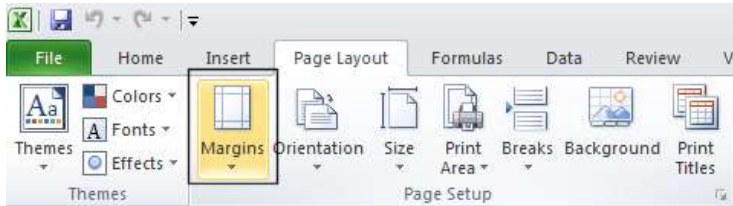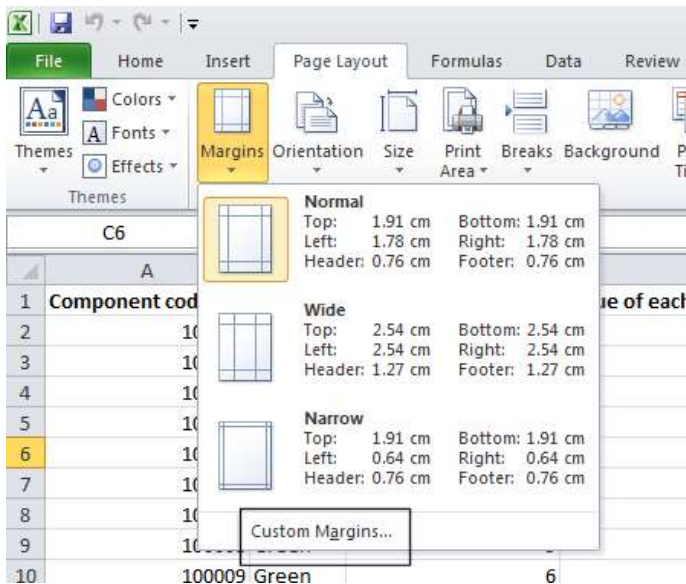# Setup & Printing Issues

Worksheet margins

- Open a workbook called **Print setup**.
- Click on the **Page Layout** tab, and from within the **Page Setup** group, click on the **Margins** icon.

- This will display a drop down from which you can select **Normal**, **Wide** or **Narrow**.

- Clicking on the **Custom Margins** command displays the **Margins** tab within the **Page Setup** dialog box. You can use this dialog box to set custom top, bottom, left and right margins.
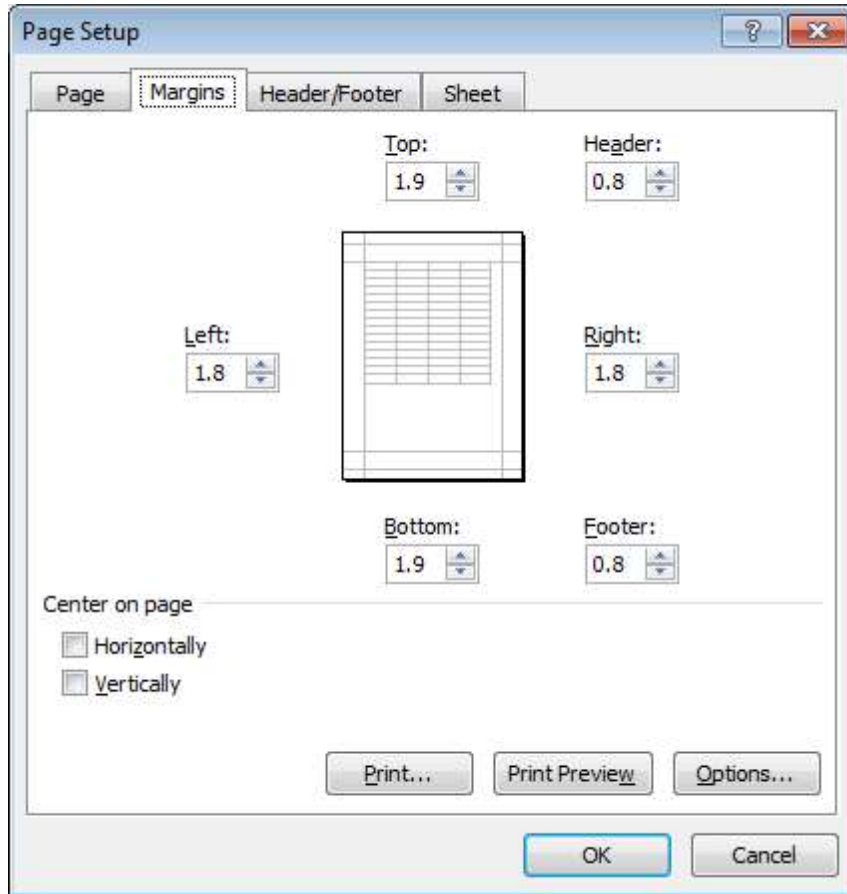
TIP: You can also use this dialog box to set Header and Footer values, as well as options to centre the table on the page vertically and / or horizontally.
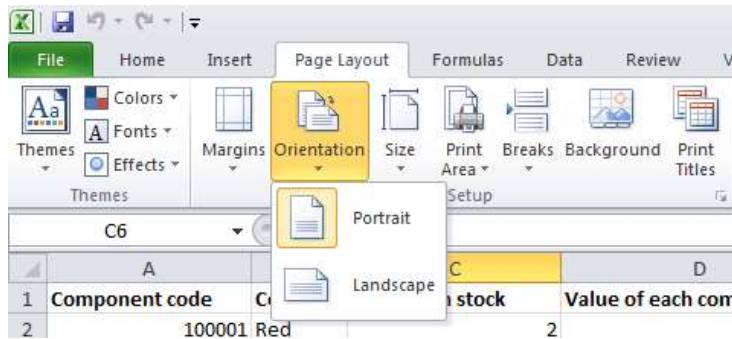
Experiment with setting margins.

TIP: Be sure not to make the margin size to small or you may have problems printing the worksheet.
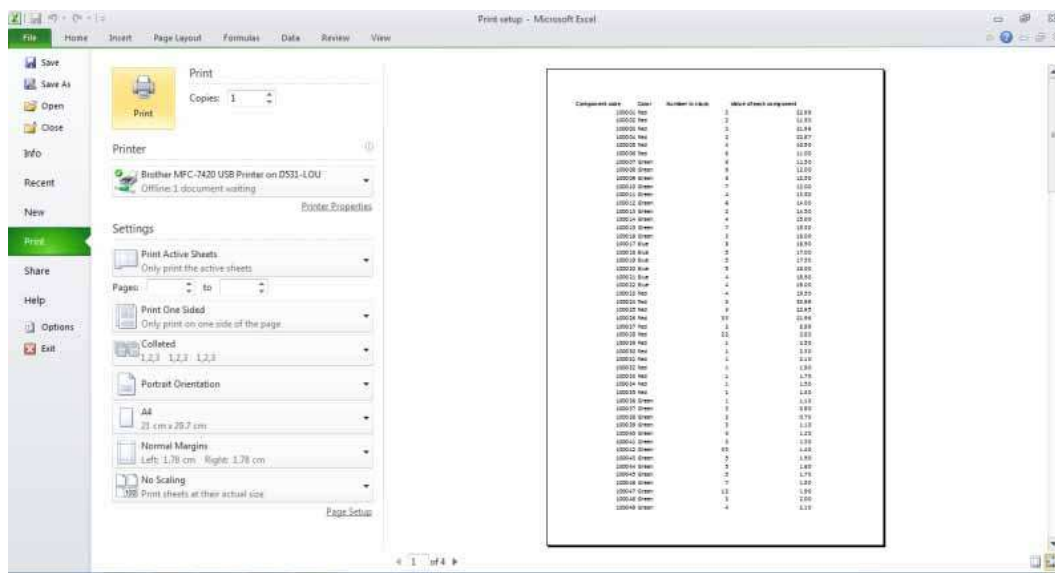
Worksheet orientation

- Click on the **Page Layout** tab, and from within the **Page Setup** group, click on the **Orientation** icon.
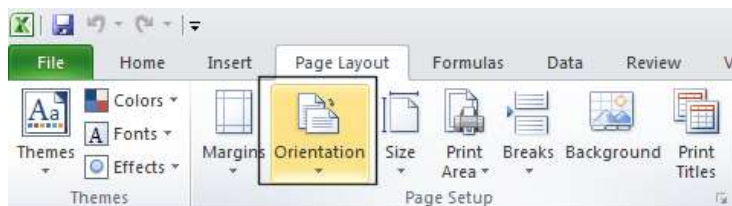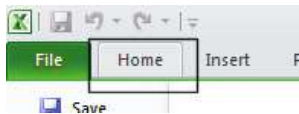
- You can select either **Portrait** or **Landscape** orientation, as illustrated.

