Printing Spreadsheets in Excel

Congratulations! You have created a spreadsheet, analyzed your data, and you are now ready to print. When printing a spreadsheet, keep in mind that it may not look the same on paper as it does on your computer screen. To optimize the use of space, and created a printed document which is easily legible and conserves paper, use the following tips.

1. Use print preview: this feature will show you what the document will look like if printed in its current form.
   a. Click on the **Office Button** (upper left hand corner).
   b. Select **Print**.
   c. In the menu that appears, click on **Print Preview**.
   d. Take a look at the document which appears and determine if extra revision to the format is needed to print it effectively. E.g., does the width of the table fit on one page?

2. Many spreadsheets contain more columns than will fit into the 8 ½” width of a standard sheet of paper. Change your orientation from **Portrait** to **Landscape** to give yourself extra space.
   a. Click on the **Page Layout** tab to open the ribbon.
   b. Click on the **Orientation** button.
   c. Select **Landscape**.

3. If changing to the **Landscape** orientation is not enough to contain all your columns on one page, try changing the margins.
   a. Click on **Page Layout**.
   b. Click on the **Margins** button.
   c. Select **Narrow** or click on **Custom Margins**.
   d. Specify the size of your margins. Keep in mind that some printers do not print to the edge of the page.

4. Tailor your spreadsheet to fit all your columns onto the width of one page.
   a. Under the **Scale to Fit** chunk, click on the arrow in the bottom right hand corner.
   b. In the **Page Setup** box which appears, adjust the “Scaling.”
   c. Select “Fit to.”
   d. Enter the number of pages of width and the number of pages of length you would like your document to have.
      i. If you select “1” for width, all of your columns will be formatted on a single page. The font and column width will adjust accordingly.
Additional printing options:

1. Add page numbers.
   a. Click on the Insert tab.
   b. Click on Header & Footer.
   c. A Design ribbon will appear. Click on Footer to see the options. They include “Page x of y,” “Page x, Workbook Name,” “Page x, Worksheet Name,” etc.

2. Add a heading line to the top of each page.
   a. Click on the Page Layout ribbon.
   b. Locate the Page Setup chunk, & click on Print Titles
   c. On the dialogue box that appears, click on the Header & Footer tab.
   d. Select Custom Header to create your own header, or select a header option from the drop down menu.