Sorting in Excel

When sorting data, it's important to first decide if you want the sort to apply to the **entire worksheet** or just a **cell range**.

• **Sort sheet** organizes all of the data in your worksheet by one column. Related information across each row is kept together when the sort is applied. In the example below, the **Contact Name** column (column **A**) has been sorted to display the names in alphabetical order.

| | А | В | С | D | | |
|----|-----------------------|-------------------------|--------------|----------------------------------|--|--|
| 1 | Customer Contact List | | | | | |
| 2 | CONTACT NAME | BILLING ADDRESS | PHONE | EMAIL ADDRESS | | |
| 3 | Chaturvedi, Rick | 2428 S Redding St #2 B | 360-555-5422 | info@newhaventraders.com | | |
| 4 | Dean, Hank | 3034 Foggy Wharf Loo | 308-555-1050 | hdean@venturebrewing.com | | |
| 5 | Figgis, Mallory | 3520 Sleepy Hearth Dr | 425-555-5370 | malloryf@archerproperties.com | | |
| 6 | Finn, Jake | 1407 Dusty Fawn Ln So | 605-555-6435 | jake@adventureoutfitters.com | | |
| 7 | Kinkade, Chris | 1028 Quiet Dale Rd Hor | 443-555-4942 | chris.kinkade@placervilleins.com | | |
| 8 | Lawson, Miranda | 5316 Colonial Pkwy Est | 575-555-9255 | mlawson@massairlines.com | | |
| 9 | Reyes, Felicia | 8544 Lazy Bluff Ave Wh | 316-555-3256 | felicia@everlypublishing.com | | |
| 10 | Sebastian, Lil | 9060 Easy Evening Ln V | 207-555-7225 | lil@knopeequestrian.com | | |
| 11 | Silva, Vivica | 8595 Thunder Brook Ci | 360-555-4289 | vivica@rileygardensupply.com | | |
| 12 | Stark, Katie | 971 Cinder Butterfly St | 603-555-2460 | katie.stark@ariarealestate.com | | |
| 13 | Torrance, Jill | 3160 Amber Gate Rd Rd | 605-555-4495 | jtorrance@overlookinn.com | | |
| 14 | Yuen, Phillip | 5108 Crystal Gate Blvd | 913-555-5928 | yuenp@corepharmaceuticals.com | | |

• **Sort range** sorts the data in a range of cells, which can be helpful when working with a sheet that contains several tables. Sorting a range will not affect other content in the worksheet.

| | Α | В | С | D | E |
|--|-------------------------|---|---|---|--------------|
| 1 | | | | | |
| 2 | EXERCISES | | SET 1 | SET 2 | |
| 3 | | REPS | WEIGHT (Ibs) | REPS | WEIGHT (lbs) |
| 4 | Bench Press | 14 | 65 | 12 | 75 |
| 5 | Bench Press (Decline) | 10 | 60 | 8 | 70 |
| 6 | Triceps Extension | 15 | 35 | 20 | 35 |
| 7 | Average | 13.9 | 50.5 | 12.5 | 54 |
| 8 | | | | | |
| 9 | _ | | Running Lo | g | |
| | | | | - | |
| 10 | | Date | Distance (miles) | Time (hrs:mins) | |
| 10 11 | | Date 25-Jun | Distance (miles) 2.8 | Time (hrs:mins) 0:45 | |
| 10 11 12 | | Date 25-Jun 26-Jun | Distance (miles) 2.8 3 | Time (hrs:mins) 0:45 0:44 | |
| 10 11 12 13 | | Date 25-Jun 26-Jun 27-Jun | Distance (miles) 2.8 3 2.75 | Time (hrs:mins) 0:45 0:44 0:42 | |
| 10 11 12 13 14 | | Date 25-Jun 26-Jun 27-Jun 29-Jun | Distance (miles) 2.8 3 2.75 3.25 | Time (hrs:mins) 0:45 0:44 0:42 0:44 | |
| 10 11 12 13 14 15 | | Date 25-Jun 26-Jun 27-Jun 29-Jun 30-Jun | Distance (miles) 2.8 3 2.75 3.25 3.25 | Time (hrs:mins) 0:45 0:44 0:42 0:44 0:45 | |
| 10 11 12 13 14 15 16 | | Date 25-Jun 26-Jun 27-Jun 29-Jun 30-Jun 2-Jul | Distance (miles) 2.8 3 2.75 3.25 3.25 2.5 | Time (hrs:mins) 0:45 0:44 0:42 0:44 0:45 0:44 | |
| 10 11 12 13 14 15 16 17 | | Date 25-Jun 26-Jun 27-Jun 29-Jun 30-Jun 2-Jul 3-Jul | Distance (miles) 2.8 3 2.75 3.25 3.25 2.5 3 | Time (hrs:mins) 0:45 0:44 0:42 0:44 0:45 0:44 0:45 0:44 | |
| 10 11 12 13 14 15 16 17 18 | | Date 25-Jun 26-Jun 27-Jun 29-Jun 30-Jun 2-Jul 3-Jul 10tal | Distance (miles) 2.8 3 2.75 3.25 3.25 2.5 3 20.55 | Time (hrs:mins) 0:45 0:44 0:42 0:44 0:45 0:44 0:45 | |

