RapidZoo	7	1,799	709
Jan-07	Lawrence	North	SuperGlue	8	1,624	621
Jan-07	Lawrence	North	FastCar	6	726	236
Jan-07	Lawrence	North	RapidZoo	9	2,277	966
Jan-07	Lawrence	West	SuperGlue	6	714	221
Jan-07	Lawrence	West	FastCar	9	2,682	1,023
Jan-07	Lawrence	West	RapidZoo	6	1,500	634
Jan-07	Lawrence	Middle	SuperGlue	7	917	403
Jan-07	Lawrence	Middle	FastCar	7	1,939	760
Jan-07	Lawrence	Middle	RapidZoo	6	984	314
Jan-07	Maria	North	SuperGlue	9	981	372
Jan-07	Maria	North	FastCar	10	1,520	476
Jan-07	Maria	North	RapidZoo	6	966	330
Jan-07	Maria	West	SuperGlue	10	2,800	903
Jan-07	Maria	West	FastCar	6	1,536	572
Jan-07	Maria	West	RapidZoo	8	816	291
Jan-07	Maria	Middle	SuperGlue	9	2,547	781
Jan-07	Maria	Middle	FastCar	10	1,810	664
Jan-07	Maria	Middle	RapidZoo	9	2,223	771
Jan-07	Matt	North	SuperGlue	9	1,377	415
Jan-07	Matt	North	FastCar	7	903	315
Jan-07	Matt	North	RapidZoo	9	2,232	828
Jan-07	Matt	West	SuperGlue	10	2,070	903
Jan-07	Matt	West	FastCar	10	2,170	832
Jan-07	Matt	West	RapidZoo	9	2,610	1,090
Jan-07	Matt	Middle	SuperGlue	8	2,312	1,000
Jan-07	Matt	Middle	FastCar	6	1,020	308
Jan-07	Matt	Middle	RapidZoo	8	872	331
Feb-07	Joseph	North	SuperGlue	10	2,030	857
Feb-07	Joseph	North	FastCar	7	966	321
Feb-07	Joseph	North	RapidZoo	6	1,608	710
Feb-07	Joseph	West	SuperGlue	8	2,136	669
Feb-07	Joseph	West	FastCar	7	1,561	676
Feb-07	Joseph	West	RapidZoo	7	1,869	745
Feb-07	Joseph	Middle	SuperGlue	8	1,352	410
Feb-07	Joseph	Middle	FastCar	7	1,820	732
Feb-07	Joseph	Middle	RapidZoo	6	756	334
Feb-07	Lawrence	North	SuperGlue	7	1,463	564
Feb-07	Lawrence	North	FastCar	8	1,536	492
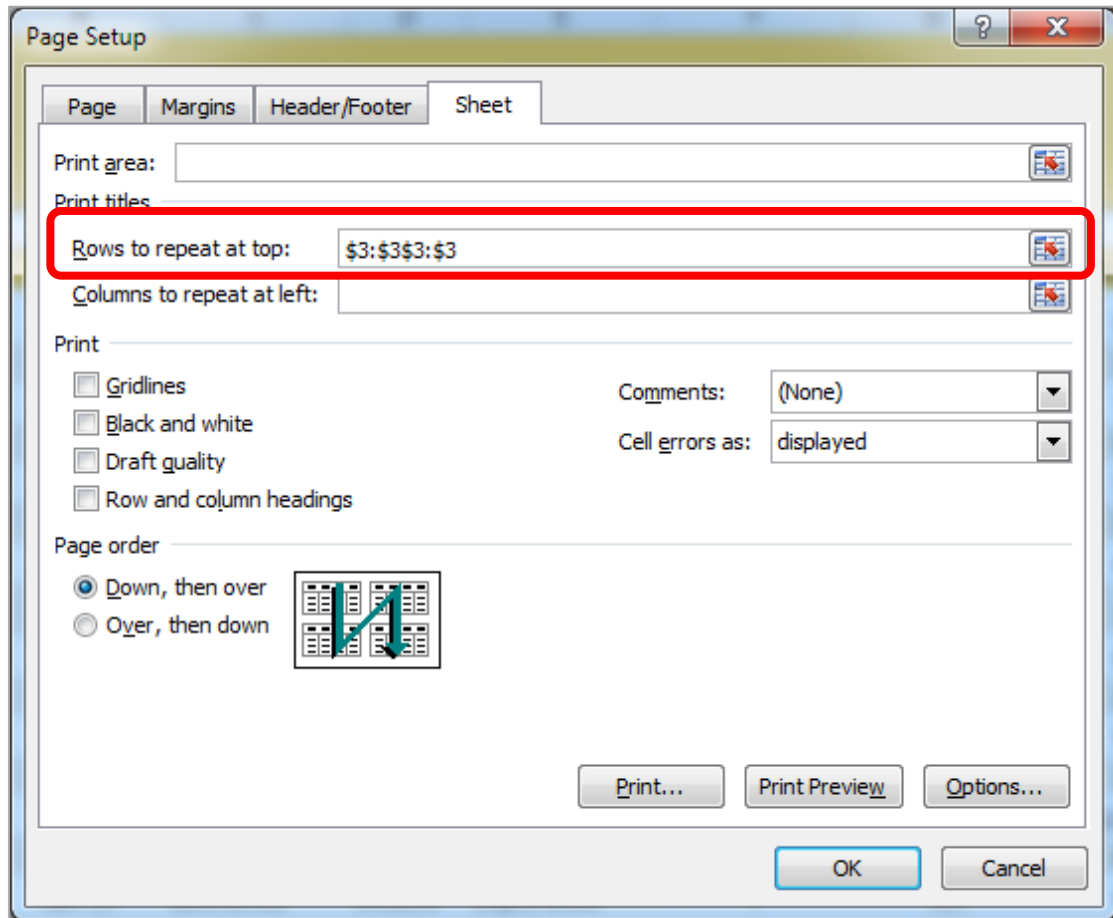
There will be no visible change to the worksheet but in the Print Preview (or when the worksheet is printed) the **row 3** will be repeated at the top of every page of the spreadsheet.