- Try setting the orientation to **Landscape**. To see the effect in **Print Preview** mode, press the **Ctrl+F2** keyboard shortcut.
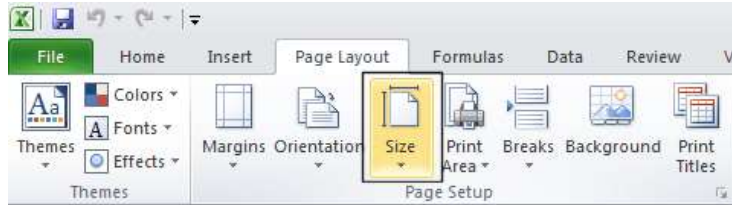

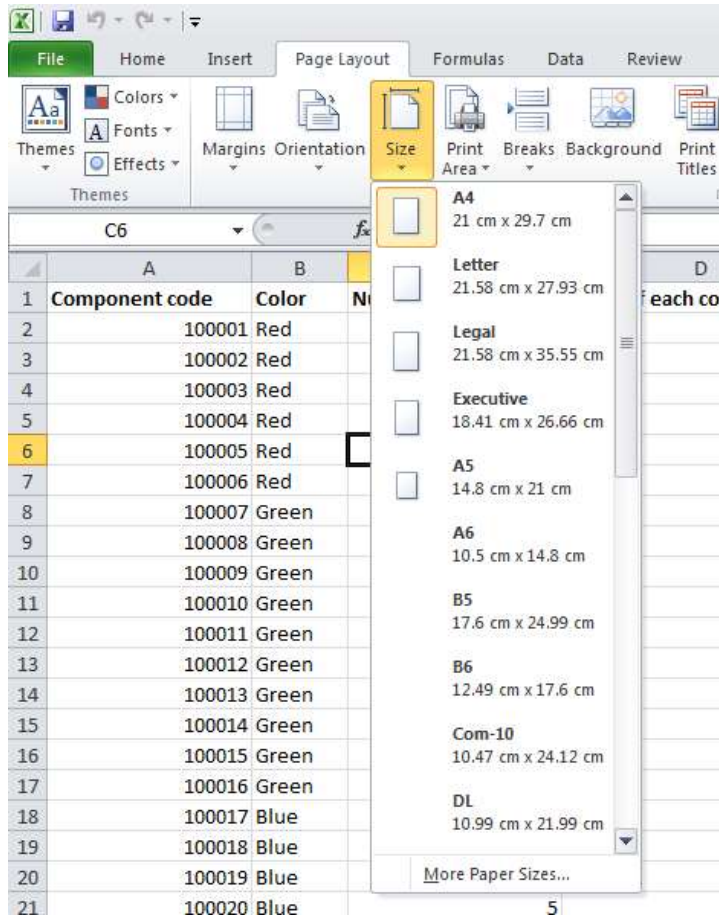- To return to the normal view, click on the **Home** tab.

- Before continuing reset the orientation back to **Portrait**.

Worksheet page size

- Click on the **Page Layout** tab, and from within the **Page Setup** group, click on the **Size** icon.

- You can select the required page size from the drop down options displayed, as illustrated.
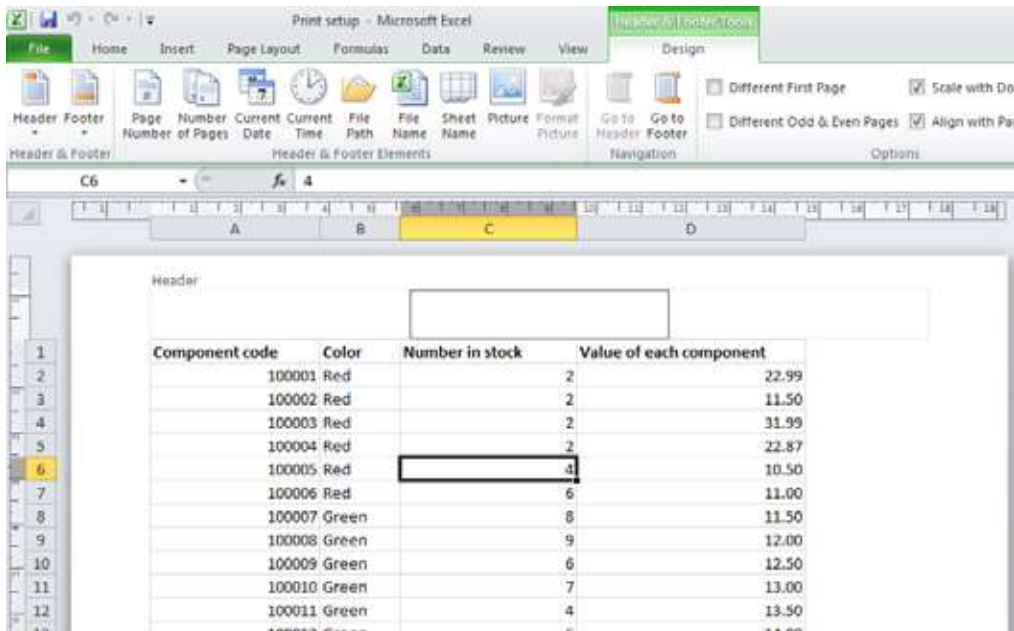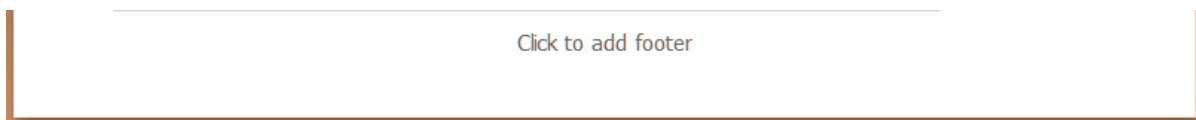

Headers and footers

- Click on the **Insert** tab and from within the **Text** group, click on the **Header & Footer** icon.
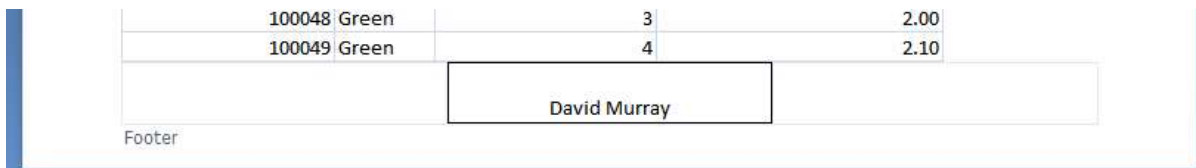
- You will see the Header area displayed at the top of the worksheet, as illustrated.

- Type in the text for your header, such as **Stock Levels for January**.
- If you scroll down the page you will see the message '**Click to add footer**' displayed at the bottom of the worksheet.

- Click within the footer area and type in your name. As example is illustrated below.

- To modify a header or footer at any time just click over an existing header or footer and edit as required.

Header and footer fields

- When you are inserting or editing a footer or header, you will notice that you see the **Header and Footer Tools** Ribbon. Within this Ribbon is the **Header & Footer Elements** group, as illustrated below.

- You can use the icons in this section in insert an Excel field, such as the Page Number. The great thing about fields is that they automatically update when required. For instance if you insert a **Page Number** field, then as you add more pages, the page number displayed on each page will increment.

- Another very useful field is the **File Name** field. This displays the file name of the document in your header or footer, when you print, and is very useful when you have printed out a copy of a worksheet and then several months later are trying to remember the file name you used to save the worksheet as.

  NOTE: When you insert a field, such as the **File Name** field, you may see the field code rather than the actual file name. When you print the worksheet however, this code is replaced by the actual file name.
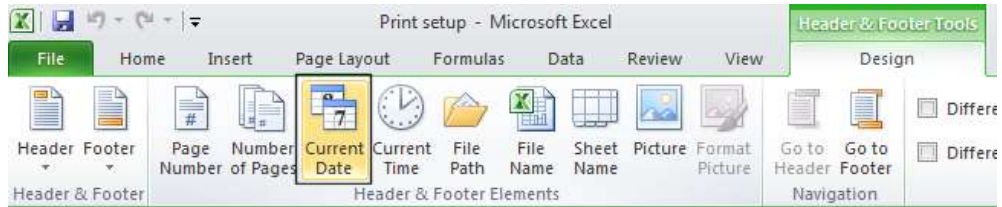
- The **File Path** will display the file name and also the path to the folder in which the file is stored.

- Experiment with inserting different fields into your header or footer.

