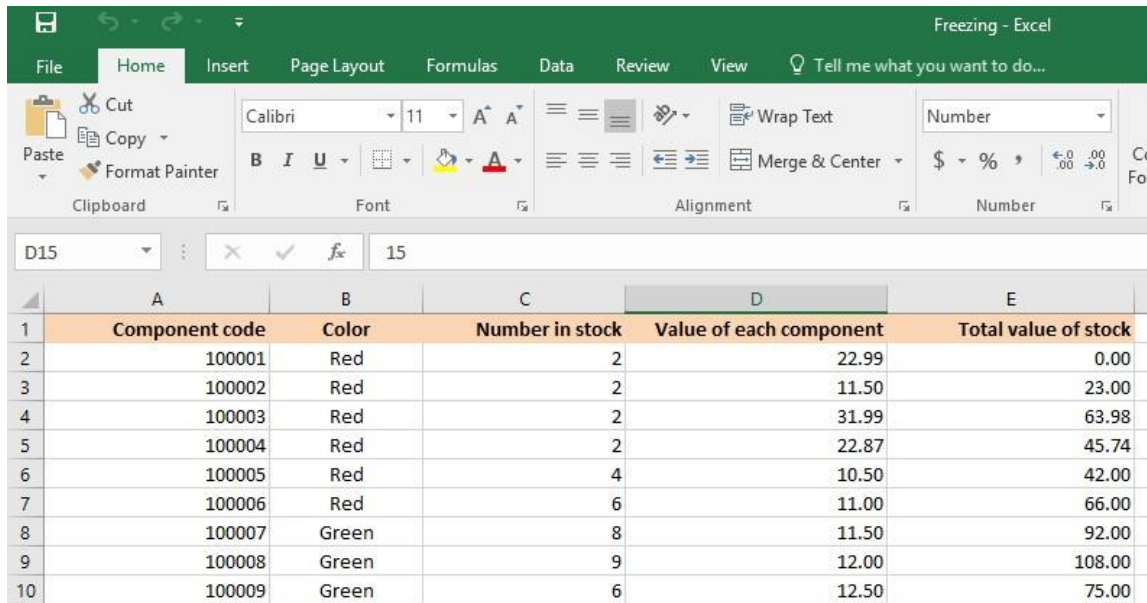


Freezing row and column titles within Excel

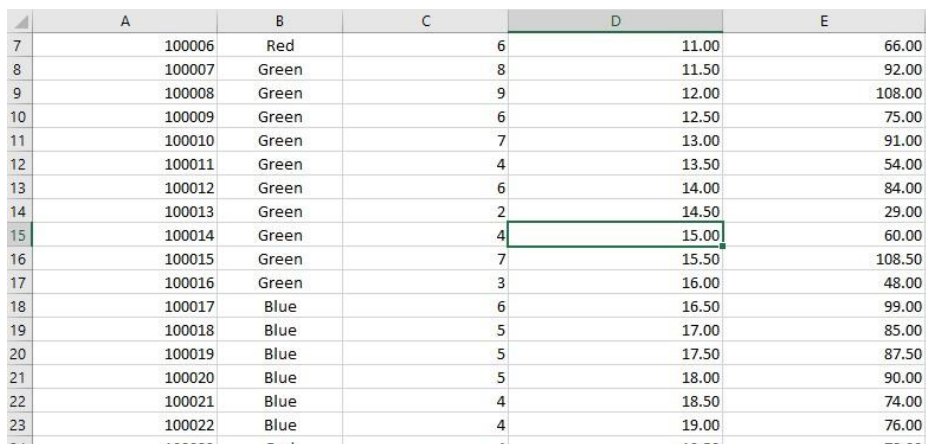
Freezing row and column titles

- Open a workbook called **Freezing**.



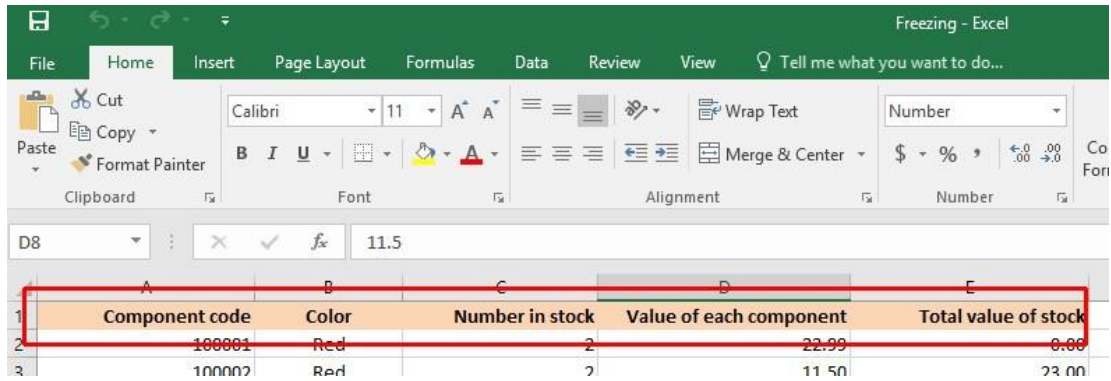
	A	B	C	D	E
1	Component code	Color	Number in stock	Value of each component	Total value of stock
2	100001	Red	2	22.99	0.00
3	100002	Red	2	11.50	23.00
4	100003	Red	2	31.99	63.98
5	100004	Red	2	22.87	45.74
6	100005	Red	4	10.50	42.00
7	100006	Red	6	11.00	66.00
8	100007	Green	8	11.50	92.00
9	100008	Green	9	12.00	108.00
10	100009	Green	6	12.50	75.00

- Scroll down through the data and you will see that the title row, which contains a description of each columns contents, scroll out of sight. This makes it difficult to remember what the data in each column represents, if you cannot see the column title row.

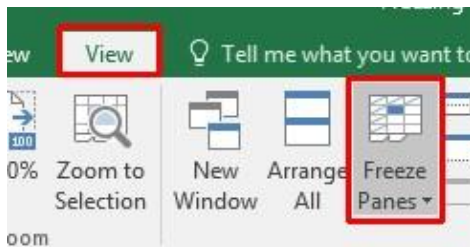


	A	B	C	D	E
7	100006	Red	6	11.00	66.00
8	100007	Green	8	11.50	92.00
9	100008	Green	9	12.00	108.00
10	100009	Green	6	12.50	75.00
11	100010	Green	7	13.00	91.00
12	100011	Green	4	13.50	54.00
13	100012	Green	6	14.00	84.00
14	100013	Green	2	14.50	29.00
15	100014	Green	4	15.00	60.00
16	100015	Green	7	15.50	108.50
17	100016	Green	3	16.00	48.00
18	100017	Blue	6	16.50	99.00
19	100018	Blue	5	17.00	85.00
20	100019	Blue	5	17.50	87.50
21	100020	Blue	5	18.00	90.00
22	100021	Blue	4	18.50	74.00
23	100022	Blue	4	19.00	76.00

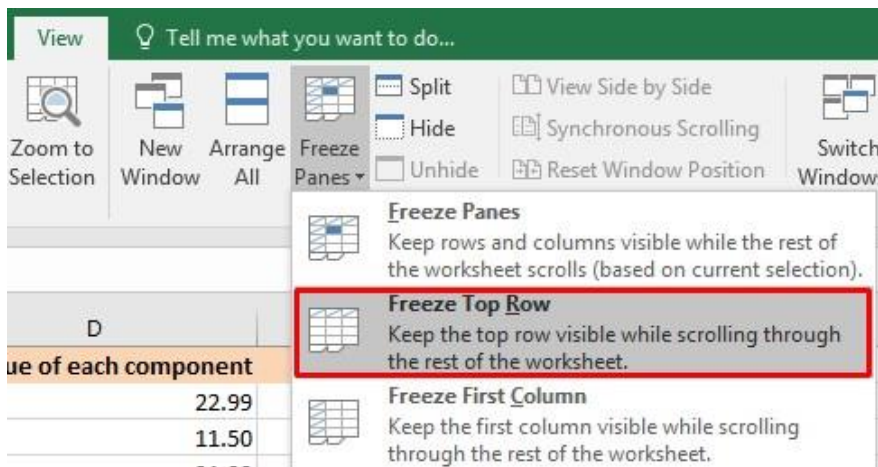
- Make sure that you can see the title row displayed, as illustrated.



- To freeze the top row so that it remains in sight at all times, click on the **View** tab and from within the **Window** group on the Ribbon, click on the **Freeze Panes** command.



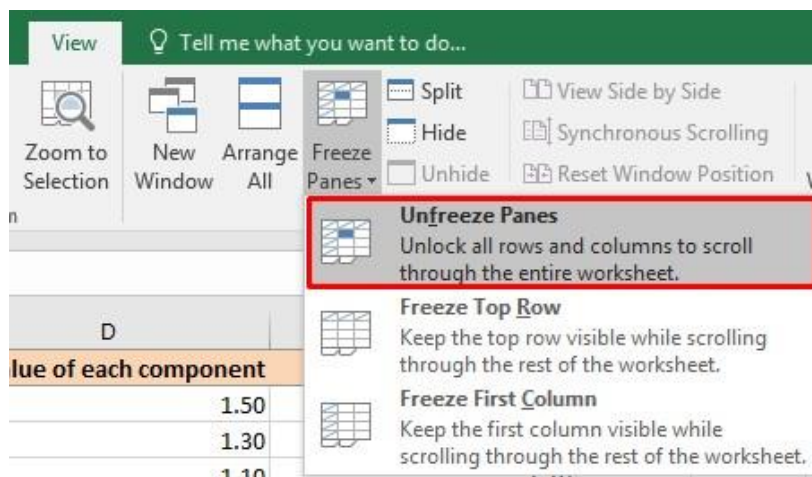
- From the drop down list displayed, click on the **Freeze Top Row** command.



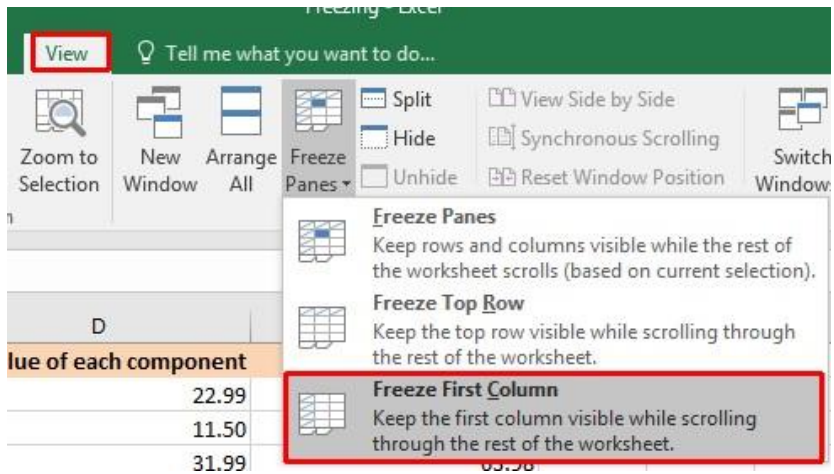
- Scroll down through the data. As you can see the top row stays visible at all times now.

	A	B	C	D	E
1	Component code	Color	Number in stock	Value of each component	Total value of stock
35	100034	Red	1	1.50	1.50
36	100035	Red	1	1.30	1.30
37	100036	Green	1	1.10	1.10
38	100037	Green	3	0.90	2.70
39	100038	Green	3	0.70	2.10
40	100039	Green	3	1.10	3.30
41	100040	Green	3	1.20	3.60
42	100041	Green	3	1.30	3.90

- To unfreeze the top row, click on the **View** tab and from within the **Window** group on the Ribbon, click on the **Unfreeze Panes** command.