Gridlines

The gridlines are the faint lines that appear around cells in the worksheet. They are used to distinguish cells on the worksheet. Gridlines do not print by default, if the gridlines need to be printed on a page they can be turned on. Go to the **Page Layout** tab to the **Sheet Options** group and select the check box next to **Print** under **Gridlines**.
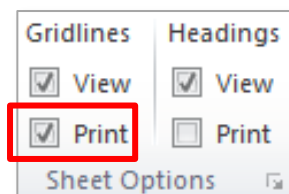

Note: People often confuse borders and gridlines in Excel. Note that gridlines are not easily customised and borders can be formatted to have a different width, colour and style.

Row and Column Headings

The **row and column headings** are shown on the screen to label each row and column in the worksheet.

By default the row and column headings are not printed but it is possible to turn them on.
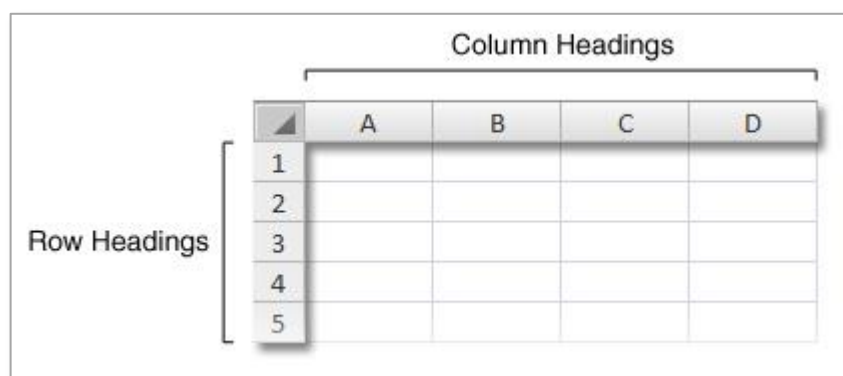
Select the worksheet to be printed with the row and column headings. On the **Page Layout** tab in the **Sheet Options** group under **Headings** turn on the check box **Print**.
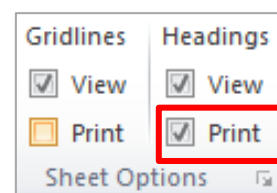
3.   OVERVIEW OF PRINTING SPREADSHEETS – PRINT PREVIEW:

It is very easy to print information incorrectly in Excel. Therefore it is important to check the **Print Preview** before **EVERY** print. Print preview shows what the printed page will look like. Access the **Print Preview** by clicking on the office button and going to **File → Print.**

In Whole or In Part

Print a Spreadsheet in Whole

To print a spreadsheet in whole means to print all of the spreadsheet without leaving any information out when the **Print Area** is set usually on one page. Scale the page to 1 by 1 (*see Scaling page 2 and 3*). This will print all the information on one piece of paper. Regardless of the way the information is spread on the worksheet.

