

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

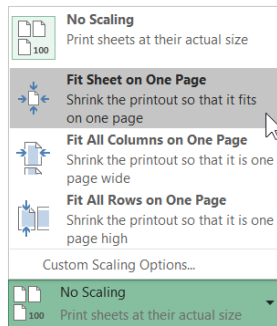
1. **Make sure** the **January** worksheet is the **active sheet**.
2. **Click** the **File** tab. **Click** on **Print** and **look** at the **Preview** on the right.
3. **Note** how the chart is not entirely displayed on page 1.
 - a. **Click** the navigation arrow at the bottom to view page 2. The rest of the chart is on page 2.
 - b. **Click** back to page 1.
4. **Note** that it doesn't show the name of the worksheet anywhere ("January").
5. **Note** that the comments are missing.
6. **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".

Monthly Budget			
Item	Budget	Actual	Difference
Cloning	\$ 75.00	\$ 50.00	\$ 25.00
Fuel	\$ 150.00	\$ 195.00	\$ (45.00)
Insurance	\$ 50.00	\$ 50.00	\$ -
Leisure	\$ 100.00	\$ 120.00	\$ (20.00)
Loans	\$ 75.00	\$ 75.00	\$ -
Medical	\$ 25.00	\$ 25.00	\$ -
Rent	\$ 800.00	\$ 800.00	\$ -
Transportation	\$ 30.00	\$ 60.00	\$ (30.00)
Utilities	\$ 40.00	\$ 20.00	\$ (20.00)
Miscellaneous	\$ 100.00	\$ 20.00	\$ 80.00
TOTAL	\$ 1,965.00	\$ 1,485.00	\$ 480.00
INCOME \$ 2,000.00			
EXPENSES \$ 1,485.00			
VACATION CLUB \$ 150.00			
SAVINGS \$ 89.00			

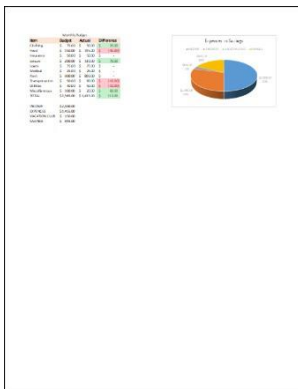
Scaling a printout

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.

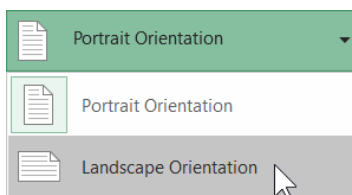


Changing Orientation of a printout

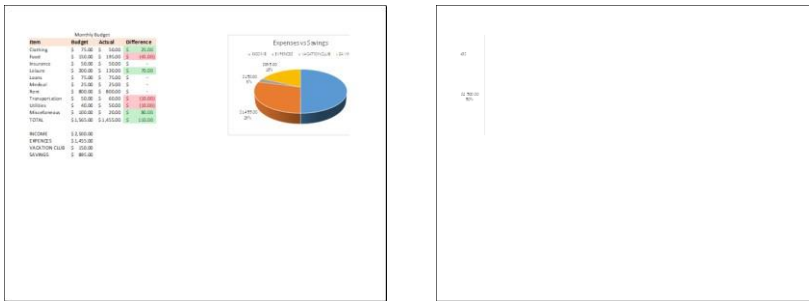
If it isn't mandatory that the printout be oriented in Portrait Orientation, another way to get the data and the chart all on one page is to change the printout orientation to **Landscape**.

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**.