TIP: You can use the same technique to freeze the first column, so that when you scroll to the right it is always visible. To do this you would select the **Freeze First Column** command.



- Save your changes and close the workbook.

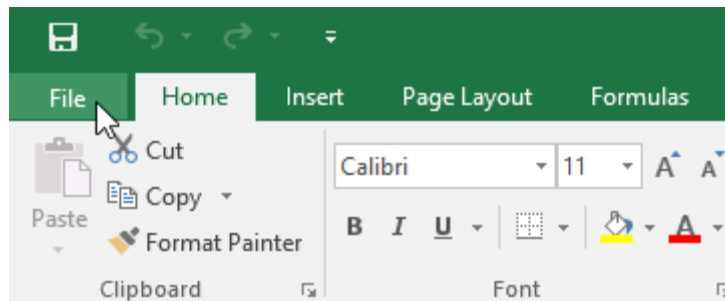


Printing

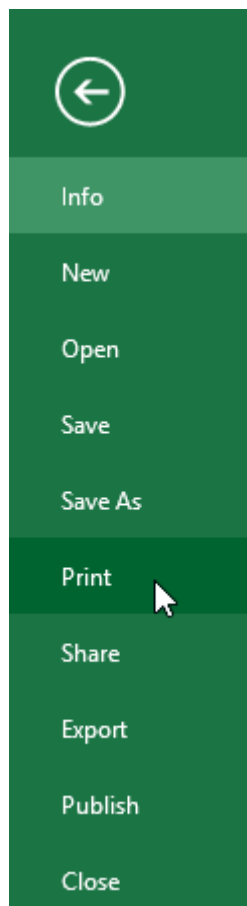
There may be times when you want to **print a workbook** to view and share your data **offline**. Once you've chosen your **page layout** settings, it's easy to preview and print a workbook from Excel using the **Print** pane.

To access the Print pane:

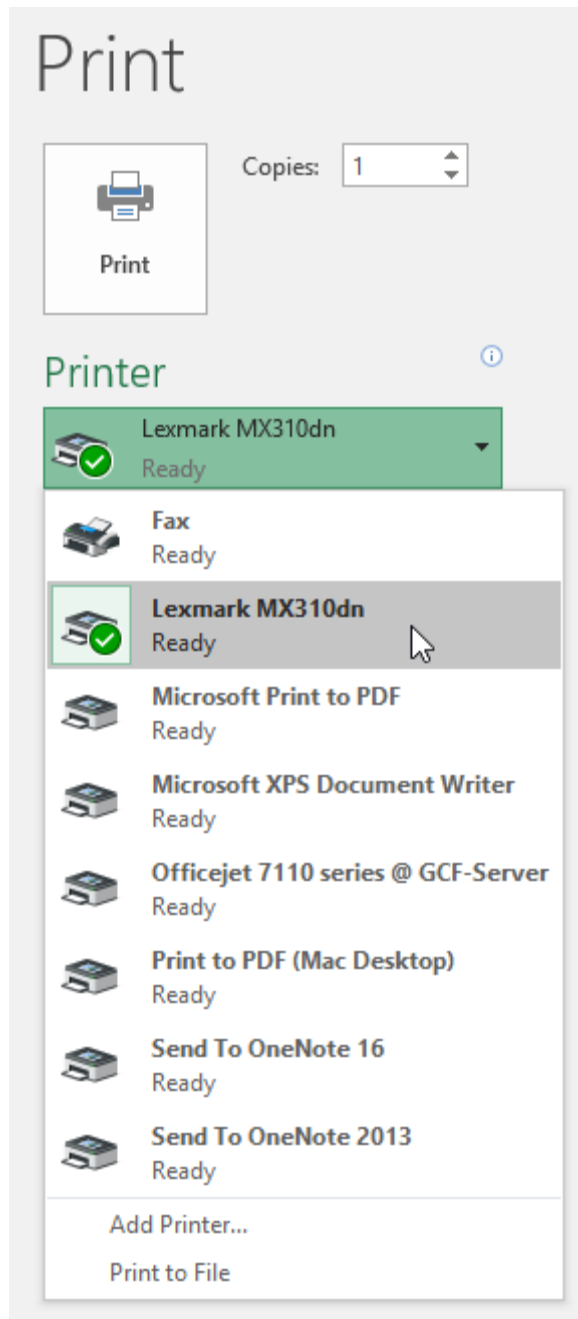
1. Select the **File** tab. **Backstage view** will appear.



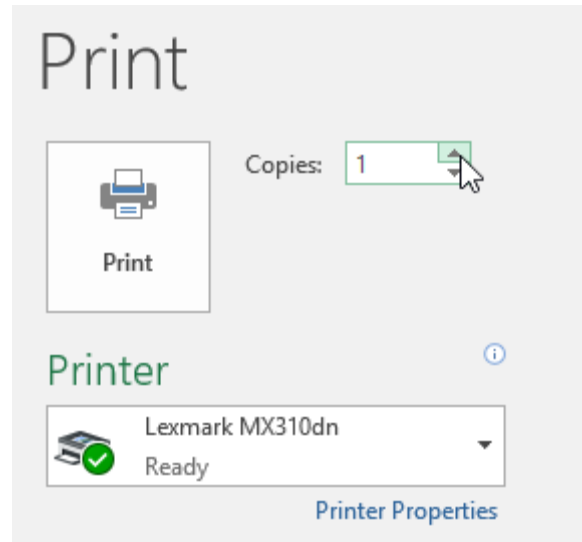
2. Select **Print**. The **Print** pane will appear.



Click the buttons in the interactive below to learn more about using the Print pane.

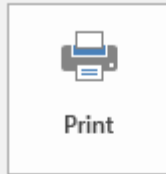


2. Enter the number of **copies** you want to print.



3. Select any additional **settings** if needed (see above interactive).

Print



Copies: 1

Printer



Lexmark MX310dn
Ready

[Printer Properties](#)

Settings



Print Active Sheets

Only print the active sheets

Pages: to



Collated

1,2,3 1,2,3 1,2,3



Portrait Orientation



Custom Page Size



Normal Margins

Left: 0.7" Right: 0.7"

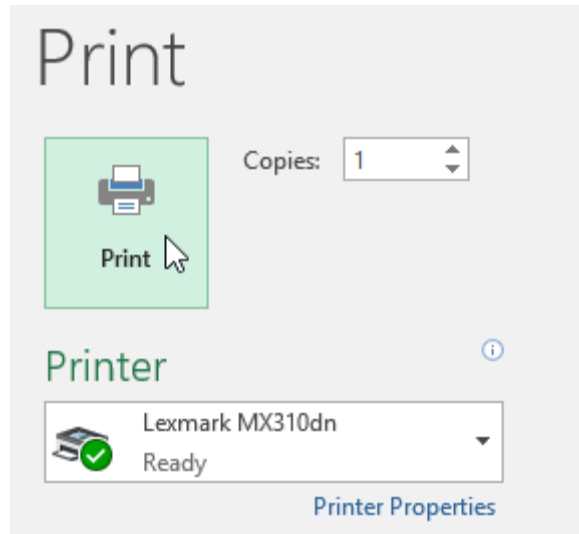


No Scaling

Print sheets at their actual size

[Page Setup](#)

4. Click **Print**.



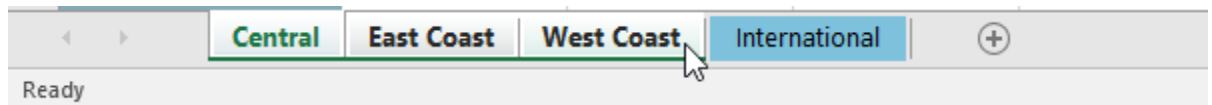
Choosing a print area

Before you print an Excel workbook, it's important to decide exactly what information you want to print. For example, if you have multiple worksheets in your workbook, you will need to decide if you want to print the **entire workbook** or only **active worksheets**. There may also be times when you want to print only a **selection** of content from your workbook.

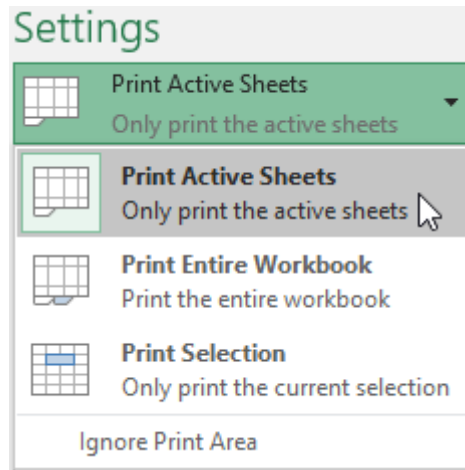
To print active sheets:

Worksheets are considered active when **selected**.

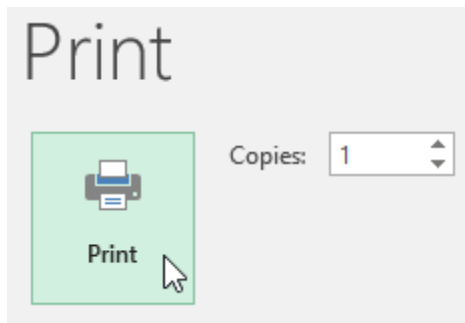
1. Select the **worksheet** you want to print. To print **multiple worksheets**, click the first worksheet, hold the **Ctrl** key on your keyboard, then click any other worksheets you want to select.



2. Navigate to the **Print** pane.
3. Select **Print Active Sheets** from the **Print Range** drop-down menu.

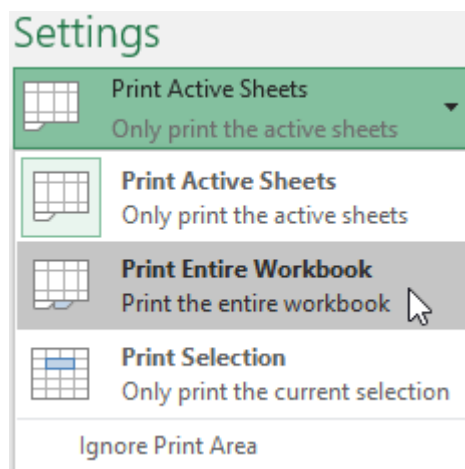


4. Click the **Print** button.

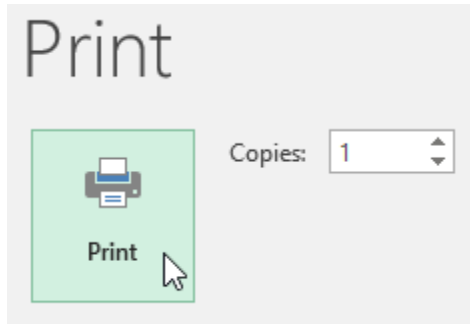


To print the entire workbook:

1. Navigate to the **Print** pane.
2. Select **Print Entire Workbook** from the **Print Range** drop-down menu.



3. Click the **Print** button.



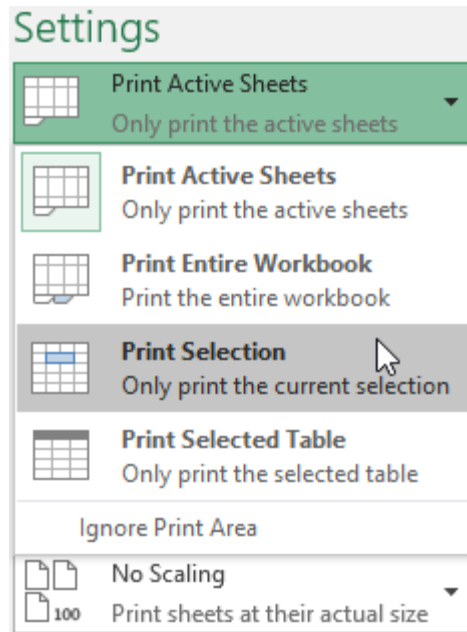
To print a selection:

In our example, we'll print the records for the top 40 salespeople on the Central worksheet.

