Printing a worksheet

We are now ready to print our January budget. Printing an Excel worksheet can have its challenges, a few of which will be noted and addressed below.

Viewing the Preview

- 1. Make sure the January worksheet is the active sheet.
- 2. Click the File tab. Click on Print and look at the Preview on the right.
- 3. Note how the chart is not entirely displayed on page 1.
 - a. **Click** the navigation arrow at the bottom to view page 2. The rest of the chart is on page 2.
 - b. Click back to page 1.
- 4. **Note** that it <u>doesn't show the name of the worksheet</u> anywhere ("January").
- 5. Note that the comments are missing.
- Also note that it's just printing our January worksheet. By default, Excel only prints the active worksheet. This can be changed by clicking the top button in the Settings area on the left side of the screen where it says "Print Active Sheets".

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Scaling a printout

We can use a method called **scaling** to make our data and our chart fit all on one page. Scaling refers to shrinking a printout so that it will print on only one page.

1. To the left of the preview is the **Print Settings** section. At the bottom of the section is a setting that says **No Scaling**. This means the worksheet is set to print at 100% of its actual size. **Click** the list arrow and **select Fit Sheet on One Page**.



2. **Note** the data and chart sections of the worksheet are all on one page. However, the print is smaller.



Changing Orientation of a printout

If it isn't mandatory that the printout be oriented in Portrait Orientation, another way to get the data and the chart all on one page is to change the printout orientation to **Landscape**. However, in our case, this method will require some additional adjustment on our worksheet.

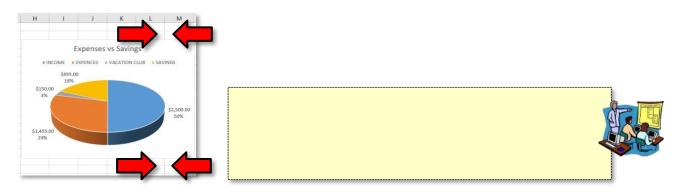
- 1. Change the Scaling back to No Scaling.
- 2. Note the setting that says **Portrait Orientation**. Click the list arrow for that section and select Landscape Orientation.



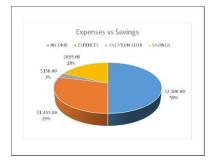
3. Note that a small part of the chart is still on page 2.



- 4. **Click** the **Back** button to return to the spreadsheet.
- 5. **Note** the **dotted line** on the worksheet between columns L and M, which indicates where the first page of printing will break.



- 6. Move the chart to the left so that it fits inside the print area.
- Click File → Print again. What do you see in the preview? Ans: The chart, because it is still selected.



- 8. Click the **Back** button to return to the spreadsheet and **deselect** the chart.
- Go back to File → Print and note that everything fits on one printed page now, without any scaling.



Creating a Header and Footer for a printout

To address the situation of our title "Monthly Budget" not being centered across our data and our chart, we will be deleting that entire row in the spreadsheet and inserting a title in the Header section of the Printout instead. We will also insert a Footer.

- 1. Click the Page Setup link at the bottom of the Print Settings section.
- 2. Click the Header/Footer tab.
- 3. Click the Custom Header button. This will open the Header dialogue box.
 - a. Click in the Center section and type January 2020 Budget.
 - b. Highlight the Header text and click the Format Text button.
 - c. In the Font dialogue box, choose Font style Bold and Size 14.
 - d. Click OK.
 - e. Click OK in the Header dialogue box.

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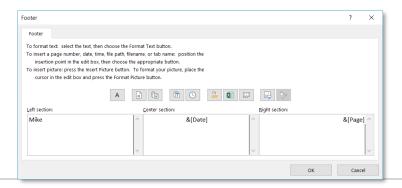
- 4. Click the Custom Footer button.
 - a. In the Footer dialogue box, click in the Left section and type your name.
 - b. Click in the Center section. Find the Insert Date button and click it. This inserts special code that tells Excel to always display the current date.
 - c. Click in the **Right** section and **find** the **Insert Page Number** button and **click** it. This inserts special code that tells Excel to display the current page number.



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d. Click OK in the Footer dialogue box.



- 5. Click OK in the Page Setup dialogue box.
- 6. Click the Back button to return to your spreadsheet and delete Row 1.
- 7. **Go back** to **File** \rightarrow **Print** to view the results.



Note: If it is hard to read, click the "Zoom to page" button located in the bottom- right corner of the screen. Click the button again to zoom out.



- 8. To **center** the content on the page:
 - a. Click Page Setup, then on the Margins tab.
 - b. In the **Center on page** section, **click** in the **Vertically** checkbox.
 - c. Click OK.



Printing Comments

By default, comments will not print. We will configure the Page Setup to print the comments as they are displayed on the worksheet.

- 1. Click the Page Setup link at the bottom of the Print Settings section.
- 2. Click the Sheet tab.
- 3. Find the section for Comments, noting the drop-down box where (None) is visible.
- 4. Use the list arrow to see the two other choices and click As Displayed on Sheet.
- 5. Click the OK button.
- 6. **Note** the comments are now visible in the print preview.
- 7. Close and save My Budget.xlsx.