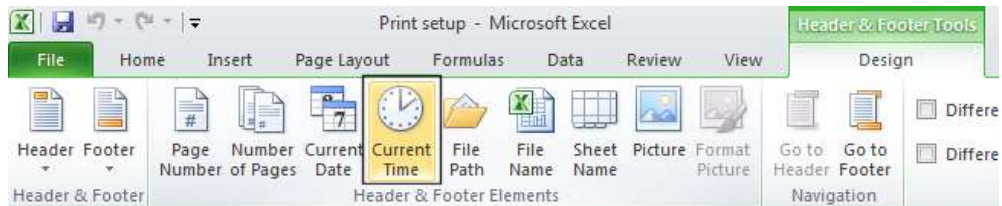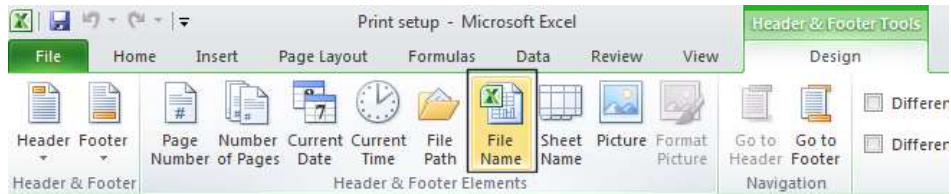 Make sure that you have experimented with all of the following field types:
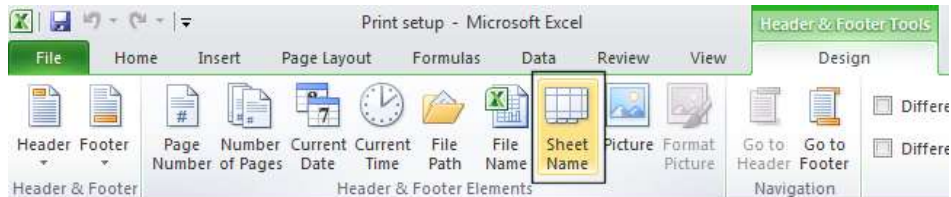
  Page numbering:
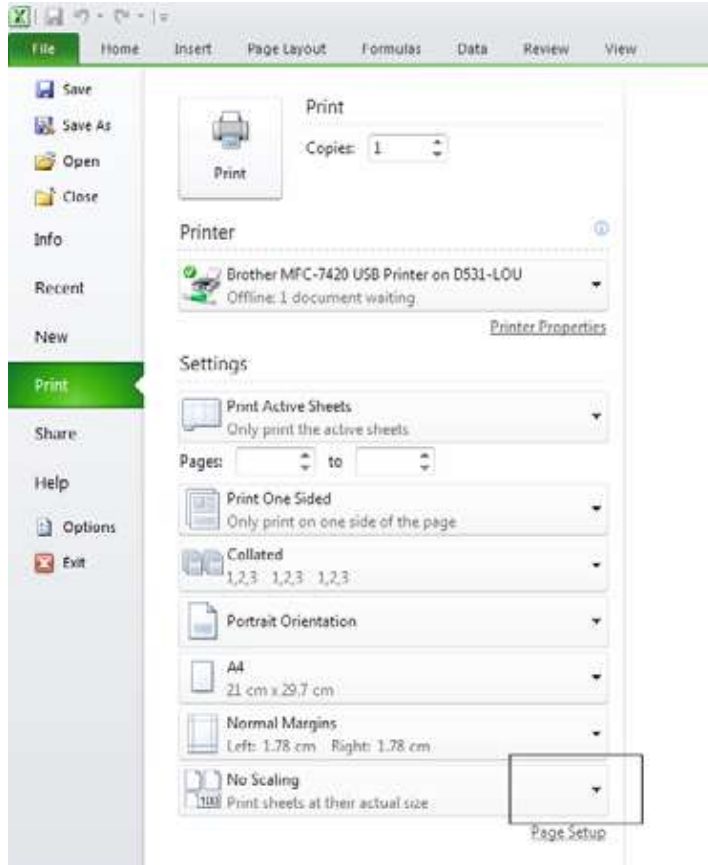

  Date:

Time:

File name:
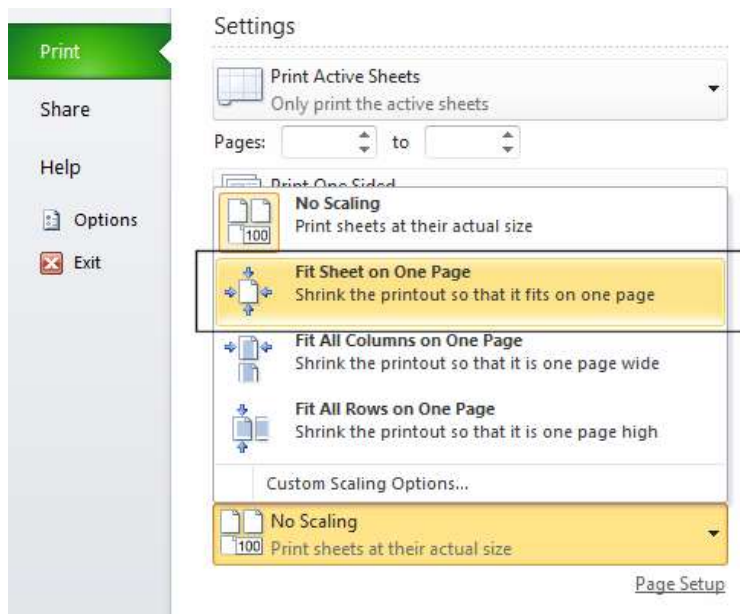

Worksheet name:

NOTE: To remove a header or footer field, select the field and press the **Del** key.

Scaling your worksheet to fit a page(s)

- Click on the **File Tab** and then click on the **arrow** next to the **Print** side tab. Click on the **down arrow** next to the **Scaling** section.
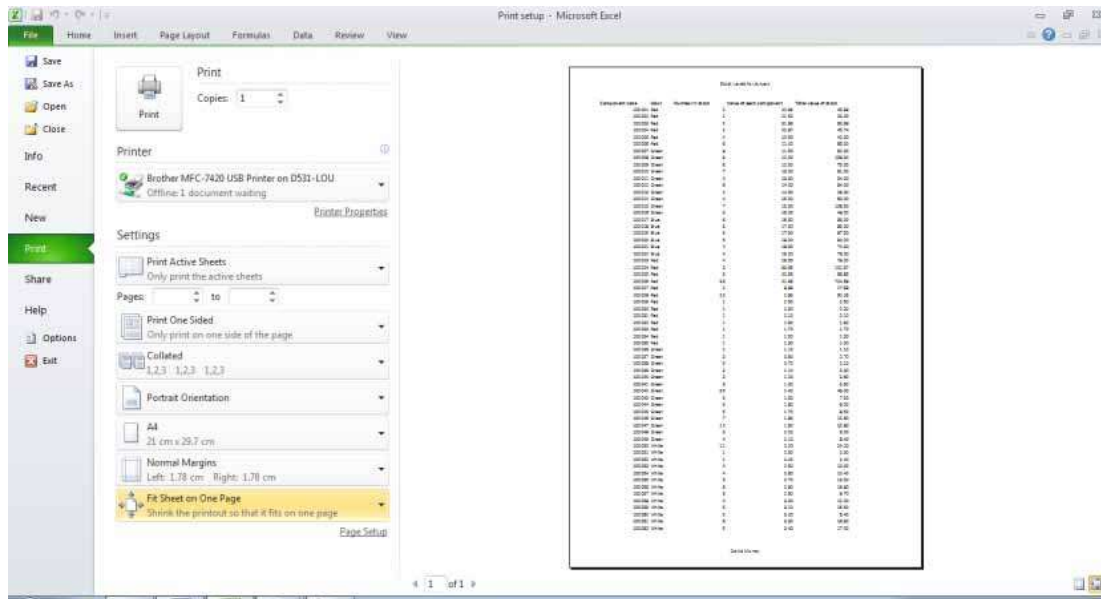
- The list displayed allows you to select print scaling options, such as **Fit Sheet on One Page**.
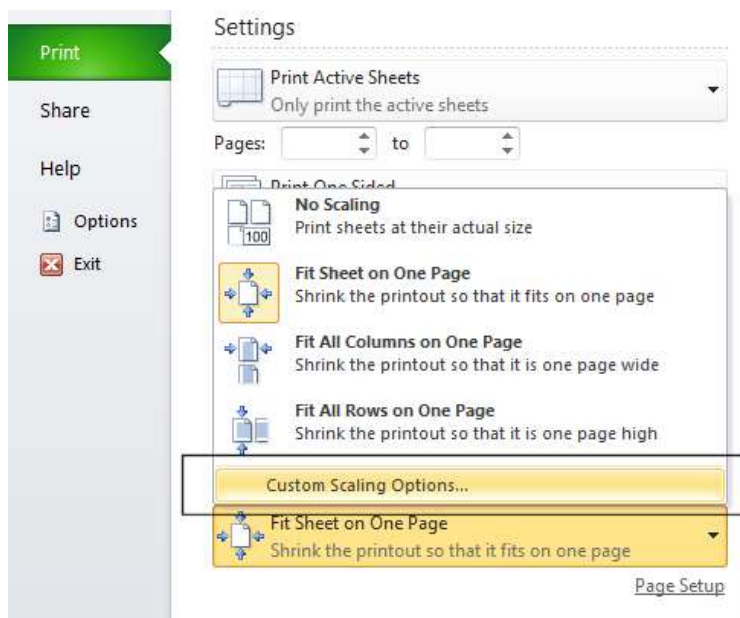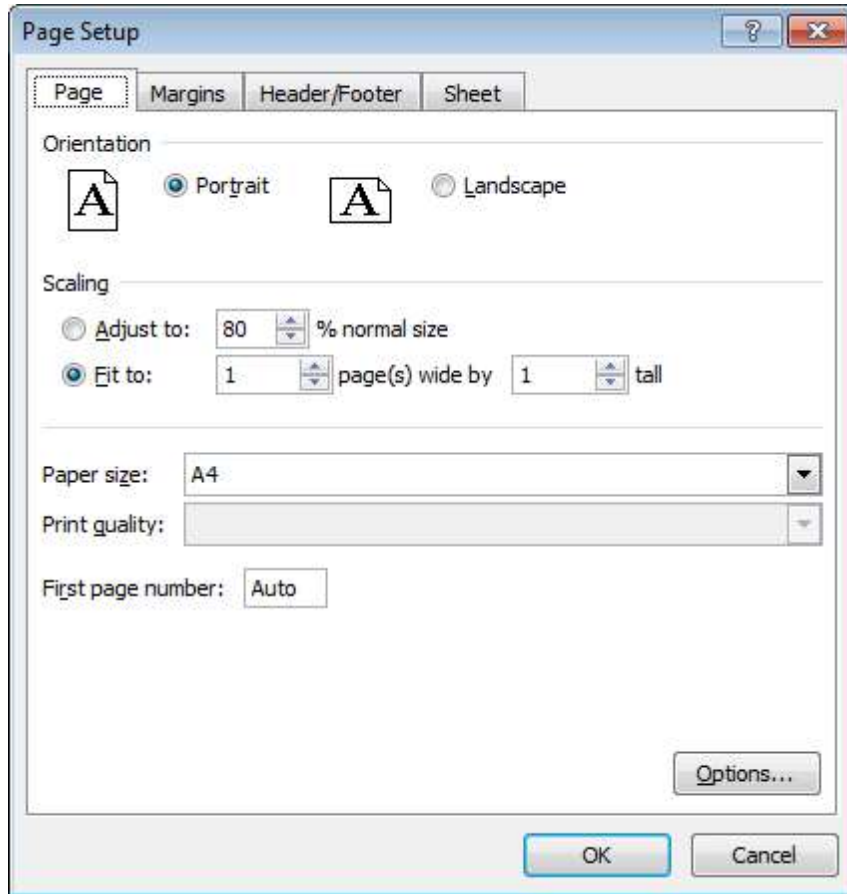
- You can see that when this option is selected the sheet does, as expected, fit onto one page.