To sort a sheet:

In our example, we'll sort a T-shirt order form alphabetically by **Last Name** (column **C**).

| | А | В | С | D | E |
|---|------------|------------|-----------|--------------|----------------|
| 1 | Homeroom # | First Name | Last Name | T-Shirt Size | Payment Method |
| 2 | 105 | Christiana | Chen 🗘 | Medium | Check Bounced |
| 3 | 105 | Derek | MacDonald | Large | Cash |
| 4 | 105 | Esther | Yaron | Small | Pending |
| 5 | 105 | Melissa | White | Small | Debit Card |
| 6 | 105 | Nathan | Albee | Medium | Check |
| 7 | 105 | Sidney | Kelly | Medium | Check |
| 8 | 110 | Gabriel | Del Toro | Medium | Cash |
| 9 | 110 | Kris | Ackerman | Large | Money Order |

1. Select a **cell** in the column you want to sort. In our example, we'll select cell **C2**.

2. Select the **Data** tab on the **Ribbon**, then click the **A-Z command** to sort A to Z, or the **Z-A command** to sort Z to A. In our example, we'll sort A to Z.



3. The worksheet will be **sorted** by the selected column. In our example, the worksheet is now sorted by **last name**.

| | А | В | С | D | E |
|---|------------|------------|-----------|--------------|----------------|
| 1 | Homeroom # | First Name | Last Name | T-Shirt Size | Payment Method |
| 2 | 110 | Kris | Ackerman | Large | Money Order |
| 3 | 105 | Nathan | Albee | Medium | Check |
| 4 | 220-B | Samantha | Bell | Medium | Check |
| 5 | 110 | Matt | Benson | Medium | Money Order |
| 6 | 105 | Christiana | Chen | Medium | Check Bounced |
| 7 | 110 | Gabriel | Del Toro | Medium | Cash |
| 8 | 220-A | Brigid | Ellison | Small | Cash |
| 9 | 220-A | Juan | Flores | X-Large | Pending |

To sort a range:

In our example, we'll select a **separate table** in our T-shirt order form to sort the number of shirts that were ordered in each grade.

1. Select the **cell range** you want to sort. In our example, we'll select cell range **G2:H6**.

| F | G | Н | I. |
|---|--------------------|--------|----|
| | Total Orders (by (| Grade) | |
| | Class | Orders | |
| | Freshmen | 5 | |
| | Sophomore | 7 | |
| | Junior | 10 | |
| | Senior | ф s | |
| | | | 1 |

2. Select the **Data** tab on the **Ribbon**, then click the **Sort** command.



3. The **Sort** dialog box will appear. Choose the **column** you want to sort. In our example, we want to sort the data by the number of T-shirt orders, so we'll select **Orders**.

| Sort | | | | | | ? | × |
|-----------------------------|----------------------|--------------|--------------------|--------|---------|-----------------|--------|
| ⁺ A↓ <u>A</u> dd | Level X Delete Level | E Copy Level | ▲ ▼ <u>O</u> ption | ıs | 🗹 My da | ta has <u>h</u> | eaders |
| Column | | Sort On | | Order | | | |
| Sort by | \sim | Values | \sim | A to Z | | | \sim |
| | Class Orders | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | OK | Car | ncel |