1. Select the **cells** you want to print.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	NAME	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
2	Gomez, Alexander	\$ 5,110.00	\$ 9,739.00	\$ 6,861.00	\$ 3,889.00	\$ 6,292.00	\$ 8,518.00	\$ 5,110.00	\$ 9,739.00	\$ 6,861.00	\$ 3,889.00	\$ 6,292.00	\$ 8,518.00	\$ 80,818.00
3	Stone, Jeremy	\$ 9,935.00	\$ 8,365.00	\$ 7,639.00	\$ 3,533.00	\$ 9,665.00	\$ 1,116.00	\$ 9,935.00	\$ 8,365.00	\$ 7,639.00	\$ 3,533.00	\$ 9,665.00	\$ 1,116.00	\$ 80,536.00
4	Petty, Cherynne	\$ 6,640.00	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00	\$ 6,076.00	\$ 5,130.00	\$ 6,640.00	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00	\$ 6,076.00	\$ 5,130.00	\$ 78,654.00
5	Doyle, Quincy	\$ 7,161.00	\$ 577.00	\$ 8,605.00	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00	\$ 2,516.00	\$ 7,565.00	\$ 6,256.00	\$ 7,703.00	\$ 7,235.00	\$ 7,619.00	\$ 76,718.00
6	Conrad, Alfonso	\$ 4,108.00	\$ 7,172.00	\$ 6,964.00	\$ 2,122.00	\$ 9,542.00	\$ 8,252.00	\$ 4,108.00	\$ 7,172.00	\$ 6,964.00	\$ 2,122.00	\$ 9,542.00	\$ 8,252.00	\$ 76,310.00
7	Good, Carlos	\$ 6,759.00	\$ 9,019.00	\$ 5,144.00	\$ 7,087.00	\$ 1,568.00	\$ 8,922.00	\$ 358.00	\$ 9,943.00	\$ 4,964.00	\$ 7,032.00	\$ 6,255.00	\$ 9,218.00	\$ 76,269.00
8	Rice, Ivy	\$ 7,897.00	\$ 1,544.00	\$ 9,071.00	\$ 8,210.00	\$ 7,750.00	\$ 4,275.00	\$ 7,430.00	\$ 7,892.00	\$ 4,876.00	\$ 3,052.00	\$ 4,653.00	\$ 9,474.00	\$ 76,114.00
9	Min, Wang	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00	\$ 8,392.00	\$ 745.00	\$ 9,721.00	\$ 9,442.00	\$ 2,224.00	\$ 1,968.00	\$ 5,110.00	\$ 9,739.00	\$ 6,861.00	\$ 75,683.00
10	Alford, Lacota	\$ 9,778.00	\$ 737.00	\$ 6,302.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00	\$ 9,474.00	\$ 8,517.00	\$ 5,233.00	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 75,343.00
11	Hogan, Abdul	\$ 7,750.00	\$ 4,275.00	\$ 4,267.00	\$ 6,759.00	\$ 9,019.00	\$ 5,144.00	\$ 7,639.00	\$ 3,533.00	\$ 9,665.00	\$ 3,052.00	\$ 4,653.00	\$ 9,474.00	\$ 75,230.00
12	Reeves, Savannah	\$ 1,568.00	\$ 8,922.00	\$ 8,765.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00	\$ 2,224.00	\$ 1,968.00	\$ 5,061.00	\$ 7,032.00	\$ 6,255.00	\$ 9,218.00	\$ 73,657.00
13	Abbott, Raymond	\$ 1,413.00	\$ 6,759.00	\$ 9,019.00	\$ 5,144.00	\$ 8,550.00	\$ 5,731.00	\$ 1,413.00	\$ 6,759.00	\$ 9,019.00	\$ 5,144.00	\$ 8,550.00	\$ 5,731.00	\$ 73,232.00
14	Glass, Mufutau	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 9,293.00	\$ 6,804.00	\$ 4,920.00	\$ 3,779.00	\$ 9,405.00	\$ 3,588.00	\$ 6,640.00	\$ 4,046.00	\$ 9,632.00	\$ 72,736.00
15	Chambers, Bethany	\$ 4,573.00	\$ 605.00	\$ 3,215.00	\$ 8,517.00	\$ 5,233.00	\$ 1,650.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00	\$ 9,935.00	\$ 8,365.00	\$ 7,639.00	\$ 70,920.00
16	Green, Buckminster	\$ 8,765.00	\$ 8,258.00	\$ 636.00	\$ 7,087.00	\$ 1,568.00	\$ 8,922.00	\$ 8,765.00	\$ 8,258.00	\$ 636.00	\$ 7,087.00	\$ 1,568.00	\$ 8,922.00	\$ 70,428.00
17	Evans, Marcia	\$ 7,703.00	\$ 7,235.00	\$ 7,619.00	\$ 2,410.00	\$ 1,425.00	\$ 8,732.00	\$ 7,703.00	\$ 7,235.00	\$ 7,619.00	\$ 2,410.00	\$ 1,425.00	\$ 8,732.00	\$ 69,208.00
18	Williams, Claire	\$ 7,032.00	\$ 6,255.00	\$ 9,218.00	\$ 5,106.00	\$ 2,881.00	\$ 4,462.00	\$ 7,032.00	\$ 6,255.00	\$ 9,218.00	\$ 5,106.00	\$ 2,881.00	\$ 4,462.00	\$ 69,908.00
19	Lucas, Basia	\$ 5,233.00	\$ 1,650.00	\$ 3,052.00	\$ 3,779.00	\$ 9,405.00	\$ 3,588.00	\$ 677.00	\$ 9,293.00	\$ 6,804.00	\$ 9,935.00	\$ 8,365.00	\$ 7,639.00	\$ 69,420.00
20	Day, Salvador	\$ 627.00	\$ 7,909.00	\$ 3,204.00	\$ 7,710.00	\$ 7,161.00	\$ 577.00	\$ 8,365.00	\$ 7,639.00	\$ 3,533.00	\$ 7,703.00	\$ 7,235.00	\$ 7,619.00	\$ 69,282.00
21	Fleming, Aaron	\$ 1,885.00	\$ 4,996.00	\$ 6,925.00	\$ 3,493.00	\$ 2,469.00	\$ 5,118.00	\$ 9,019.00	\$ 5,144.00	\$ 8,550.00	\$ 4,996.00	\$ 8,430.00	\$ 7,882.00	\$ 68,907.00
22	Hoss, May	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,750.00	\$ 4,275.00	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,750.00	\$ 4,275.00	\$ 68,698.00
23	Hogan, Kalia	\$ 4,996.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00	\$ 885.00	\$ 6,979.00	\$ 4,996.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00	\$ 885.00	\$ 6,979.00	\$ 68,096.00
24	Clemons, Amela	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,700.00	\$ 4,000.00	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,700.00	\$ 4,000.00	\$ 68,048.00
25	Huff, Amy	\$ 6,925.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00	\$ 1,885.00	\$ 4,996.00	\$ 6,925.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00	\$ 1,885.00	\$ 4,996.00	\$ 67,988.00
26	Doyle, Lani	\$ 8,789.00	\$ 7,621.00	\$ 3,435.00	\$ 8,015.00	\$ 5,248.00	\$ 840.00	\$ 8,789.00	\$ 7,621.00	\$ 3,435.00	\$ 8,015.00	\$ 5,248.00	\$ 840.00	\$ 67,896.00
27	Molina, Zeis	\$ 4,075.00	\$ 1,240.00	\$ 2,243.00	\$ 4,383.00	\$ 3,425.00	\$ 5,545.00	\$ 9,779.00	\$ 7,042.00	\$ 9,293.00	\$ 9,779.00	\$ 7,042.00	\$ 3,373.00	\$ 67,213.00
28	Ruthrie, Mona	\$ 9,779.00	\$ 7,042.00	\$ 3,373.00	\$ 4,383.00	\$ 3,425.00	\$ 5,545.00	\$ 9,779.00	\$ 7,042.00	\$ 3,373.00	\$ 4,383.00	\$ 3,425.00	\$ 5,545.00	\$ 67,094.00
29	Hill, Branna	\$ 8,369.00	\$ 1,645.00	\$ 3,527.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00	\$ 257.00	\$ 8,210.00	\$ 7,750.00	\$ 6,302.00	\$ 358.00	\$ 9,943.00	\$ 66,549.00
30	Hernandez, Vivien	\$ 5,288.00	\$ 5,276.00	\$ 8,031.00	\$ 4,876.00	\$ 1,885.00	\$ 4,996.00	\$ 619.00	\$ 5,319.00	\$ 8,891.00	\$ 4,996.00	\$ 8,430.00	\$ 7,882.00	\$ 66,489.00
31	Murphy, Haivia	\$ 9,665.00	\$ 1,126.00	\$ 9,935.00	\$ 2,611.00	\$ 4,106.00	\$ 5,631.00	\$ 9,632.00	\$ 7,803.00	\$ 6,076.00	\$ 1,928.00	\$ 6,595.00	\$ 677.00	\$ 65,785.00
32	Lowe, Morgan	\$ 6,516.00	\$ 1,112.00	\$ 2,516.00	\$ 7,565.00	\$ 6,256.00	\$ 8,794.00	\$ 6,516.00	\$ 1,112.00	\$ 2,516.00	\$ 7,565.00	\$ 6,256.00	\$ 8,794.00	\$ 65,518.00
33	Parrish, Urielle	\$ 3,052.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00	\$ 5,233.00	\$ 1,650.00	\$ 3,052.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00	\$ 5,233.00	\$ 1,650.00	\$ 65,158.00
34	Brewer, Rachel	\$ 619.00	\$ 5,319.00	\$ 8,891.00	\$ 4,533.00	\$ 7,752.00	\$ 3,756.00	\$ 9,739.00	\$ 6,861.00	\$ 3,889.00	\$ 3,527.00	\$ 5,575.00	\$ 4,046.00	\$ 64,507.00
35	Larsen, Alden	\$ 3,582.00	\$ 2,286.00	\$ 3,898.00	\$ 7,565.00	\$ 6,256.00	\$ 8,794.00	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00	\$ 4,548.00	\$ 619.00	\$ 5,319.00	\$ 64,348.00
36	Miller, Evangeline	\$ 7,134.00	\$ 7,595.00	\$ 7,130.00	\$ 619.00	\$ 5,319.00	\$ 8,891.00	\$ 7,882.00	\$ 4,876.00	\$ 1,885.00	\$ 666.00	\$ 6,210.00	\$ 5,994.00	\$ 64,201.00
37	Conrad, Channing	\$ 6,302.00	\$ 358.00	\$ 9,943.00	\$ 4,964.00	\$ 9,778.00	\$ 737.00	\$ 6,302.00	\$ 358.00	\$ 9,943.00	\$ 4,964.00	\$ 9,778.00	\$ 737.00	\$ 64,164.00
38	Fisher, Clio	\$ 3,527.00	\$ 5,575.00	\$ 4,046.00	\$ 8,910.00	\$ 8,369.00	\$ 1,645.00	\$ 3,527.00	\$ 5,575.00	\$ 4,046.00	\$ 8,910.00	\$ 8,369.00	\$ 1,645.00	\$ 64,144.00
39	O'Connor, Hayden	\$ 4,707.00	\$ 3,391.00	\$ 5,556.00	\$ 6,210.00	\$ 5,994.00	\$ 248.00	\$ 9,943.00	\$ 4,964.00	\$ 9,778.00	\$ 3,527.00	\$ 5,575.00	\$ 4,046.00	\$ 63,939.00
40	Ayala, Kendall	\$ 9,385.00	\$ 2,501.00	\$ 3,609.00	\$ 3,177.00	\$ 7,134.00	\$ 7,595.00	\$ 7,235.00	\$ 7,619.00	\$ 2,410.00	\$ 666.00	\$ 6,210.00	\$ 5,994.00	\$ 63,535.00
41	Curry, Emma	\$ 885.00	\$ 6,979.00	\$ 4,996.00	\$ 7,897.00	\$ 1,544.00	\$ 9,071.00	\$ 9,405.00	\$ 3,588.00	\$ 1,912.00	\$ 1,413.00	\$ 6,759.00	\$ 9,019.00	\$ 63,468.00