- You can also customize how many pages you would want the data to fit on. To do this click on the **Custom Scaling Options** button.

- This will display the **Page Setup** dialog box, which you can use to customize scaling of the printing.

- Save your changes and close the workbook.

Visually checking your calculations

- Open a workbook called **Printing**.
- Click on cell **E2**. Clearly the formula within this cell is wrong. The formula it contains is

  =C2*F2

  It should be:

  =C2*D2

  Fix the formula.

  Always visually check over worksheet data and try to look for formula calculation results that do not make sense.
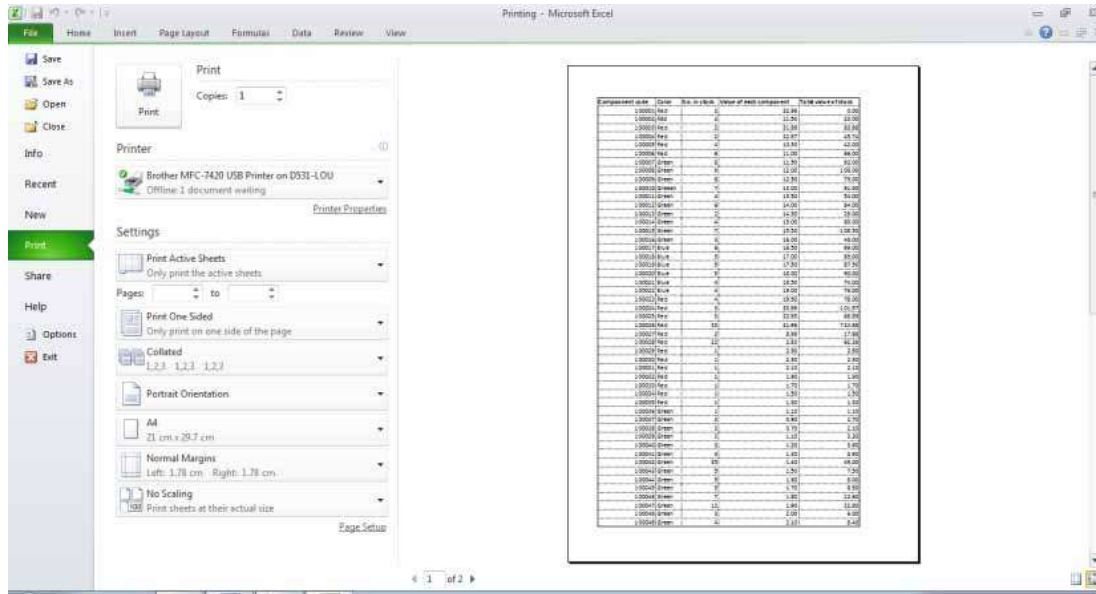
Displaying gridlines when printing

- To see how the worksheet will look when printed, view the worksheet in Print Preview view. To do this press **Ctrl+F2**. As you can see the worksheet will print without displaying gridlines.
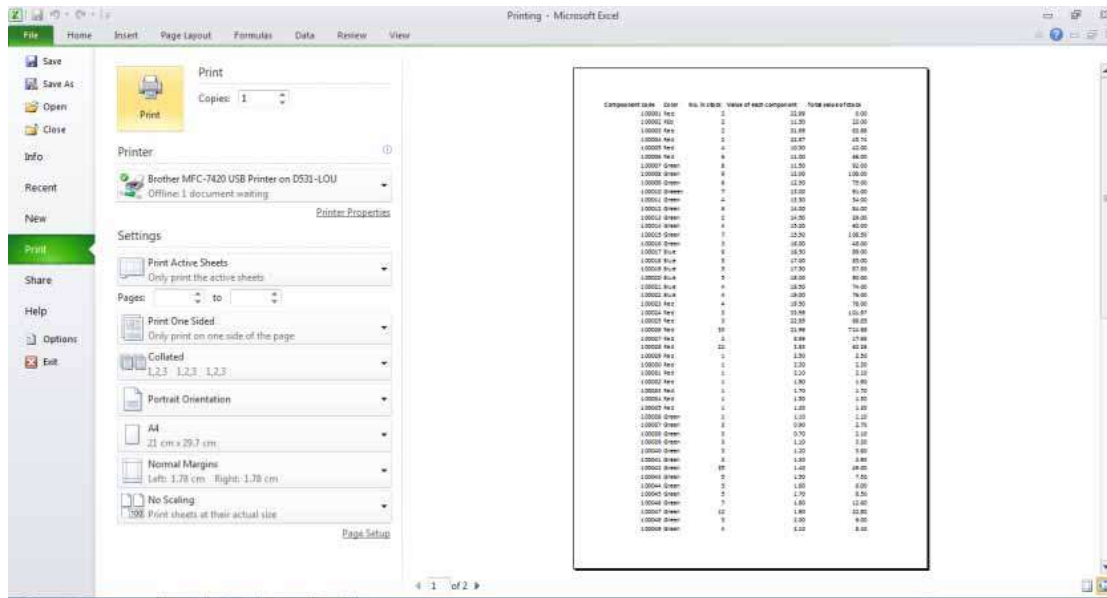
- Click on the **Page Layout** tab. Within the **Sheet Options** group, click on the **Print** check box under the **Gridlines** heading, as illustrated.
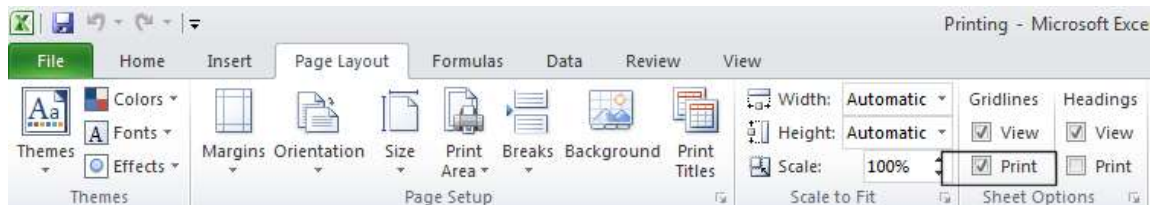
- View the worksheet in **Print Preview** view by pressing **Ctrl+F2**. As you can see the worksheet will now print displaying gridlines.

- Before continuing, re-click on the **Print** Gridlines check box so that the worksheet will print without displaying gridlines.

Printing titles on every page when printing

- View the worksheet in **Print Preview** view by pressing **Ctrl+F2**. As you can see the top row, containing the column titles is displayed on the first page.


- Click on the **Next Page** arrow button, displayed at the bottom-centre of the page to view the second page.

- As you can see the columns are displayed without a top row explaining what each column relates to.

- We need to fix this as it would be very inconvenient to print out a long report and always have to refer to the first page to know what each column relates to.