- 4. Decide the **sorting order** (either ascending or descending). In our example, we'll use **Largest to Smallest**.
- 5. Once you're satisfied with your selection, click **OK**.

| Sort | | | ? × |
|--|--------------|-------------|-------------------------------|
| $A = \frac{A}{2} A d Level$ X Delete Level | E Copy Level | Options | ✓ My data has <u>h</u> eaders |
| Column | Sort On | Order | |
| Sort by Orders 🗸 | Values | ✓ Largest t | o Smallest 🗸 🗸 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| L | | | |
| | | | OK Cancel |

6. The cell range will be **sorted** by the selected column. In our example, the Orders column will be sorted from **highest to lowest**. Notice that the other content in the worksheet was not affected by the sort.

| F | G | Н | I. |
|---|--------------------|--------|----|
| | Total Orders (by (| Grade) | |
| | Class | Orders | |
| | Junior | 10 | |
| | Sophomore | 7 | |
| | Freshmen | 5 | |
| | Senior | 5 | |
| | | | |

If your data isn't sorting properly, double-check your cell values to make sure they are entered into the worksheet correctly. Even a small typo could cause problems when sorting a large worksheet. In the example below, we forgot to include a hyphen in cell A18, causing our sort to be slightly inaccurate.

| | А | В | С | D |
|----|------------|-------------|--------------|--------------|
| 1 | Homeroom # | First Name | Last Name | T-Shirt Size |
| 16 | 135 | Jordan | Weller | Large |
| 17 | 135 | Alex | Yuen | Large |
| 18 | 220A | Christopher | Peyton-Gomez | Small |
| 19 | 220-A | Brigid | Ellison | Small |
| 20 | 220-A | Juan | Flores | X-Large |
| 21 | 220-A | Che∨onne | Means | Medium |

Filtering in Excel

If your worksheet contains a lot of content, it can be difficult to find information quickly. **Filters** can be used to **narrow down** the data in your worksheet, allowing you to view only the information you need.

To filter data:

In our example, we'll apply a filter to an equipment log worksheet to display only the laptops and projectors that are available for checkout.

 In order for filtering to work correctly, your worksheet should include a header row, which is used to identify the name of each column. In our example, our worksheet is organized into different columns identified by the header cells in row 1: ID#, Type, Equipment Detail, and so on.

| | А | В | С | D | E | F |
|----|------|--------|--------------------------------|-------------|------------|-----------------|
| 1 | ID # | Туре | Equipment Detail | Checked Out | Checked In | Checked Out By |
| 2 | 3000 | Camera | Saris Lumina Digital Camera | 12-May-15 | 15-May-15 | Shannon Nguyen |
| 3 | 3005 | Camera | Saris Zoom Z-60 Digital Camera | 27-Jul-15 | 06-Aug-15 | Sela Shepard |
| 4 | 1021 | Laptop | 15" EDI SmartPad L200-3 Laptop | 15-Sep-15 | 01-Oct-15 | Sofie Ragnar |
| 5 | 1022 | Laptop | 15" EDI SmartPad L200-3 Laptop | 14-Aug-15 | 16-Aug-15 | Hank Sorenson |
| 6 | 1023 | Laptop | 15" EDI SmartPad L200-3 Laptop | 08-Aug-15 | 15-Aug-15 | Jennifer Weiss |
| 7 | 3070 | Camera | Omega PixL Digital Camcorder | 06-Oct-15 | | Min Seung |
| 8 | 1025 | Laptop | 15" EDI SmartPad L200-4X | 26-Sep-15 | 04-Oct-15 | Min Seung |
| 9 | 1031 | Laptop | 17" Saris X-10 Laptop | 04-Oct-15 | | Nick Ortiz |
| 10 | 1032 | Laptop | 17" Saris X-10 Laptop | 19-Sep-15 | | Stanley Geyer |
| 11 | 1033 | Laptop | 17" Saris X-10 Laptop | 24-Sep-15 | 26-Sep-15 | George D'Agosta |