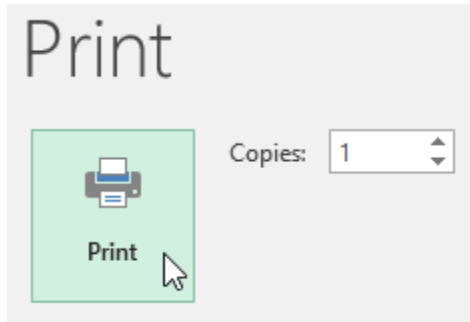
2. Navigate to the **Print** pane.
3. Select **Print Selection** from the **Print Range** drop-down menu.



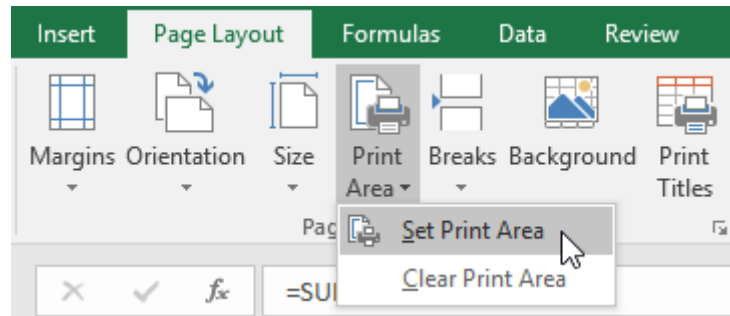
4. A **preview** of your selection will appear in the **Preview** pane.

NAME	JANUARY	FEBRUARY	MARCH	APRIL
Gomez, Alexander	\$ 5,110.00	\$ 9,739.00	\$ 6,861.00	\$ 3,889.00
Stone, Jeremy	\$ 9,935.00	\$ 8,365.00	\$ 7,639.00	\$ 3,533.00
Petty, Cheyenne	\$ 6,640.00	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00
Doyle, Quincy	\$ 7,161.00	\$ 577.00	\$ 8,605.00	\$ 4,046.00
Conrad, Alfonso	\$ 4,108.00	\$ 7,172.00	\$ 6,964.00	\$ 2,122.00
Good, Carlos	\$ 6,759.00	\$ 9,019.00	\$ 5,144.00	\$ 7,087.00
Rice, Ivy	\$ 7,897.00	\$ 1,544.00	\$ 9,071.00	\$ 8,210.00
Min, Wang	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00	\$ 8,392.00
Alford, Lacota	\$ 9,778.00	\$ 737.00	\$ 6,302.00	\$ 8,430.00
Hogan, Abdul	\$ 7,750.00	\$ 4,275.00	\$ 4,267.00	\$ 6,759.00
Reeves, Savannah	\$ 1,568.00	\$ 8,922.00	\$ 8,765.00	\$ 4,653.00
Abbott, Raymond	\$ 1,413.00	\$ 6,759.00	\$ 9,019.00	\$ 5,144.00
Glass, Mufutau	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 9,293.00
Chambers, Bethany	\$ 4,573.00	\$ 605.00	\$ 3,215.00	\$ 8,517.00
Green, Buckminster	\$ 8,765.00	\$ 8,258.00	\$ 636.00	\$ 7,087.00
Evans, Marcia	\$ 7,703.00	\$ 7,235.00	\$ 7,619.00	\$ 2,410.00
Williams, Claire	\$ 7,032.00	\$ 6,255.00	\$ 9,218.00	\$ 5,106.00
Lucas, Basia	\$ 5,233.00	\$ 1,650.00	\$ 3,052.00	\$ 3,779.00
Day, Salvador	\$ 627.00	\$ 7,909.00	\$ 3,204.00	\$ 7,710.00
Reming, Aaron	\$ 1,885.00	\$ 4,996.00	\$ 6,925.00	\$ 3,493.00
Ros, May	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00
Hogan, Kalia	\$ 4,996.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00
Clemons, Amela	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00
Huff, Amy	\$ 6,925.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00
Doyle, Lani	\$ 8,789.00	\$ 7,621.00	\$ 3,435.00	\$ 8,015.00
Molina, Zeus	\$ 4,075.00	\$ 1,240.00	\$ 2,243.00	\$ 4,383.00
Guthrie, Mona	\$ 9,779.00	\$ 7,042.00	\$ 3,373.00	\$ 4,383.00
Ellis, Breanna	\$ 8,369.00	\$ 1,645.00	\$ 3,527.00	\$ 7,430.00
Hernandez, Vivien	\$ 5,288.00	\$ 5,276.00	\$ 8,031.00	\$ 4,876.00
Murphy, Haviva	\$ 9,665.00	\$ 1,126.00	\$ 9,935.00	\$ 2,611.00
Lowe, Morgan	\$ 6,516.00	\$ 1,112.00	\$ 2,516.00	\$ 7,565.00
Parrish, Urielle	\$ 3,052.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00
Brewer, Rachel	\$ 619.00	\$ 5,319.00	\$ 8,891.00	\$ 4,533.00
Larsen, Alden	\$ 3,582.00	\$ 2,286.00	\$ 3,898.00	\$ 7,565.00
Miller, Evangeline	\$ 7,134.00	\$ 7,595.00	\$ 7,130.00	\$ 619.00
Conrad, Channing	\$ 6,302.00	\$ 358.00	\$ 9,943.00	\$ 4,964.00
Fisher, Olio	\$ 3,527.00	\$ 5,575.00	\$ 4,046.00	\$ 8,910.00
O'Connor, Hayden	\$ 4,707.00	\$ 3,391.00	\$ 5,556.00	\$ 6,210.00
Ayala, Kendall	\$ 9,385.00	\$ 2,501.00	\$ 3,609.00	\$ 3,177.00
Curry, Emma	\$ 885.00	\$ 6,979.00	\$ 4,996.00	\$ 7,897.00
Long, Bert	\$ 745.00	\$ 9,721.00	\$ 725.00	\$ 7,235.00
Hooper, Aiko	\$ 2,881.00	\$ 4,462.00	\$ 7,032.00	\$ 8,365.00
Henry, Jordan	\$ 2,849.00	\$ 7,186.00	\$ 666.00	\$ 7,042.00
Glover, Chandler	\$ 7,172.00	\$ 6,964.00	\$ 2,122.00	\$ 4,876.00
O'Neil, Nicholas	\$ 1,425.00	\$ 8,732.00	\$ 7,703.00	\$ 2,356.00
Wilkinson, Dustin	\$ 5,889.00	\$ 9,385.00	\$ 2,501.00	\$ 3,609.00

5. Click the **Print** button to print the selection.



If you prefer, you can also set the **print area** in advance so you'll be able to visualize which cells will be printed as you work in Excel. Simply **select** the cells you want to print, click the **Page Layout** tab, select the **Print Area** command, then choose **Set Print Area**. Keep in mind that if you ever need to print the entire workbook, you'll need to clear the print area.



Adjusting content

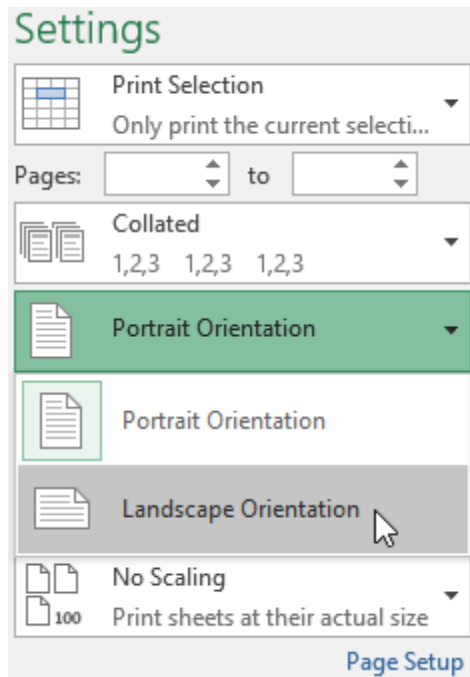
On occasion, you may need to make **small adjustments** from the Print pane to fit your workbook content neatly onto a printed page. The Print pane includes several tools to help fit and scale your content, such as **scaling** and **page margins**.

To change page orientation:

Excel offers two page orientation options: **landscape** and **portrait**. **Landscape** orients the page **horizontally**, while **portrait** orients the page **vertically**. In our example, we'll set the page orientation to landscape.

1. Navigate to the **Print** pane.

2. Select the desired orientation from the **Page Orientation** drop-down menu. In our example, we'll select **Landscape Orientation**.