- Click on the **Page Layout** tab. Within the **Page Setup** group, click on the **Print Titles** icon, as illustrated.
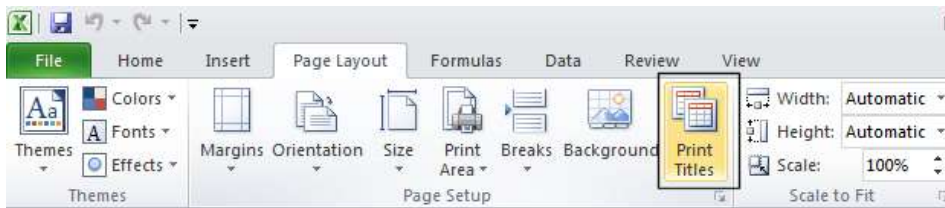
- This will display the **Page Setup** dialog box.
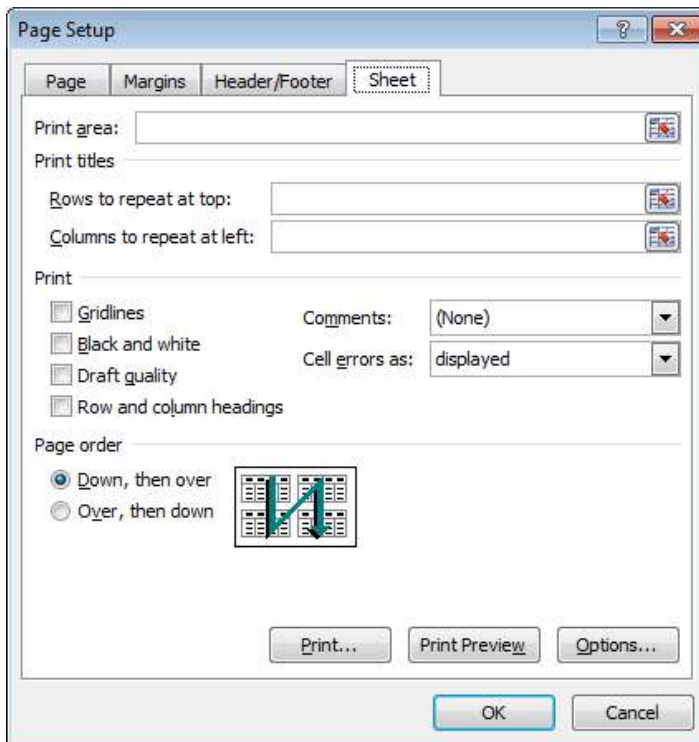
- If necessary move dialog box so that you can see the title row within the worksheet.

   TIP: To move a dialog box, click on the **Title Bar** at the top of the dialog box and

while pressing the mouse button, drag with the mouse. When you release the mouse button the dialog box will have moved.

- Click in the **Rows to repeat at top** box, within the dialog box.
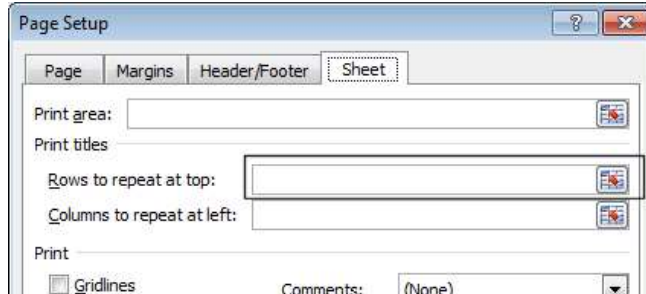
- Click within the top row on the worksheet and your dialog box will look like this.
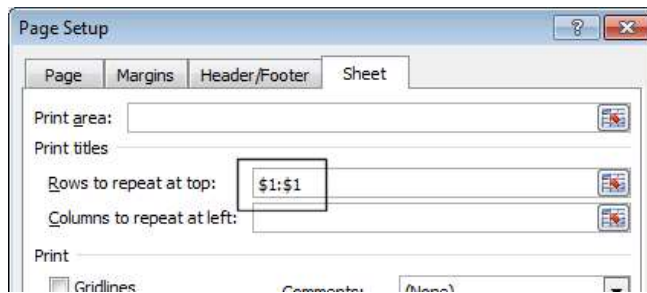
- Click on the **OK** button to close the dialog box.

- Press **Ctrl+F2** to see the worksheet in **Print Preview** view. As you would expect the title row is displayed across the top of the data.

- Click on the **Next Page** arrow button, displayed at the bottom-centre of the page to view the second page.

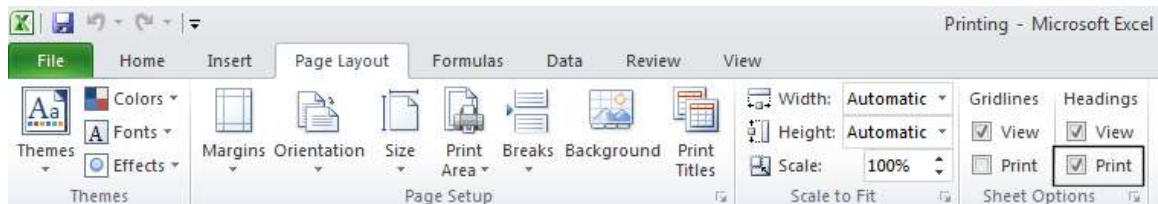- You can see the second page also displays a title row at the top of the data.

TIP: You can use the same technique the repeat both rows and columns on every page.
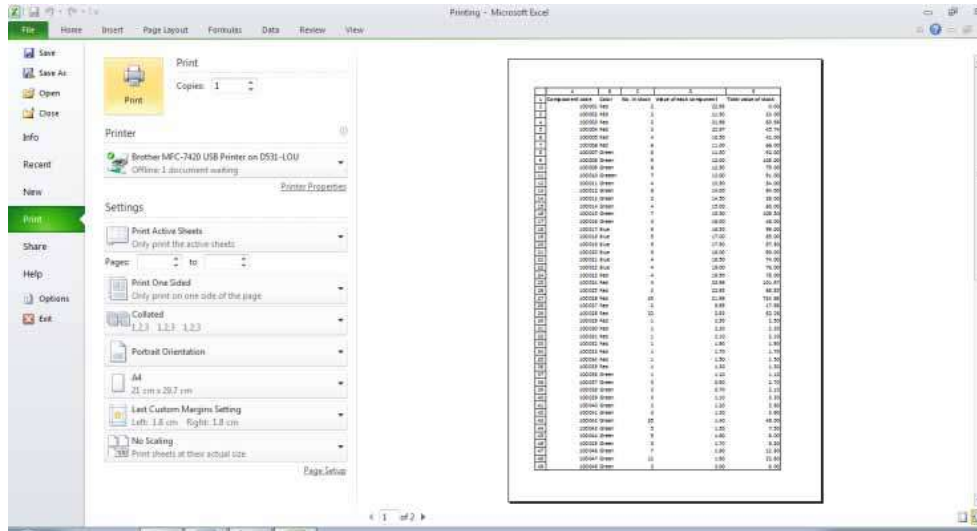
- Press **Esc** to exit from Print Preview view.

Printing the Excel row and column headings

- Click on the **Page Layout** tab. Within the **Sheet Options** group, click on the **Print** check box under the **Headings**, as illustrated.
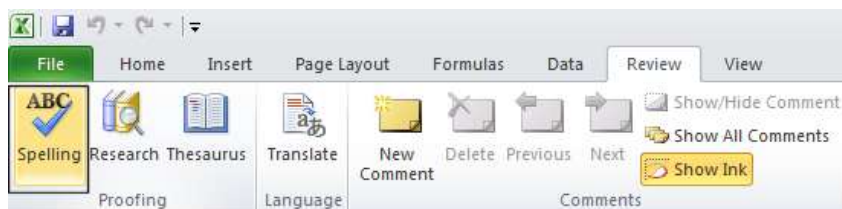

- Press **Ctrl+F2** to view the worksheet in **Print Preview** view. As you can see the row and column heading are displayed, and would print like this.

- Press **Esc** to exit from Print Preview view.

Spell checking

- Press **F7** to start the spell checker
  or click on the **Review** tab and click the **Spelling** icon.

- You will see the **Spelling** dialog box displayed. Follow the onscreen prompts.

Previewing a worksheet

- Always view a workbook in **Print Preview** mode prior to printing it. It allows you a quick visual check over how the worksheet will look when printed.
- Click on the **File Tab** and then click on the arrow next to the **Print** command. From the submenu, select **Print Preview**.
- Save your changes and close the workbook.

Viewing workbooks side by side

- This feature allows you to compare two versions of a workbook, side by side. Open a document called **Side by Side 1**. Open a second document called **Side by Side 2**.
- Click on the **View** tab and click on the **View Side by Side** command (located within the **Window** group).


This will display the two workbooks side by side. As you scroll down one worksheet, the other worksheet also scrolls down the screen. Try scrolling through each worksheet to practice using this feature.
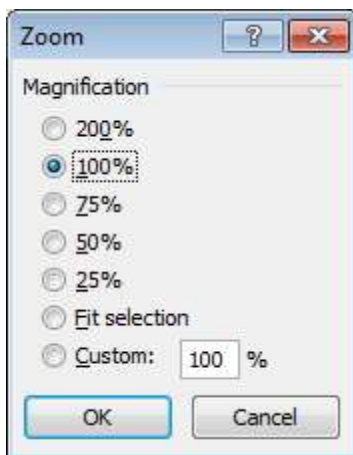
- Close both worksheets before continuing.

Zooming the view

- Open a workbook called **Zoom**. This workbook contains text of various sizes, and may be unreadable at the normal viewing zoom level. You can use the Zoom control to magnify the display of data on the screen (or to reduce the size of data of the screen). You can see the **Zoom** slider control displayed at the bottom-right of your screen.
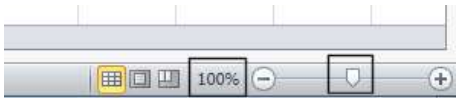
- Click on the **Plus** or **Minus** button, or drag the slider using the mouse to adjust the zoon levels.