Print a Spreadsheet in Part

To print a specific part of a page highlight the area to print and set the Print Area to only include the require information (*see Scaling page 2 and 3*). This will ensure that the area selected is the only area printed.

With Values

Printing a worksheet with values simply means to print the spreadsheet with all numbers showing and with the **Show Formulae** option turned off.

With Formulae

To print a worksheet with **Formulae** turned on go to the **Formula** tab to the **Formula Auditing** group and select **Show Formula**. If the worksheet contains any formula these will be display automatically and can be printed. To turn the formula off deselect the **Show Formulas** button.
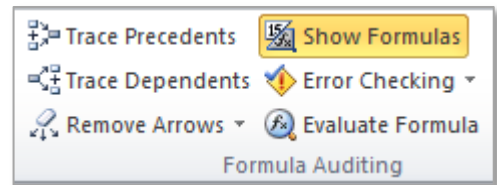

So this…

	A	B	C	D
1	Byte Convertor			
2				
3	512	Kilobyte Cache =	524288.00	Bytes
4	256	Megabytes of RAM =	268435456.00	Bytes
5	16	Megabytes Video Memory =	16777216.00	Bytes
6	40	Gigabyte Hard Disk =	42949672960.00	Bytes
7				

…becomes this!

	A	B	C	D
1	Byte Convertor			
2				
3	512	Kilobyte Cache =	=POWER(2,10)*A3	Bytes
4	256	Megabytes of RAM =	=POWER(2,20)*A4	Bytes
5	16	Megabytes Video Memory =	=POWER(2,20)*A5	Bytes
6	40	Gigabyte Hard Disk =	=POWER(2,30)*A6	Bytes
7				

Note: The majority of the options are explained here using the **Page Layout** tab, these options are also available by using the **Page Setup** or **Sheet Options** launch buttons which open the **Page Setup** window as shown.

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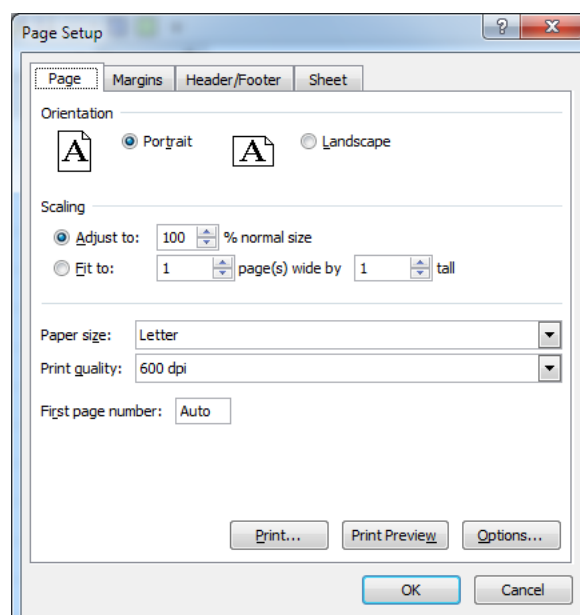
4. REFERENCES:

For additional help with printing or for other notes on spreadsheets visit:

1. About.com → Spreadsheets lessons at the following URLs:

http://spreadsheets.about.com/od/excel101/ss/2010-08-24-Excel-2007-Print-Options-Part-2_2.htm.

http://office.microsoft.com/en-001/excel-help/print-row-and-column-headings-on-every-printed-page-HP010358285.aspx

http://office.microsoft.com/en-001/excel-help/print-row-and-column-headings-on-every-printed-page-HP010358285.aspx

2. GCF Learn Free for free tutorial lessons on Excel and other Microsoft Office products.

http://www.gcflearnfree.org/excel2010

Notes: