

Ex. 23, 24, 25

*Print Preview* The command used to display a worksheet and see how it will look when it's printed.

*Portrait orientation* In this mode, your worksheet is printed across the narrowest width of the page.

*Landscape orientation* In this mode, your worksheet is printed across the widest width of the page.

*Print area* The area selected to print.

*Page Setup* A dialog box that includes options to control the appearance of printed output.

*Scaling* Reduces or enlarges information to fit on a specified number of pages.

*Header* Repeated information that appears in the top margin of a page.

*Footer* Repeated information that appears in the bottom margin of a page.

*Page break* Dashed lines that specify where a page will end in the printed output.

*Normal view* The default worksheet view for performing most Excel tasks.

*Page Break Preview* A view that allows you to move and delete page breaks and resize the print area.

#### *Quickly Print a Worksheet (Open-apple + P)*

•Click the **Print** button on the Standard toolbar.

#### *Print with Print Dialog Box (Open-apple + P)*

1. Select sheets
2. File
3. Print

#### *Preview and Then Print a Worksheet*

1. Print Preview button on the Standard toolbar.  
or  
Click Preview button in Print Dialog box  
or
1. File
2. Print Preview
3. Zoom in, click it
4. Zoom back out, click it again
5. Close print preview, click close button
6. Print, Print button
7. Click OK

#### *Set Print Area*

1. Select range
2. File
3. Print Area
4. Set Print Area

### *Clear Print Area Settings*

1. File
2. Print Area
3. Clear Print Area

### *View Current Print Area*

1. File
2. Print Preview

### *Print Named Range*

1. File
2. Page Setup
3. Sheet tab
4. Print area
5. Type name range
6. Print button
7. OK

### *Access Page Setup Dialog Box*

1. File
2. Page Setup
3. Select tabs and options

#### *Page Tab Orientation:*

- a. Portrait
- b. Landscape

#### *Scaling:*

- c. Adjust to
- d. Fit to

#### *Other:*

- e. Print quality
- f. First page number

#### *Margins*

##### *Adjust margins:*

- Top
- Bottom
- Left
- Right
- Header
- Footer

##### *Center on Page*

- Horizontal
- Vertically

#### *Sheet*

##### *Change print area:*

- Click in print area box

- Type or select range

*Repeat row labels:*

- Rows to repeat at top
- Type or select rows

*Repeat columns labels*

- Columns to repeat at left
- Type or select columns

*Print these items, or with these options:*

- Gridlines
- Black and white
- Draft quality
- Row and column headings

*Print comments:*

- Comments
- Choose how comments should appear

*Page order:*

- Down, then over
- Over, then down

4. Click OK

#### Page Break Preview

1. View
2. Page Break Preview  
or
1. Print Preview Button on the Standard toolbar
2. Page Break Preview button

#### Return to Normal View

1. View
2. Normal

#### To adjust an automatic page break:

1. Drag the dashed or solid line (page break) to where you want it to occur.
2. Release the mouse button

#### To insert horizontal page break:

1. Click the heading
2. Insert
3. Page break

#### To insert vertical page break:

1. Click heading
2. Insert
3. Page Break

To insert both horizontal and vertical page breaks:

1. Click cell
2. Insert
3. Page break

Remove Manual Page Breaks

1. Click cell
2. Insert
3. Page Break

To remove all manual page breaks:

1. Click select all button
2. Insert
3. Reset All Page Breaks

To move a page break:

- Drag dashed or solid line to the new location.

Create Header or Footer

1. File
2. Page Setup
3. Header/Footer

To select built-in header or footer

- a. Click Header drop-down arrow  
Click Footer drop-down arrow
- b. Click desired header or footer type in list