- If you click on the **Zoom** value (100% in the example show above), you will display the **Zoom** dialog box. You can use this to set exact zoom levels.

- Before continuing set the **Zoom** level back to **100%** and close the workbook.
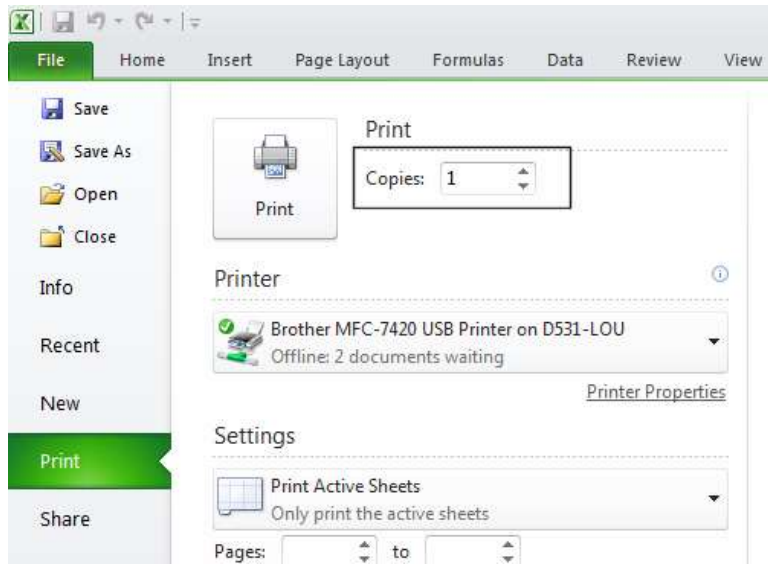
Printing options

- Open a workbook called **Printing options**.
- To print the entire worksheet, click on the **File Tab** and then click on the **Print** side tab.

  TIP: The keyboard shortcut to display the **Print** options is **Ctrl+P**.
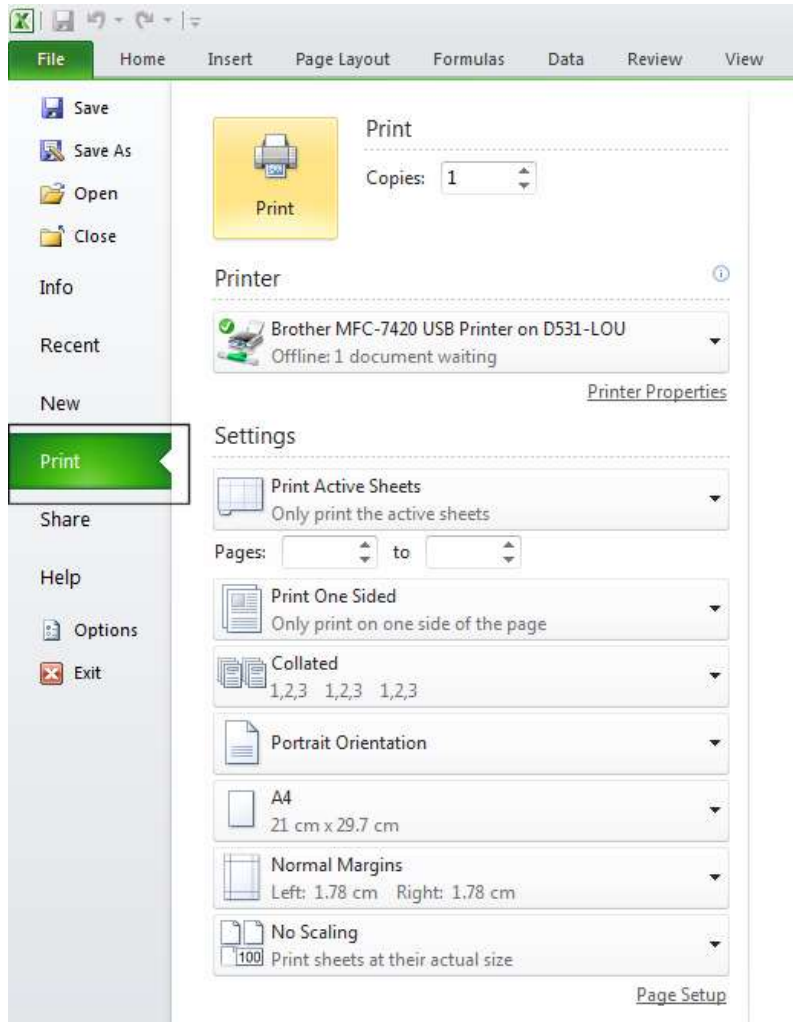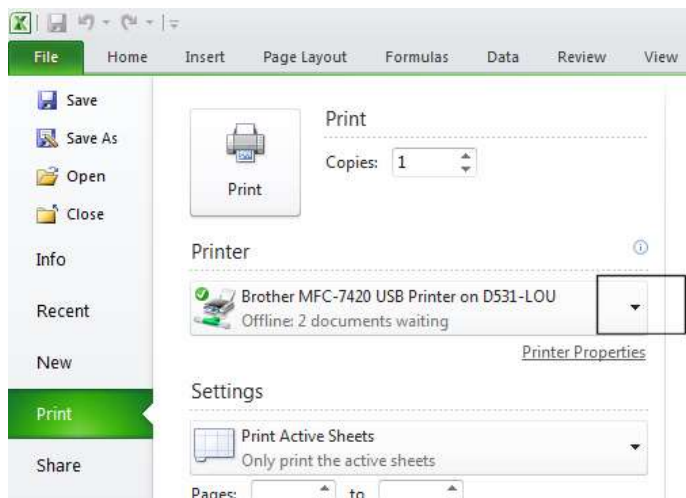
Setting the number of copies to print

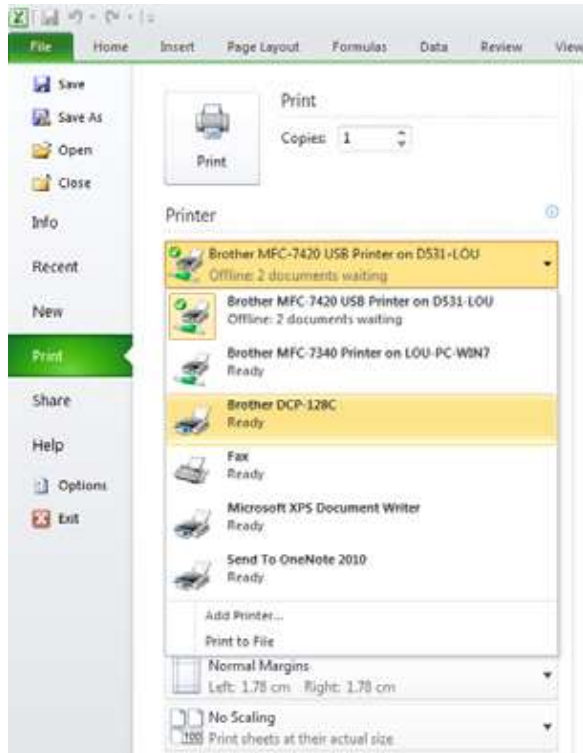- Within the **Copies** section of the printer options, type in the number of copies required.

Selecting a printer

- Within the **Printer** section of the printer options, click on the **down arrow** next to the selected printer.
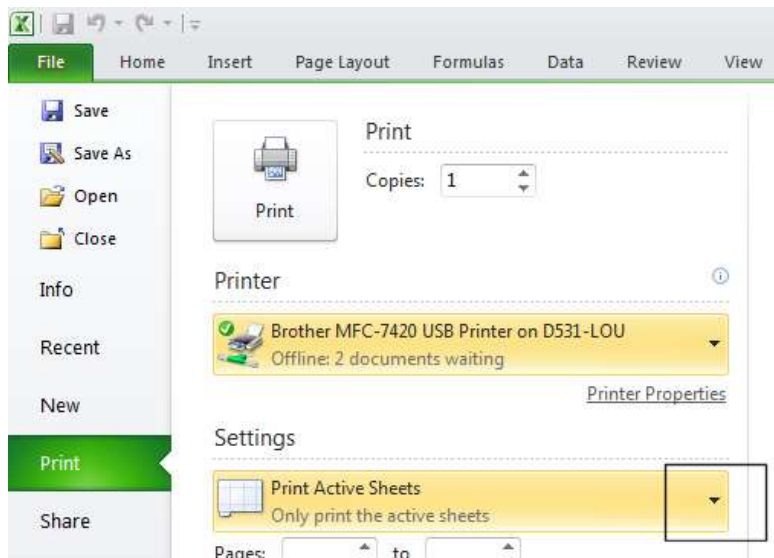
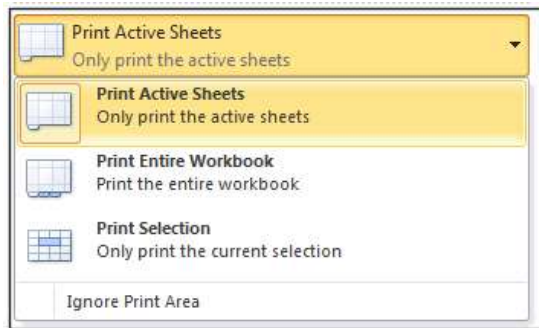- From the drop down list displayed select another printer.