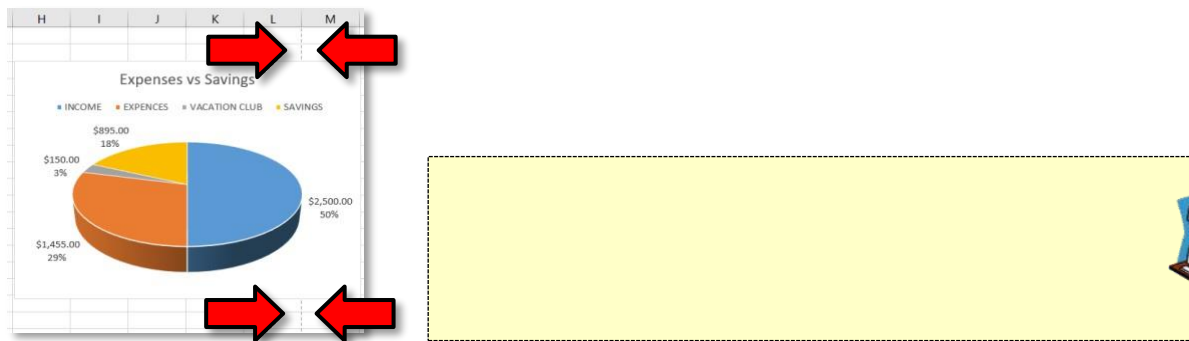


3. **Note** that a small part of the chart is still on page 2.



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.



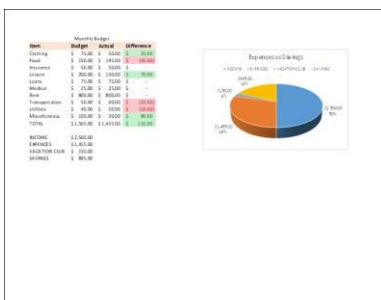
6. **Move** the chart to the **left** so that it fits inside the **print area**.

7. **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.

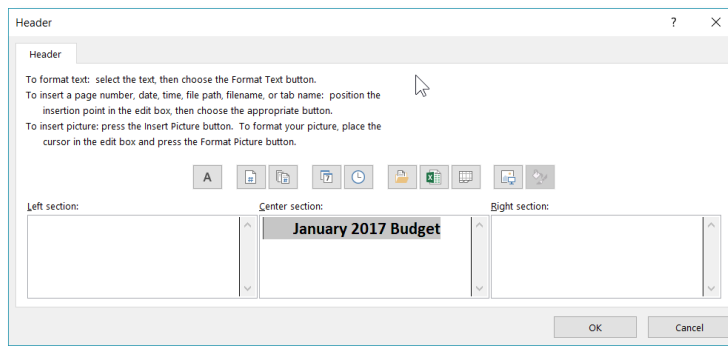
9. **Go** back to **File** → **Print** and **note** that everything fits on one printed page now, without any scaling.



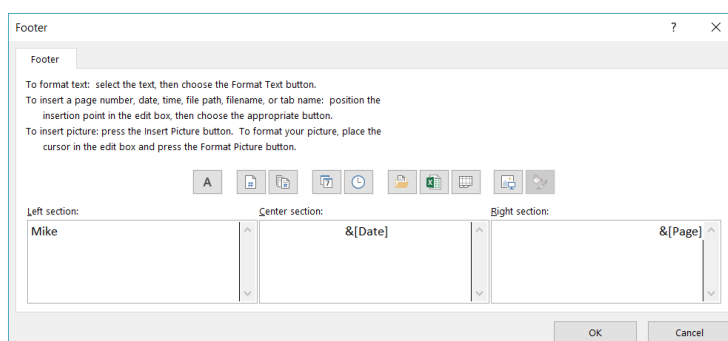
Creating a Header and Footer for a printout

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.

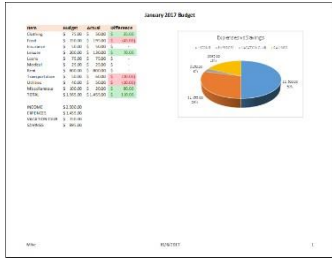
1. **Click** the **Page Setup** link at the bottom of the **Print Settings** section.
2. **Click** the **Header/Footer** tab.
3. **Click** the **Custom Header** button. This will open the **Header** dialogue box.
 - a. **Click** in the **Center** section and **type** **January 2020 Budget**.
 - b. **Highlight** 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.



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.
 - d. **Click** **OK** in the Footer dialogue box.



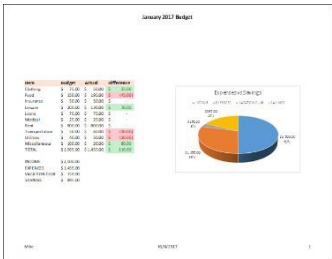
5. **Click OK** in the Page Setup dialogue box.
6. **Click** the **Back** button to return to your spreadsheet and **delete Row 1**.
7. **Go back** to **File → Print** to view the results.



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**.