3. The new page orientation will be displayed in the Preview pane.

NAME	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Gomez, Alexander	\$ 5,110.00	\$ 9,739.00	\$ 6,861.00	\$ 3,889.00	\$ 6,292.00	\$ 8,518.00
Stone, Jeremy	\$ 9,935.00	\$ 8,365.00	\$ 7,639.00	\$ 3,533.00	\$ 9,665.00	\$ 1,126.00
Petty, Cheyenne	\$ 6,640.00	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00	\$ 6,076.00	\$ 5,130.00
Doyle, Quincy	\$ 7,161.00	\$ 577.00	\$ 8,605.00	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00
Conrad, Alfonso	\$ 4,108.00	\$ 7,172.00	\$ 6,964.00	\$ 2,122.00	\$ 9,542.00	\$ 8,252.00
Good, Carlos	\$ 6,759.00	\$ 9,019.00	\$ 5,144.00	\$ 7,087.00	\$ 1,568.00	\$ 8,922.00
Rice, Ivy	\$ 7,897.00	\$ 1,544.00	\$ 9,071.00	\$ 8,210.00	\$ 7,750.00	\$ 4,275.00
Min, Wang	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00	\$ 8,392.00	\$ 745.00	\$ 9,721.00
Alford, Lacota	\$ 9,778.00	\$ 737.00	\$ 6,302.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00
Hogan, Abdul	\$ 7,750.00	\$ 4,275.00	\$ 4,267.00	\$ 6,759.00	\$ 9,019.00	\$ 5,144.00
Reeves, Savannah	\$ 1,568.00	\$ 8,922.00	\$ 8,765.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00
Abbott, Raymond	\$ 1,413.00	\$ 6,759.00	\$ 9,019.00	\$ 5,144.00	\$ 8,550.00	\$ 5,731.00
Glass, Mufutau	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 9,293.00	\$ 6,804.00	\$ 1,492.00
Chambers, Bethany	\$ 4,573.00	\$ 605.00	\$ 3,215.00	\$ 8,517.00	\$ 5,233.00	\$ 1,650.00
Green, Buckminster	\$ 8,765.00	\$ 8,258.00	\$ 636.00	\$ 7,087.00	\$ 1,568.00	\$ 8,922.00
Evans, Marcia	\$ 7,703.00	\$ 7,235.00	\$ 7,619.00	\$ 2,410.00	\$ 1,425.00	\$ 8,732.00
Williams, Claire	\$ 7,032.00	\$ 6,255.00	\$ 9,218.00	\$ 5,106.00	\$ 2,881.00	\$ 4,462.00
Lucas, Basia	\$ 5,233.00	\$ 1,650.00	\$ 3,052.00	\$ 3,779.00	\$ 9,405.00	\$ 3,588.00
Day, Salvador	\$ 627.00	\$ 7,909.00	\$ 3,204.00	\$ 7,710.00	\$ 7,161.00	\$ 577.00
Fleming, Aaron	\$ 1,885.00	\$ 4,996.00	\$ 6,925.00	\$ 3,493.00	\$ 2,469.00	\$ 5,118.00
Ross, May	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,750.00	\$ 4,275.00
Hogan, Kalia	\$ 4,996.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00	\$ 885.00	\$ 6,979.00
Clemons, Amela	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,700.00	\$ 4,000.00
Huff, Amy	\$ 6,925.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00	\$ 1,885.00	\$ 4,996.00
Doyle, Lani	\$ 8,789.00	\$ 7,621.00	\$ 3,435.00	\$ 8,015.00	\$ 5,248.00	\$ 840.00
Molina, Zeus	\$ 4,075.00	\$ 1,240.00	\$ 2,243.00	\$ 4,383.00	\$ 3,425.00	\$ 5,545.00
Guthrie, Mona	\$ 9,779.00	\$ 7,042.00	\$ 3,373.00	\$ 4,383.00	\$ 3,425.00	\$ 5,545.00
Ellis, Breanna	\$ 8,369.00	\$ 1,645.00	\$ 3,527.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00
Hernandez, Vivien	\$ 5,288.00	\$ 5,276.00	\$ 8,031.00	\$ 4,876.00	\$ 1,885.00	\$ 4,996.00
Murphy, Haviva	\$ 9,665.00	\$ 1,126.00	\$ 9,935.00	\$ 2,611.00	\$ 4,106.00	\$ 5,631.00
Lowe, Morgan	\$ 6,516.00	\$ 1,112.00	\$ 2,516.00	\$ 7,565.00	\$ 6,256.00	\$ 8,794.00
Parrish, Urielle	\$ 3,052.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00	\$ 5,233.00	\$ 1,650.00
Brewer, Rachel	\$ 619.00	\$ 5,319.00	\$ 8,891.00	\$ 4,533.00	\$ 7,752.00	\$ 3,756.00

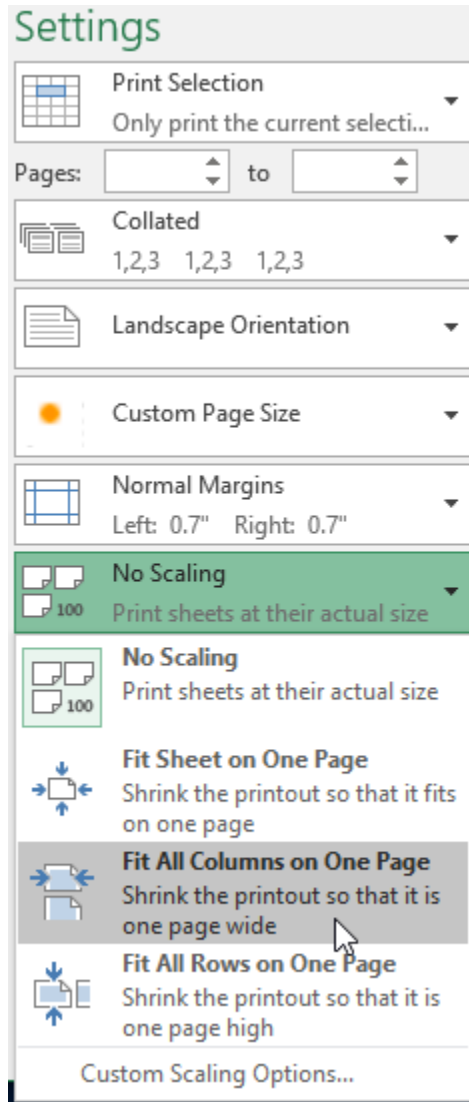
To fit content before printing:

If some of your content is being cut off by the printer, you can use **scaling** to fit your workbook to the page automatically.

1. Navigate to the **Print** pane. In our example, we can see in the Preview pane that our content will be cut off when printed.

NAME	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Gomez, Alexander	\$ 5,110.00	\$ 9,739.00	\$ 6,861.00	\$ 3,889.00	\$ 6,292.00	\$ 8,518.00
Stone, Jeremy	\$ 9,935.00	\$ 8,365.00	\$ 7,639.00	\$ 3,533.00	\$ 9,665.00	\$ 1,126.00
Petty, Cheyenne	\$ 6,640.00	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00	\$ 6,076.00	\$ 5,130.00
Doyle, Quincy	\$ 7,161.00	\$ 577.00	\$ 8,605.00	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00
Conrad, Alfonso	\$ 4,108.00	\$ 7,172.00	\$ 6,964.00	\$ 2,122.00	\$ 9,542.00	\$ 8,252.00
Good, Carlos	\$ 6,759.00	\$ 9,019.00	\$ 5,144.00	\$ 7,087.00	\$ 1,568.00	\$ 8,922.00
Rice, Ivy	\$ 7,897.00	\$ 1,544.00	\$ 9,071.00	\$ 8,210.00	\$ 7,750.00	\$ 4,275.00
Min, Wang	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00	\$ 8,392.00	\$ 745.00	\$ 9,721.00
Alford, Lacota	\$ 9,778.00	\$ 737.00	\$ 6,302.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00
Hogan, Abdul	\$ 7,750.00	\$ 4,275.00	\$ 4,267.00	\$ 6,759.00	\$ 9,019.00	\$ 5,144.00
Reeves, Savannah	\$ 1,568.00	\$ 8,922.00	\$ 8,765.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00
Abbott, Raymond	\$ 1,413.00	\$ 6,759.00	\$ 9,019.00	\$ 5,144.00	\$ 8,550.00	\$ 5,731.00
Glass, Mufutau	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 9,293.00	\$ 6,804.00	\$ 1,492.00
Chambers, Bethany	\$ 4,573.00	\$ 605.00	\$ 3,215.00	\$ 8,517.00	\$ 5,233.00	\$ 1,650.00
Green, Buckminster	\$ 8,765.00	\$ 8,258.00	\$ 636.00	\$ 7,087.00	\$ 1,568.00	\$ 8,922.00
Evans, Marcia	\$ 7,703.00	\$ 7,235.00	\$ 7,619.00	\$ 2,410.00	\$ 1,425.00	\$ 8,732.00
Williams, Claire	\$ 7,032.00	\$ 6,255.00	\$ 9,218.00	\$ 5,106.00	\$ 2,881.00	\$ 4,462.00
Lucas, Basia	\$ 5,233.00	\$ 1,650.00	\$ 3,052.00	\$ 3,779.00	\$ 9,405.00	\$ 3,588.00
Day, Salvador	\$ 627.00	\$ 7,909.00	\$ 3,204.00	\$ 7,710.00	\$ 7,161.00	\$ 577.00
Fleming, Aaron	\$ 1,885.00	\$ 4,996.00	\$ 6,925.00	\$ 3,493.00	\$ 2,469.00	\$ 5,118.00
Ross, May	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,750.00	\$ 4,275.00
Hogan, Kalia	\$ 4,996.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00	\$ 885.00	\$ 6,979.00
Clemons, Amela	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,700.00	\$ 4,000.00
Huff, Amy	\$ 6,925.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00	\$ 1,885.00	\$ 4,996.00
Doyle, Lani	\$ 8,789.00	\$ 7,621.00	\$ 3,435.00	\$ 8,015.00	\$ 5,248.00	\$ 840.00
Molina, Zeus	\$ 4,075.00	\$ 1,240.00	\$ 2,243.00	\$ 4,383.00	\$ 3,425.00	\$ 5,545.00
Guthrie, Mona	\$ 9,779.00	\$ 7,042.00	\$ 3,373.00	\$ 4,383.00	\$ 3,425.00	\$ 5,545.00
Ellis, Breanna	\$ 8,369.00	\$ 1,645.00	\$ 3,527.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00
Hernandez, Vivien	\$ 5,288.00	\$ 5,276.00	\$ 8,031.00	\$ 4,876.00	\$ 1,885.00	\$ 4,996.00
Murphy, Haviva	\$ 9,665.00	\$ 1,126.00	\$ 9,935.00	\$ 2,611.00	\$ 4,106.00	\$ 5,631.00
Lowe, Morgan	\$ 6,516.00	\$ 1,112.00	\$ 2,516.00	\$ 7,565.00	\$ 6,256.00	\$ 8,794.00
Parrish, Urielle	\$ 3,052.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00	\$ 5,233.00	\$ 1,650.00
Brewer, Rachel	\$ 619.00	\$ 5,319.00	\$ 8,891.00	\$ 4,533.00	\$ 7,752.00	\$ 3,756.00

- Select the desired option from the **Scaling** drop-down menu. In our example, we'll select **Fit All Columns on One Page**.