Selecting individual worksheets or the entire workbook

- Within the **Settings** section of the printer options, click on the **down arrow** next to the **Print Active Sheets** option.

- This will display options allowing you to print the active sheet, the entire workbook, or just a selected area of a worksheet.

Selecting which pages to print

- Within the **Pages** section of the printer options, enter your starting and finishing pages to be printed.
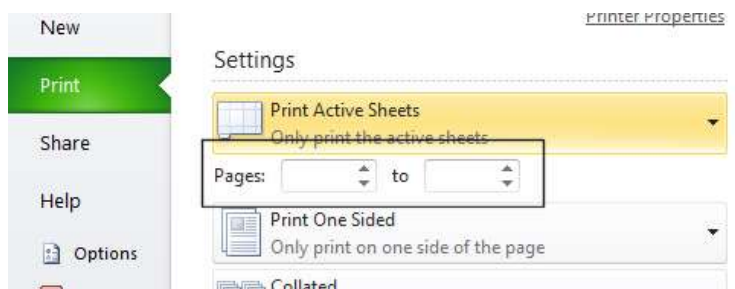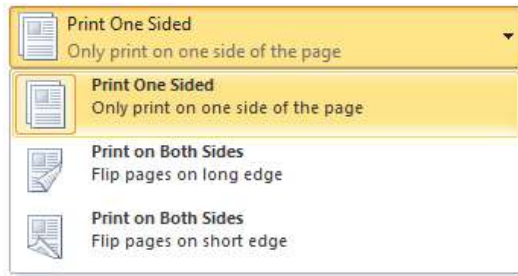

Single or double sided printing

- Within the **Pages** section of the printer options, click on the **down arrow** next to the **Print One Sided** option.
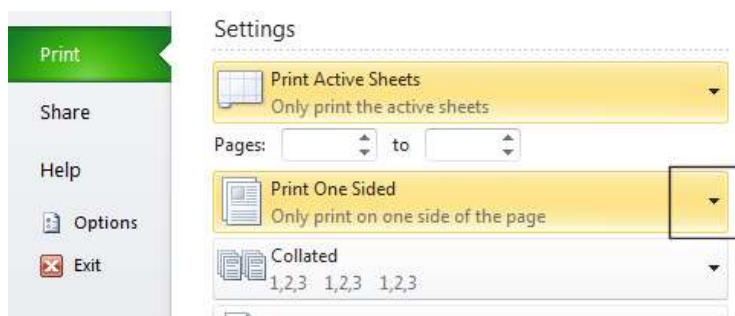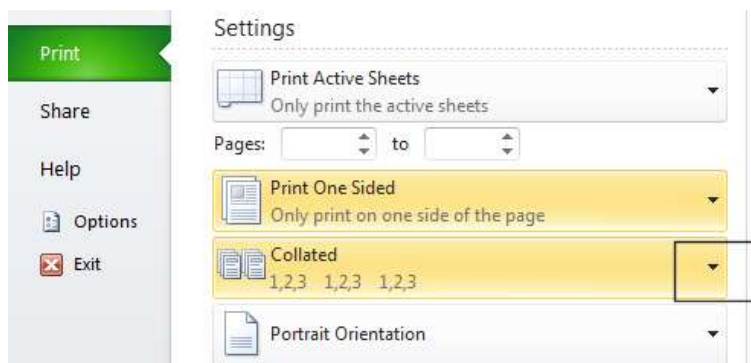
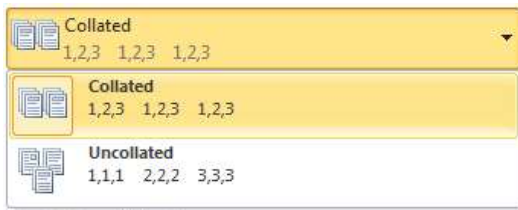- Select the required option from the list.

Collation options

- Within the **Collated** section of the printer options, click on the **down arrow** next to the section.
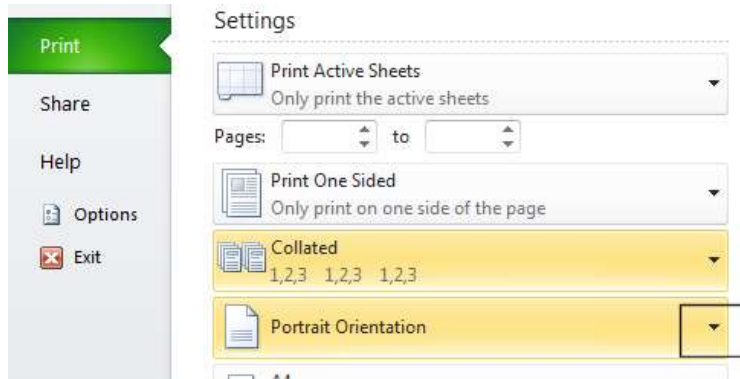

- Select the required option.

Page orientation

- Within the **Printer** section of the printer options, click on the **down arrow** next to the **Printer Orientation** section.
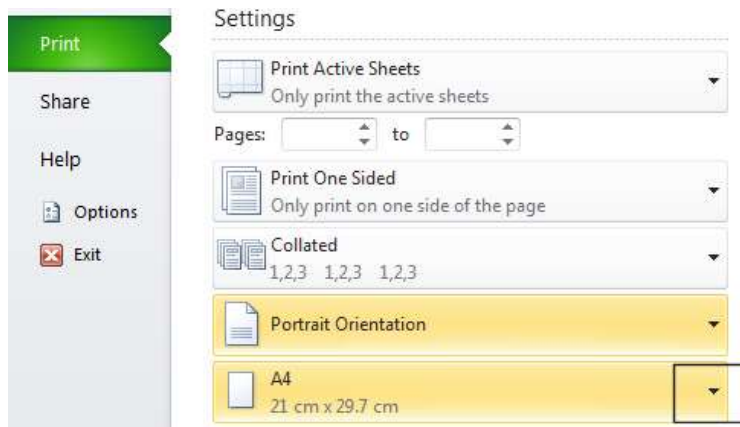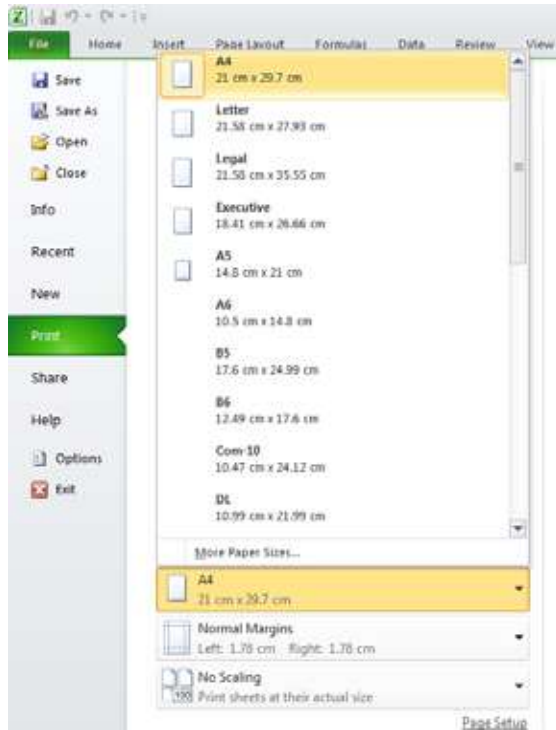
- Select the required option.