2. Select the **Data** tab, then click the **Filter** command.



- 3. A drop-down arrow will appear in the header cell for each column.
- 4. Click the **drop-down arrow** for the column you want to filter. In our example, we will filter column **B** to view only certain types of equipment.

| | Α | В | С |
|---|------|-----------|--------------------------------|
| 1 | ID # | Туре 🔽 | Equipment Detail |
| 2 | 3000 | Camera | Caria Lymina Digital Came |
| 3 | 3005 | Camera (S | howing All) om Z-60 Digital Ca |
| 4 | 1021 | Laptop | 15" EDI SmartPad L200-3 |
| 5 | 1022 | Laptop | 15" EDI SmartPad L200-3 |
| 6 | 1023 | Laptop | 15" EDI SmartPad L200-3 |

- 5. The Filter menu will appear.
- 6. Uncheck the box next to Select All to quickly deselect all data.

| | Α | В | | С |
|----|------------------------|--------------|----------|-----------------------|
| 1 | ID # | Туре | E | quipment Detail |
| ₽↓ | Sort A to Z | | | na Digital Camera |
| Ă↑ | S <u>o</u> rt Z to A | | | n Z-60 Digital Camera |
| | Sor <u>t</u> by Colo | r | ► F | nartPad L200-3 Laptop |
| × | <u>C</u> lear Filter F | rom "Type" | | nartPad L200-3 Laptop |
| | Filter by Col | or | Þ | nartPad L200-3 Laptop |
| | Text <u>F</u> ilters | | • | L Digital Camcorder |
| | Search | | Q | nartPad L200-4X |
| | (Selec | t All) ra | | <-10 Laptop |
| | Lapto | p | | <-10 Laptop |
| | Proje | ctor | | <-10 Laptop |
| | Iable | t | | <-10 Laptop |
| | | | | Board L500-1 |
| | | | | Board L500-1 |
| | | | | 3 DigiCam Printer II |
| | | | | SLabel Maker |
| | | | | Camera Travel Bag |
| | | | | olling Laptop Case |
| | | ОК | Cancel | Rolling Laptop Case |
| 20 | 6100 | Projector | Omega Vi | sX 1.0 |

7. **Check** the boxes next to the data you want to filter, then click **OK**. In this example, we will check **Laptop** and **Projector** to view only these types of equipment.

| | Α | В | | С |
|----|------------------------|--------------|----------|-----------------------|
| 1 | ID # | Туре 🔽 | E | quipment Detail |
| ₽↓ | Sort A to Z | | | na Digital Camera |
| Ă↑ | Sort Z to A | | | n Z-60 Digital Camera |
| | Sor <u>t</u> by Colo | r | Þ | nartPad L200-3 Laptop |
| ₹< | <u>C</u> lear Filter F | rom "Type" | | nartPad L200-3 Laptop |
| | Filter by Col | or | ► | nartPad L200-3 Laptop |
| | Text <u>F</u> ilters | | • | L Digital Camcorder |
| | Search | | Q | nartPad L200-4X |
| | Came | t All) ra | | <-10 Laptop |
| | Lapto | p | | <-10 Laptop |
| | Projec | tor | | <-10 Laptop |
| | Tablet | t | | <-10 Laptop |
| | | | | Board L500-1 |
| | | | | Board L500-1 |
| | | | | DigiCam Printer II |
| | | | | S Label Maker |
| | | | | Camera Travel Bag |
| | | | | olling Laptop Case |
| | | ОК | Cancel | Rolling Laptop Case |
| 20 | 6100 | Projector | Umega Vi | sX 1.0 |

8. The data will be **filtered**, temporarily hiding any content that doesn't match the criteria. In our example, only laptops and projectors are visible.