3. The worksheet will be **condensed** to fit onto a single page.

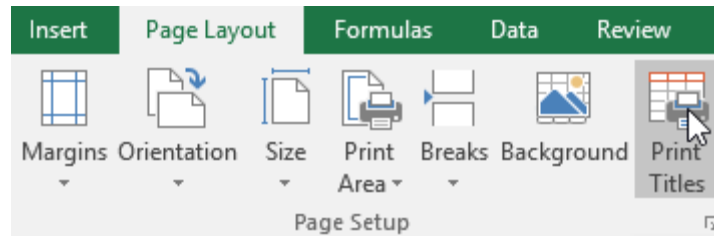
NAME	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL	
Adams, Alexander	3	211.000	3	9.788.000	3	42.010.000	3	8.283.000	3	8.283.000	3	8.283.000	3	211.000
Alex, James	3	980.000	3	2.340.000	3	7.080.000	3	2.340.000	3	9.800.000	3	7.080.000	3	980.000
Billy, Christine	3	850.000	3	1.050.000	3	8.610.000	3	7.260.000	3	2.270.000	3	2.100.000	3	850.000
Carly, Quincy	3	710.000	3	277.000	3	820.000	3	1.010.000	3	8.040.000	3	7.800.000	3	710.000
Carly, Stefan	3	1.030.000	3	7.270.000	3	8.800.000	3	2.110.000	3	8.340.000	3	3.110.000	3	1.030.000
David, Corie	3	870.000	3	8.250.000	3	21.000.000	3	7.200.000	3	1.300.000	3	2.800.000	3	870.000
Devi, Ivy	3	780.000	3	1.360.000	3	8.670.000	3	7.700.000	3	8.270.000	3	7.800.000	3	780.000
Eric, Wang	3	1.000.000	3	8.280.000	3	7.030.000	3	7.000.000	3	1.110.000	3	1.100.000	3	1.000.000
Frank, Lewis	3	877.000	3	787.000	3	8.030.000	3	2.480.000	3	7.800.000	3	8.270.000	3	877.000
Gagan, Akhil	3	710.000	3	6.270.000	3	41.070.000	3	8.710.000	3	8.280.000	3	8.280.000	3	710.000
George, Stewart	3	1.200.000	3	2.800.000	3	87.000.000	3	8.270.000	3	2.110.000	3	1.800.000	3	1.200.000
Heidi, Raymond	3	1.110.000	3	2.730.000	3	8.000.000	3	2.100.000	3	2.810.000	3	2.100.000	3	1.110.000
Henry, Michael	3	830.000	3	207.000	3	81.000.000	3	8.280.000	3	2.800.000	3	2.800.000	3	830.000
Irene, William	3	1.070.000	3	800.000	3	81.000.000	3	2.100.000	3	2.100.000	3	2.100.000	3	1.070.000
Jane, Susan	3	870.000	3	2.300.000	3	8.800.000	3	7.200.000	3	2.300.000	3	2.300.000	3	870.000
John, Robert	3	710.000	3	7.200.000	3	1.010.000	3	2.100.000	3	2.100.000	3	2.100.000	3	710.000
Karen, David	3	710.000	3	2.100.000	3	81.000.000	3	2.100.000	3	2.100.000	3	2.100.000	3	710.000
Kevin, Brian	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Laura, Lisa	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Lee, Michael	3	870.000	3	8.280.000	3	8.280.000	3	8.280.000	3	8.280.000	3	8.280.000	3	870.000
Lucy, Susan	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Mary, John	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Mark, Peter	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Michelle, Kelly	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Monica, Linda	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Nancy, Jason	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Paul, Mike	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Rachel, Kate	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Robert, James	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Sarah, Emily	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Thomas, David	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Uma, Mary	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Victoria, Sue	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Walter, Steve	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Xavier, Helen	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Yara, Robert	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Zoe, Helen	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Adam, Megan	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Brian, Ursula	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Charles, Robert	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Diana, Alan	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Edward, Benjamin	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Fiona, Christine	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
George, David	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Helen, John	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Ivan, Benjamin	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Jane, Christine	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Karen, John	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Laura, Helen	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Mark, Robert	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Nancy, Helen	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Paul, David	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Rachel, Helen	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000
Steve, James	3	1.100.000	3	1.100.000	3	81.000.000	3	8.280.000	3	8.280.000	3	8.280.000	3	1.100.000

Keep in mind that worksheets will become more **difficult to read** as they are scaled down, so you may not want to use this option when printing a worksheet with a lot of information. In our example, we'll change the scaling setting back to **No Scaling**.

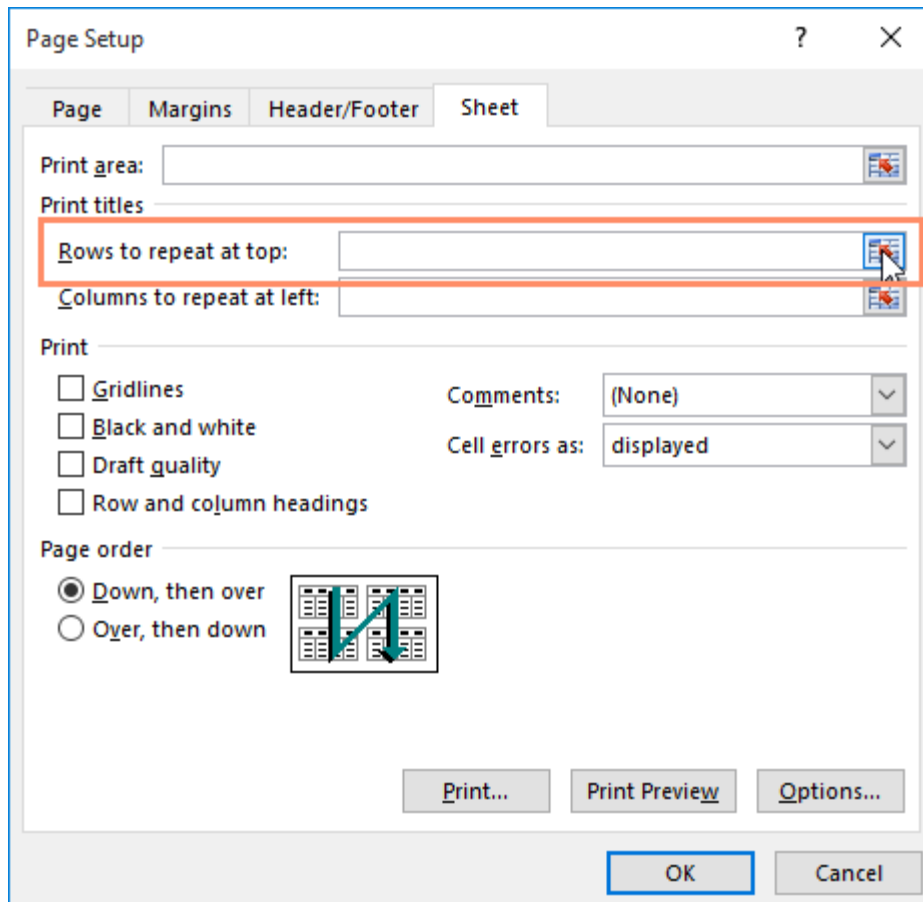
To include Print Titles:

If your worksheet uses **title headings**, it's important to include these headings on each page of your printed worksheet. It would be difficult to read a printed workbook if the title headings appeared only on the first page. The **Print Titles** command allows you to select specific rows and columns to appear on each page.

1. Click the **Page Layout** tab on the **Ribbon**, then select the **Print Titles** command.

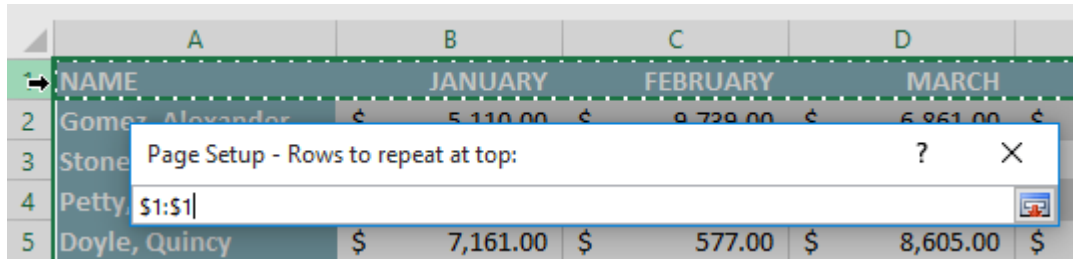


2. The **Page Setup** dialog box will appear. From here, you can choose **rows** or **columns** to repeat on each page. In our example, we'll repeat a row first.
3. Click the **Collapse Dialog** button next to the **Rows to repeat at top:** field.

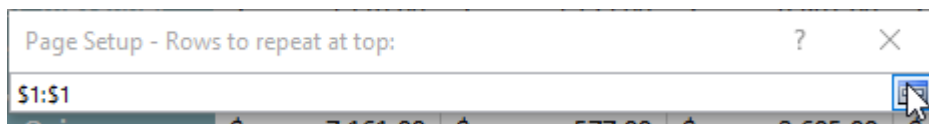


4. The cursor will become a small **selection arrow**, and the **Page Setup** dialog box will be collapsed. Select

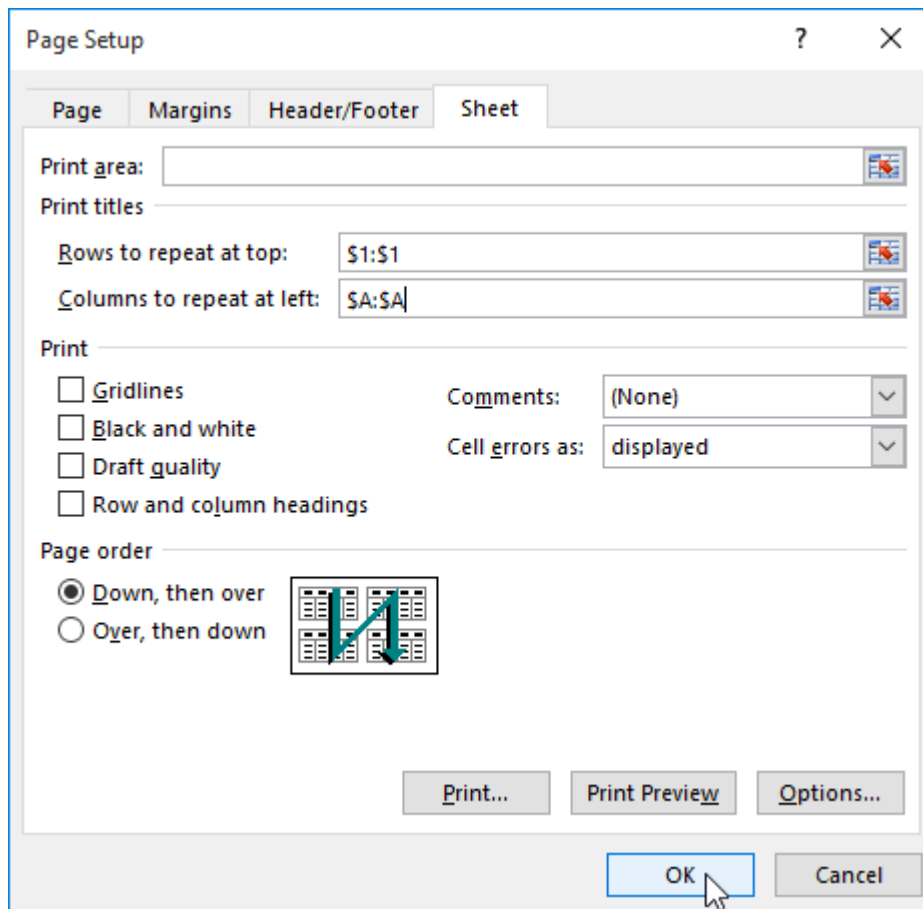
the **row(s)** you want to repeat at the top of each printed page. In our example, we'll select row 1.



5. Row 1 will be added to the **Rows to repeat at top:** field. Click the **Collapse Dialog** button again.



6. The **Page Setup** dialog box will expand. To repeat a column as well, use the same process shown in steps 4 and 5. In our example, we've selected to repeat row 1 and column A.
7. When you're satisfied with your selections, click **OK**.

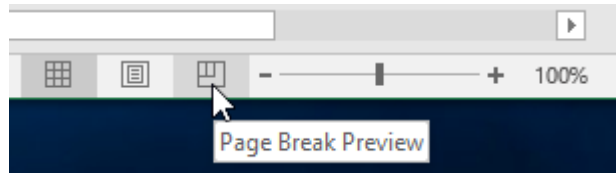


8. In our example, row 1 appears at the top of every page, and column A appears at the left of every page.

NAME	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Larsen, Alden	\$ 4,046.00	\$ 9,632.00	\$ 7,808.00	\$ 4,548.00	\$ 619.00	\$ 5,319.00
Miller, Evangeline	\$ 7,882.00	\$ 4,876.00	\$ 1,885.00	\$ 666.00	\$ 6,210.00	\$ 5,994.00
Conrad, Channing	\$ 6,302.00	\$ 358.00	\$ 9,943.00	\$ 4,964.00	\$ 9,778.00	\$ 737.00
Fisher, Clio	\$ 3,527.00	\$ 5,575.00	\$ 4,046.00	\$ 8,910.00	\$ 8,369.00	\$ 1,645.00
O'Connor, Hayden	\$ 9,943.00	\$ 4,964.00	\$ 9,778.00	\$ 3,527.00	\$ 5,575.00	\$ 4,046.00
Aysla, Kendall	\$ 7,235.00	\$ 7,619.00	\$ 2,410.00	\$ 666.00	\$ 6,210.00	\$ 5,994.00
Curry, Emma	\$ 9,405.00	\$ 3,588.00	\$ 1,912.00	\$ 1,413.00	\$ 6,759.00	\$ 9,019.00

To adjust page breaks:

1. Click the **Page Break Preview** command to change to Page Break view.



2. Vertical and horizontal **blue dotted lines** denote the page breaks. Click and drag one of these lines to adjust that page break.