Paper size

- Within the **Printer** section of the printer options, click on the **down arrow** next to the Paper Size section.
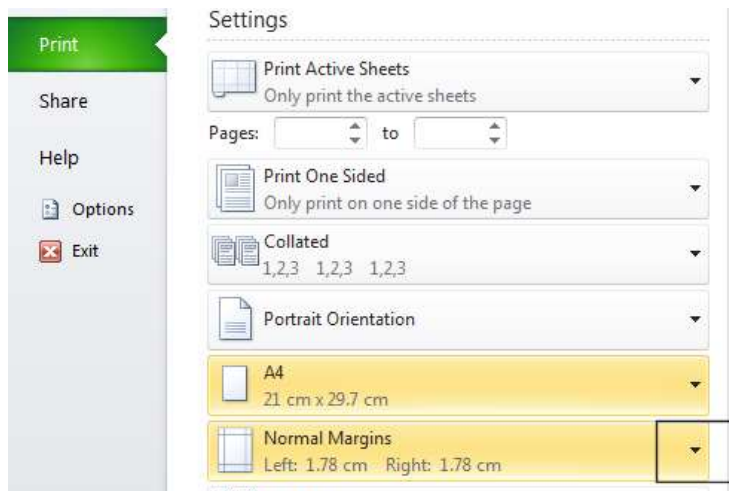
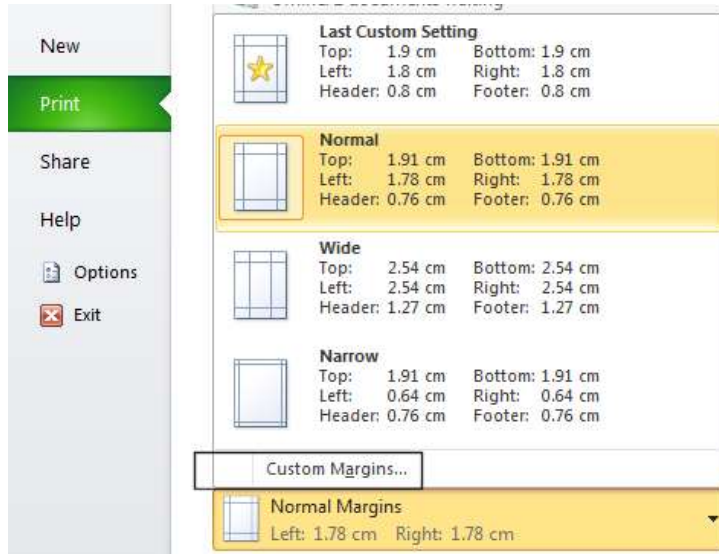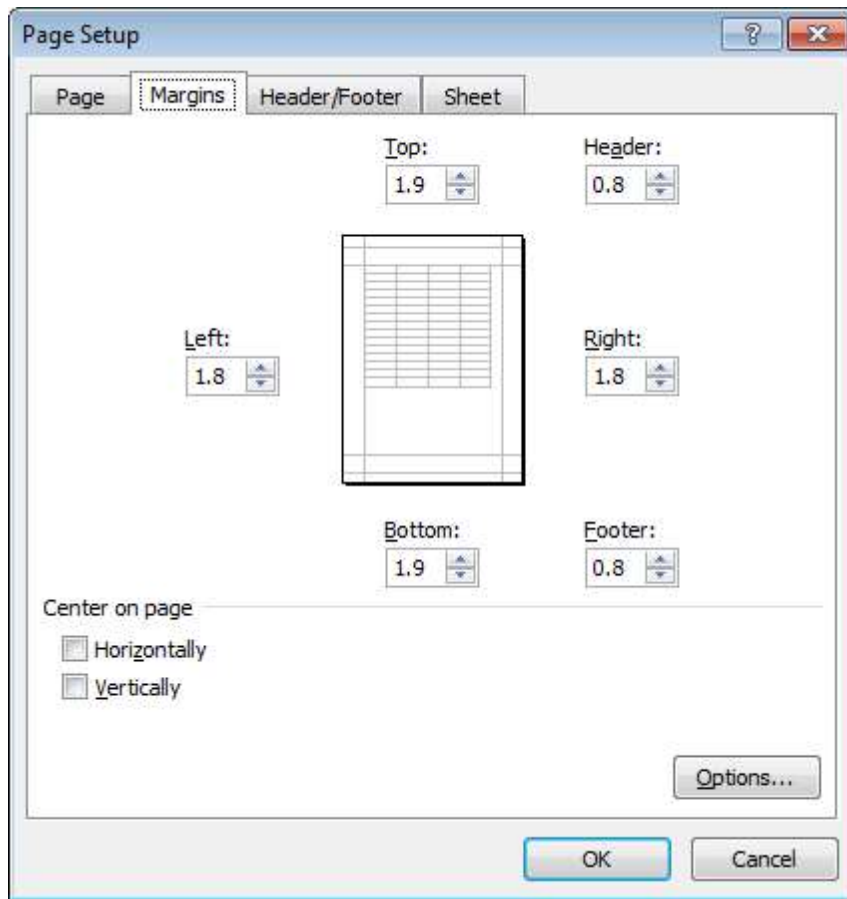- Select the required page size.

Margins

- Within the **Printer** section of the printer options, click on the **down arrow** next to the margins section.

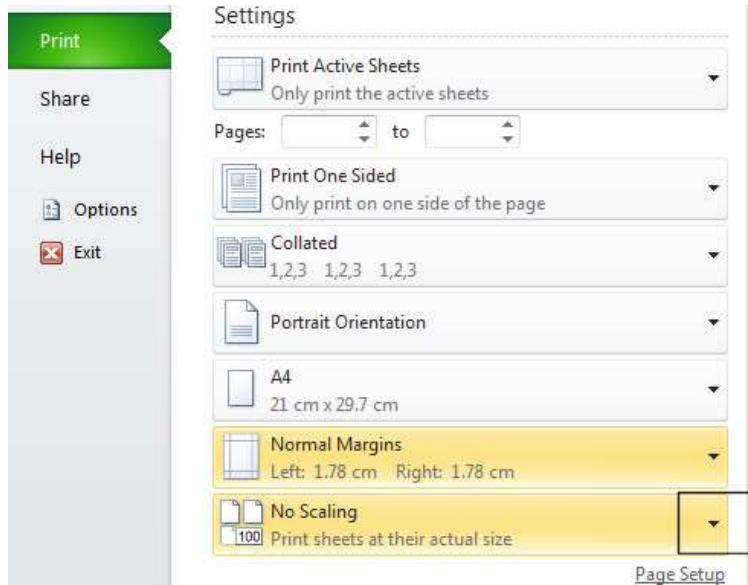- Select the required margin sizes.

- If you wish to set custom sized margins, click on the **Custom Margins** option. This will display the **Margins** tab within the **Page Setup** dialog box.
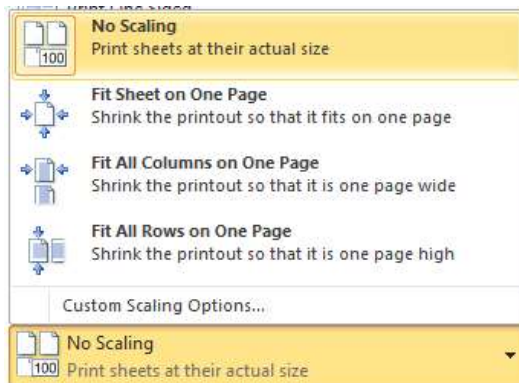

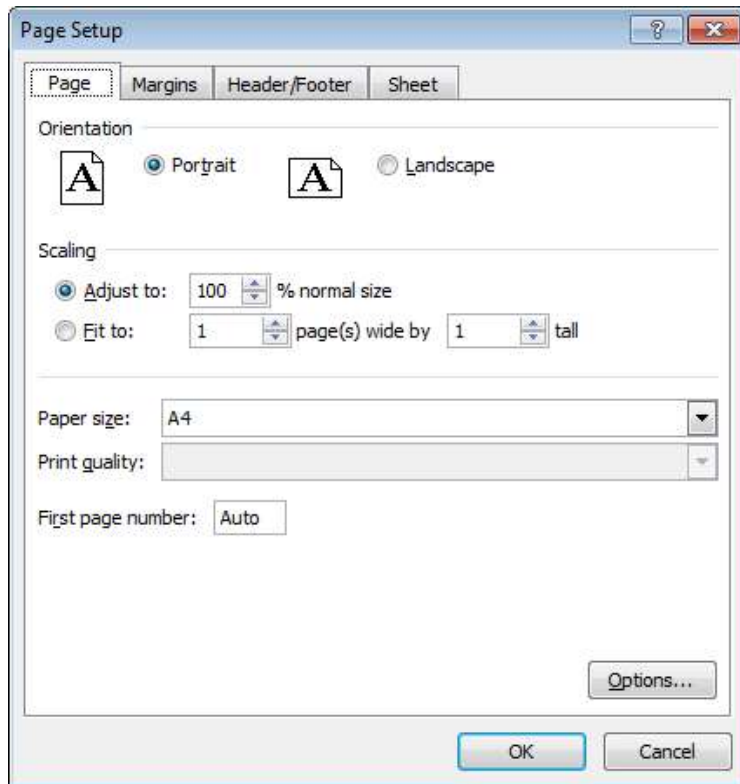- You can enter custom sized margins as required.

Scaling

- Within the **Printer** section of the printer options, click on the **down arrow** next to the scaling section.

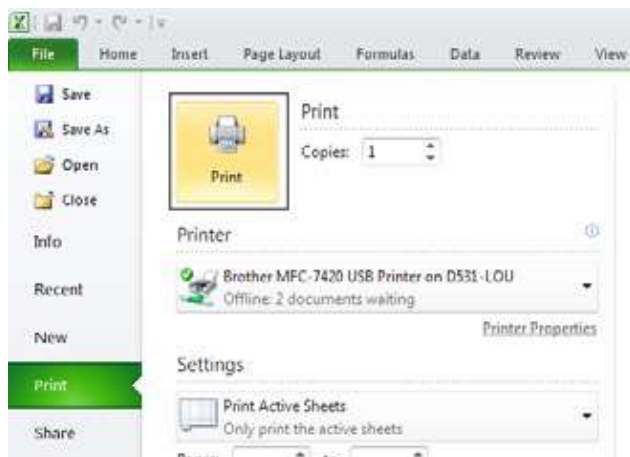- Select the required option from the list displayed.

NOTE: You can click on the **Custom Scaling Options** link to display more options.

Printing

- To print a document using the settings you have selected click on the **Print** button.

- Close any open documents, saving any changes that you have made and close the Excel program.