16	Green, Buckminster	\$ 8,765.00	\$ 8,258.00	\$ 636.00	\$ 7,087.00
17	Evans, Marcia	\$ 7,703.00	\$ 7,235.00	\$ 7,619.00	\$ 2,410.00
18	Williams, Claire	\$ 7,032.00	\$ 6,255.00	\$ 9,218.00	\$ 5,106.00
19	Lucas, Basia	\$ 5,233.00	\$ 1,650.00	\$ 3,052.00	\$ 3,779.00
20	Day, Salvador	\$ 627.00	\$ 7,909.00	\$ 3,204.00	\$ 7,710.00
21	Fleming, Aaron	\$ 1,885.00	\$ 4,996.00	\$ 6,925.00	\$ 3,493.00
22	Ross, May	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00
23	Hogan, Kalia	\$ 4,996.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00
24	Clemons, Amela	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00
25	Huff, Amy	\$ 6,925.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00
26	Doyle, Lani	\$ 8,789.00	\$ 7,621.00	\$ 3,435.00	\$ 8,015.00
27	Molina, Zeus	\$ 4,075.00	\$ 1,240.00	\$ 2,243.00	\$ 4,383.00
28	Guthrie, Mona	\$ 9,779.00	\$ 7,042.00	\$ 3,373.00	\$ 4,383.00
29	Ellis, Breanna	\$ 8,369.00	\$ 1,645.00	\$ 3,527.00	\$ 7,430.00
30	Hernandez, Vivien	\$ 5,288.00	\$ 5,276.00	\$ 8,031.00	\$ 4,876.00
31	Murphy, Haviva	\$ 9,665.00	\$ 1,126.00	\$ 9,935.00	\$ 2,611.00
32	Lowe, Morgan	\$ 6,516.00	\$ 1,112.00	\$ 2,516.00	\$ 7,565.00
33	Parrish, Urielle	\$ 3,052.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00
34	Brewer, Rachel	\$ 619.00	\$ 5,319.00	\$ 8,891.00	\$ 4,533.00
35	Larsen, Alden	\$ 3,582.00	\$ 2,286.00	\$ 3,898.00	\$ 7,565.00

3. In our example, we've set the horizontal page break between rows 21 and 22.

16	Green, Buckminster	\$ 8,765.00	\$ 8,258.00	\$ 636.00	\$ 7,087.00
17	Evans, Marcia	\$ 7,703.00	\$ 7,235.00	\$ 7,619.00	\$ 2,410.00
18	Williams, Claire	\$ 7,032.00	\$ 6,255.00	\$ 9,218.00	\$ 5,106.00
19	Lucas, Basia	\$ 5,233.00	\$ 1,650.00	\$ 3,052.00	\$ 3,779.00
20	Day, Salvador	\$ 627.00	\$ 7,909.00	\$ 3,204.00	\$ 7,710.00
21	Fleming, Aaron	\$ 1,885.00	\$ 4,996.00	\$ 6,925.00	\$ 3,493.00
22	Ross, May	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00
23	Hogan, Kalia	\$ 4,996.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00
24	Clemons, Amela	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00
25	Huff, Amy	\$ 6,925.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00
26	Doyle, Lani	\$ 8,789.00	\$ 7,621.00	\$ 3,435.00	\$ 8,015.00
27	Molina, Zeus	\$ 4,075.00	\$ 1,240.00	\$ 2,243.00	\$ 4,383.00
28	Guthrie, Mona	\$ 9,779.00	\$ 7,042.00	\$ 3,373.00	\$ 4,383.00
29	Ellis, Breanna	\$ 8,369.00	\$ 1,645.00	\$ 3,527.00	\$ 7,430.00
30	Hernandez, Vivien	\$ 5,288.00	\$ 5,276.00	\$ 8,031.00	\$ 4,876.00
31	Murphy, Haviva	\$ 9,665.00	\$ 1,126.00	\$ 9,935.00	\$ 2,611.00
32	Lowe, Morgan	\$ 6,516.00	\$ 1,112.00	\$ 2,516.00	\$ 7,565.00
33	Parrish, Urielle	\$ 3,052.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00
34	Brewer, Rachel	\$ 619.00	\$ 5,319.00	\$ 8,891.00	\$ 4,533.00
35	Larsen, Alden	\$ 3,582.00	\$ 2,286.00	\$ 3,898.00	\$ 7,565.00

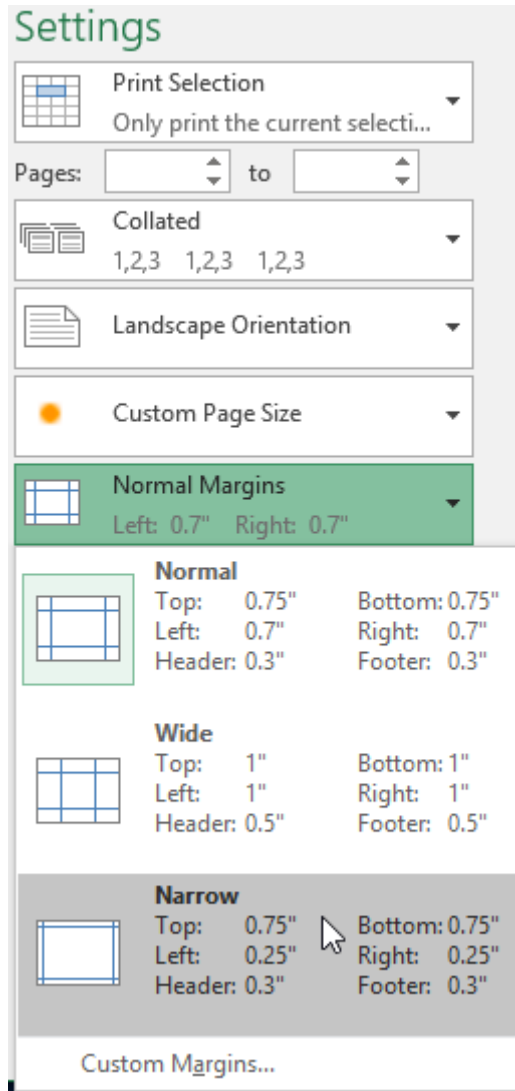
4. In our example, all the pages now show the same number of rows due to the change in the page break.

NAME	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Ross, Mey	\$ 4,267.00	\$ 9,990.00	\$ 257.00	\$ 8,210.00	\$ 7,750.00	\$ 4,275.00
Hogan, Kalie	\$ 4,996.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00	\$ 885.00	\$ 6,979.00
Olemons, Amela	\$ 4,267.00	\$ 9,990.00	\$ 257.00	\$ 8,210.00	\$ 7,700.00	\$ 4,000.00
Huff, Amy	\$ 6,925.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00	\$ 1,885.00	\$ 4,996.00
Doyle, Lani	\$ 8,789.00	\$ 7,621.00	\$ 3,435.00	\$ 8,015.00	\$ 5,248.00	\$ 840.00
Molina, Zeus	\$ 9,779.00	\$ 7,042.00	\$ 9,298.00	\$ 9,779.00	\$ 7,042.00	\$ 3,373.00
Guthrie, Mona	\$ 9,779.00	\$ 7,042.00	\$ 3,373.00	\$ 4,383.00	\$ 3,425.00	\$ 5,545.00
Ellis, Brenna	\$ 257.00	\$ 8,210.00	\$ 7,750.00	\$ 6,302.00	\$ 358.00	\$ 9,943.00
Hernandez, Vivien	\$ 619.00	\$ 5,319.00	\$ 8,891.00	\$ 4,996.00	\$ 8,430.00	\$ 7,882.00
Murphy, Heviva	\$ 9,632.00	\$ 7,803.00	\$ 6,076.00	\$ 1,928.00	\$ 6,595.00	\$ 677.00
Lowe, Morgan	\$ 6,516.00	\$ 1,112.00	\$ 2,516.00	\$ 7,565.00	\$ 6,256.00	\$ 8,794.00
Parrish, Urielle	\$ 3,052.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00	\$ 5,233.00	\$ 1,650.00
Brewer, Rachel	\$ 9,739.00	\$ 6,861.00	\$ 3,889.00	\$ 3,527.00	\$ 5,575.00	\$ 4,046.00
Larsen, Alden	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00	\$ 4,548.00	\$ 619.00	\$ 5,319.00
Miller, Eve rgeline	\$ 7,882.00	\$ 4,876.00	\$ 1,885.00	\$ 666.00	\$ 6,210.00	\$ 5,994.00
Conrad, Channing	\$ 6,302.00	\$ 358.00	\$ 9,943.00	\$ 4,964.00	\$ 9,778.00	\$ 737.00
Fisher, Clio	\$ 3,527.00	\$ 5,575.00	\$ 4,046.00	\$ 8,910.00	\$ 8,369.00	\$ 1,645.00
O'Connor, Hayden	\$ 9,943.00	\$ 4,964.00	\$ 9,778.00	\$ 3,527.00	\$ 5,575.00	\$ 4,046.00
Ayala, Kendall	\$ 7,235.00	\$ 7,619.00	\$ 2,410.00	\$ 666.00	\$ 6,210.00	\$ 5,994.00
Curry, Emma	\$ 9,405.00	\$ 3,588.00	\$ 1,912.00	\$ 1,413.00	\$ 6,759.00	\$ 9,019.00

To modify margins in the Preview pane:

A **margin** is the space between your content and the edge of the page. Sometimes you may need to **adjust** the margins to make your data fit more comfortably. You can modify page margins from the **Print** pane.

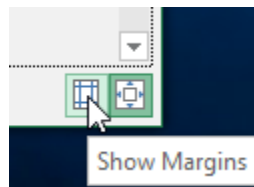
1. Navigate to the **Print** pane.
2. Select the desired margin size from the **Page Margins** drop-down menu. In our example, we'll select **Narrow Margins**.



3. The new page margins will be displayed in the Preview pane.

NAME	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
Ross, Mey	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,750.00	\$ 4,275.00	★ \$ 68,698.00
Hogans, Kelis	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00	\$ 885.00	\$ 6,979.00	★ \$ 68,096.00
Olemons, Amela	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,700.00	\$ 4,000.00	★ \$ 68,048.00
Huff, Amy	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00	\$ 1,885.00	\$ 4,996.00	★ \$ 67,988.00
Doyle, Lani	\$ 7,621.00	\$ 3,485.00	\$ 8,015.00	\$ 5,248.00	\$ 840.00	★ \$ 67,896.00
Moline, Zeus	\$ 7,042.00	\$ 9,293.00	\$ 9,779.00	\$ 7,042.00	\$ 3,373.00	★ \$ 67,219.00
Guthrie, Mons	\$ 7,042.00	\$ 3,373.00	\$ 4,383.00	\$ 3,425.00	\$ 5,545.00	★ \$ 67,094.00
Ellis, Brenna	\$ 8,210.00	\$ 7,750.00	\$ 6,302.00	\$ 358.00	\$ 9,943.00	★ \$ 66,549.00
Hernandez, Vivien	\$ 5,319.00	\$ 8,891.00	\$ 4,996.00	\$ 8,430.00	\$ 7,882.00	★ \$ 66,489.00
Murphy, Heviva	\$ 7,803.00	\$ 6,076.00	\$ 1,928.00	\$ 6,595.00	\$ 677.00	★ \$ 65,785.00
Lowe, Morgan	\$ 1,112.00	\$ 2,516.00	\$ 7,565.00	\$ 6,256.00	\$ 8,794.00	★ \$ 65,518.00
Parrish, Urielle	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00	\$ 5,233.00	\$ 1,650.00	★ \$ 65,158.00
Brewer, Rachel	\$ 6,861.00	\$ 3,889.00	\$ 3,527.00	\$ 5,575.00	\$ 4,046.00	★ \$ 64,507.00
Larsen, Alden	\$ 9,652.00	\$ 7,803.00	\$ 4,548.00	\$ 619.00	\$ 5,319.00	★ \$ 64,348.00
Miller, Evangeline	\$ 4,876.00	\$ 1,885.00	\$ 666.00	\$ 6,210.00	\$ 5,994.00	★ \$ 64,201.00
Conrad, Channing	\$ 358.00	\$ 9,943.00	\$ 4,964.00	\$ 9,778.00	\$ 737.00	★ \$ 64,164.00
Fisher, Clio	\$ 5,573.00	\$ 4,046.00	\$ 8,910.00	\$ 8,369.00	\$ 1,645.00	★ \$ 64,144.00
O'Connor, Hayden	\$ 4,964.00	\$ 9,778.00	\$ 3,527.00	\$ 5,575.00	\$ 4,046.00	★ \$ 63,939.00
Ayala, Kendall	\$ 7,619.00	\$ 2,410.00	\$ 666.00	\$ 6,210.00	\$ 5,994.00	★ \$ 63,535.00
Curry, Emma	\$ 3,588.00	\$ 1,912.00	\$ 1,413.00	\$ 6,759.00	\$ 9,019.00	★ \$ 63,468.00

You can adjust the margins manually by clicking the **Show Margins** button in the lower-right corner, then dragging the **margin markers** in the **Preview** pane.



Excel 2019 Formulas

Creating formulas

- Open a workbook called **Formulas**. Click on cell **E3**.

	A	B	C	D	E
1					
2		Component Code Number	Number in stock	Value of each item	Total value in stock
3		100847	2	22.99	
4		100846	4	34.99	
5		100645	9	12.95	
6		100837	1	13.59	
7		100846	0	9.25	
8		100243	2	5.24	
9		100773	5	40.5	
10					

In cell **E3** we need to create a formula that will calculate the value of the stock for that particular component. To do this we need to multiply the contents of cell **C3** by the content of cell **D3**.

- All formulas within Excel start with the 'equals' symbol.

Type in the following formula.

=C3*D3

TIP: the * symbol means 'times'.

Press the **Enter** key and you will see the result of the calculation in cell **E3**.

- Click on cell **E3** and you will see the formula displayed in the bar above the worksheet.

	A	B	C	D	E
1					
2		Component Code Number	Number in stock	Value of each item	Total value in stock
3		100847	2	22.99	45.98
4		100846	4	34.99	
5		100645	9	12.95	
6		100837	1	13.59	
7		100846	0	9.25	
8		100243	2	5.24	
9		100773	5	40.5	

The easy way to create formulas

- Click on cell **E4** and type in the equals sign.

	A	B	C	D	E
1					
2		Component Code Number	Number in stock	Value of each item	Total value in stock
3		100847	2	22.99	45.98
4		100846	4	34.99	=
5		100645	9	12.95	
6		100837	1	13.59	
7		100846	0	9.25	
8		100243	2	5.24	
9		100773	5	40.5	

- Click on cell **C4** and you see this.

	A	B	C	D	E
1					
2		Component Code Number	Number in stock	Value of each item	Total value in stock
3		100847	2	22.99	45.98
4		100846	4	34.99	=C4
5		100645	9	12.95	
6		100837	1	13.59	
7		100846	0	9.25	
8		100243	2	5.24	
9		100773	5	40.5	
10					

- Type in the * symbol, you see this.

	A	B	C	D	E
1					
2		Component Code Number	Number in stock	Value of each item	Total value in stock
3		100847	2	22.99	45.98
4		100846	4	34.99	=C4*
5		100645	9	12.95	
6		100837	1	13.59	
7		100846	0	9.25	
8		100243	2	5.24	
9		100773	5	40.5	
10					

- Click on cell **D4** and you will see this.

	A	B	C	D	E
1					
2		Component Code Number	Number in stock	Value of each item	Total value in stock
3		100847	2	22.99	45.98
4		100846	4	34.99	=C4*D4
5		100645	9	12.95	
6		100837	1	13.59	
7		100846	0	9.25	
8		100243	2	5.24	
9		100773	5	40.5	
10					

- Press the **Enter** key and you see the result of the calculation.

	A	B	C	D	E
1					
2		Component Code Number	Number in stock	Value of each item	Total value in stock
3		100847	2	22.99	45.98
4		100846	4	34.99	139.96
5		100645	9	12.95	
6		100837	1	13.59	
7		100846	0	9.25	
8		100243	2	5.24	
9		100773	5	40.5	
10					

- This method may seem more complicated at first but when you are creating complex formulas, you will find this method is actually easier and helps to reduce errors, such as typing incorrect cell references.

Copying formulas

- Click on cell **E4**.
- Move the mouse pointer to the bottom-right border of this cell and you will notice that the mouse pointer changes to the shape of a small, solid black cross. When you see this shape change press the mouse button and while keeping the mouse button depressed, drag down to cell **E9**. Release the mouse button and you will see the formula copied down this range. If you look at the formula in each cell of the range the cell

references are automatically adjusted to match each row, i.e. row 8 contains the formula **=C8*D8**, while row 9 contains the formula **=C9*D9**.

Your screen will now look like this.

	A	B	C	D	E
1					
2		Component Code Number	Number in stock	Value of each item	Total value in stock
3		100847	2	22.99	45.98
4		100846	4	34.99	139.96
5		100645	9	12.95	116.55
6		100837	1	13.59	13.59
7		100846	0	9.25	0
8		100243	2	5.24	10.48
9		100773	5	40.5	202.5
10					

- Save your changes and close the workbook.

Operators

□ Operators sound complicated. In reality they are items such as:

- +** (plus)
- (minus)
- /** (divide)
- *** (multiply)

You use operators as part of your formulas. There are other operators but these are the commonly used ones.

Using operators in formulas

- Open a workbook called **Formula operators**.
- Click on cell **C3** and enter the following which will add the number **3** and **7**:

=3+7

Press the **Enter** key and you will see the result displayed in the cell.

- Click on cell **C4** and enter the following which will subtract the number **4** from the number **18**:

=18-4

Press the **Enter** key and you will see the result displayed in the cell.

- Click on cell **C5** and enter the following which will divide the number **20** by the number **4**:

=20/4

Press the **Enter** key and you will see the result displayed in the cell.

- Click on cell **C6** and enter the following which will multiply the number **4** by the number **9**:

=4*9

Press the **Enter** key and you will see the result displayed in the cell.

- Save your changes and close the workbook.

Formula error messages

- When writing formulas, it is easy to make a mistake: listed below are some common error messages.

#####

The contents of the cell cannot be displayed correctly as the column is too narrow.

#REF!

Indicates that a cell reference is invalid. This is often displayed when you delete cells which are involved in a formula.

#NAME?

Excel does not recognise text contained within a formula.

#DIV/0!

This indicates that you have tried to divide a number by zero (0).

Relative cell referencing within formulas

- Open a workbook called **Cell referencing**.
- The first worksheet within the workbook lets us look at relative addressing.

- Click on cell **E4**. We need to insert the formula for multiplying items in column C by the items in columns D. Type in the following formula:

=C4*D4

- Press the **Enter** key and you will see the result of the calculation in cell **E4**.
- Click on cell **E4**, and move the mouse pointer to the bottom-right corner of cell **E4**, and when the pointer changes to the shape of a small black cross, press the mouse button, and keep it pressed down. Drag down the page to cell **E12** and then release the mouse button.
- If you click on cell **E5** you will see the following **=C5*D5**.
- If you click on cell **E6** you will see the following **=C6*D6**.
- If you click on cell **E7** you will see the following **=C7*D7**.
- If you click on cell **E8** you will see the following **=C8*D8**.
- If you click on cell **E9** you will see the following **=C9*D9**.
- If you click on cell **E10** you will see the following **=C10*D10**
- If you click on cell **E11** you will see the following **=C11*D11**.
- If you click on cell **E12** you will see the following **=C12*D12**.
- As you can see the referencing is completely relative. This will become clearer when you have worked through the rest of this section.

Absolute cell referencing within formulas

- Click on the **Absolute** tab at the bottom of the worksheet.
- Click on cell **D4**. We need to enter a formula that will take the price and then add 5% to the price to give a total value.

The 5% figure has been entered into cell **C15**.

- Type in the following formula into cell **D4**.

=C4*C15

If you do the sums, you will find that this formula displays the correct delivery charge price in cell **D4**.

- Click on cell **D4**, and move the mouse pointer to the bottom-right corner of cell **D4**, and when the pointer changes to the shape of a small black cross, press the mouse button, and keep it pressed down. Drag down the

page to cell **D12** and then release the mouse button. The data will look something like this.

	A	B	C	D	E
1					
2					
3		Part Number	Price (excluding delivery)	Cost of delivery	Price (including delivery)
4		100837	22.99	1.15	
5		100263	10.95	0.00	
6		100937	20.50	0.00	
7		100234	10.50	0.00	
8		100375	12.95	0.00	
9		100746	29.84	0.00	
10		100387	23.43	0.00	
11		100883	9.48	0.00	
12		100338	20.50	0.00	

As you can see something has gone very wrong, as the 5% delivery charge appears to be 0 for most of the items.

- Click on cell **D5** and you can see what the problem is. The formula contained within this cell is:

=C5*C16

Part of the cell reference points to cell **C16** (which if you check is empty). The problem is that because of the relative nature of the formula, the component that should always refer to the contents of the cell in **C15** (i.e. the delivery charge percentage), in fact moves down as you drag down the screen to extend your calculations.

- Select the range **D4:D12** and press the **Del** key to delete the cell contents.
- Click on cell **D4** and we will try again. This time type in the following formula.

=C4*\$C\$15

The dollar signs make the reference to cell **C15** absolute.

- Try extending the formula to fill the range down to **D12**. This time you should find that the delivery charges are calculated correctly.

	A	B	C	D
1				
2				
3		Part Number	Price (excluding delivery)	Cost of delivery
4		100837	22.99	1.15
5		100263	10.95	0.55
6		100937	20.50	1.03
7		100234	10.50	0.53
8		100375	12.95	0.65
9		100746	29.84	1.49
10		100387	23.43	1.17
11		100883	9.48	0.47
12		100338	20.50	1.03

TIP: You have seen relative and absolute referencing. You can also have mixed references, which contain an absolute and a relative reference.

- Save your changes and close the workbook.