| | Α | В | С | D | E | F | |
|----|----------------------|-----------|--------------------------------|-------------|--------------|------------------|--|
| 1 | ID # <mark></mark> ▼ | Туре 🔐 | Equipment Detail | Checked Out | Checked In 🚽 | Checked Out By 🚽 | |
| 4 | 1021 | Laptop | 15" EDI SmartPad L200-3 Laptop | 15-Sep-15 | 01-Oct-15 | Sofie Ragnar | |
| 5 | 1022 | Laptop | 15" EDI SmartPad L200-3 Laptop | 14-Aug-15 | 16-Aug-15 | Hank Sorenson | |
| 6 | 1023 | Laptop | 15" EDI SmartPad L200-3 Laptop | 08-Aug-15 | 15-Aug-15 | Jennifer Weiss | |
| 8 | 1025 | Laptop | 15" EDI SmartPad L200-4X | 26-Sep-15 | 04-Oct-15 | Min Seung | |
| 9 | 1031 | Laptop | 17" Saris X-10 Laptop | 04-Oct-15 | | Nick Ortiz | |
| 10 | 1032 | Laptop | 17" Saris X-10 Laptop | 19-Sep-15 | | Stanley Geyer | |
| 11 | 1033 | Laptop | 17" Saris X-10 Laptop | 24-Sep-15 | 26-Sep-15 | George D'Agosta | |
| 12 | 1034 | Laptop | 17" Saris X-10 Laptop | 25-Aug-15 | 27-Aug-15 | Jay Peralta | |
| 20 | 6100 | Projector | Omega VisX 1.0 | 28-Sep-15 | 01-Oct-15 | Win Armitage | |
| 21 | 6101 | Projector | Omega VisX 1.0 | 26-Sep-15 | 27-Sep-15 | Michael Earley | |
| 22 | 6102 | Projector | Omega VisX 1.0 | 22-Aug-15 | 23-Aug-15 | Jamila Kyle | |
| 23 | 6200 | Projector | Saris Lux T-80 | 01-Sep-15 | 04-Sep-15 | Jolie Chaturvedi | |
| 24 | 6301 | Projector | Saris Lux T-81 Lite | 10-Sep-15 | | Marques Herndon | |
| 25 | 6302 | Projector | Saris Lux T-81 Lite | 08-Sep-15 | 15-Sep-15 | Dean Sorenson | |
| 31 | | | | | | | |
| 32 | | | | | | | |

Filtering options can also be accessed from the **Sort & Filter** command on the **Home** tab.



To apply multiple filters:

Filters are **cumulative**, which means you can apply **multiple filters** to help narrow down your results. In this example, we've already filtered our worksheet to show laptops and projectors, and we'd like to narrow it down further to only show laptops and projectors that were checked out in August.

1. Click the **drop-down arrow** for the column you want to filter. In this example, we will add a filter to column **D** to view information by date.

| | А | В | С | D | E | F | |
|----|------|-----------|--------------------------------|---------------|----------------|------------------|--|
| 1 | ID # | Туре 🔐 | Equipment Detail | Checked Out | Checked In 🚽 | Checked Out By 🚽 | |
| 4 | 1021 | Laptop | 15" EDI SmartPad L200-3 Laptop | 15-Sep-15 | 01 Oct 15 | Sofie Ragnar | |
| 5 | 1022 | Laptop | 15" EDI SmartPad L200-3 Laptop | 14-Aug-15 (SI | howing All) 15 | Hank Sorenson | |
| 6 | 1023 | Laptop | 15" EDI SmartPad L200-3 Laptop | 08-Aug-15 | 15-Aug-15 | Jennifer Weiss | |
| 8 | 1025 | Laptop | 15" EDI SmartPad L200-4X | 26-Sep-15 | 04-Oct-15 | Min Seung | |
| 9 | 1031 | Laptop | 17" Saris X-10 Laptop | 04-Oct-15 | | Nick Ortiz | |
| 10 | 1032 | Laptop | 17" Saris X-10 Laptop | 19-Sep-15 | | Stanley Geyer | |
| 11 | 1033 | Laptop | 17" Saris X-10 Laptop | 24-Sep-15 | 26-Sep-15 | George D'Agosta | |
| 12 | 1034 | Laptop | 17" Saris X-10 Laptop | 25-Aug-15 | 27-Aug-15 | Jay Peralta | |
| 20 | 6100 | Projector | Omega VisX 1.0 | 28-Sep-15 | 01-Oct-15 | Win Armitage | |
| 21 | 6101 | Projector | Omega VisX 1.0 | 26-Sep-15 | 27-Sep-15 | Michael Earley | |
| 22 | 6102 | Projector | Omega VisX 1.0 | 22-Aug-15 | 23-Aug-15 | Jamila Kyle | |
| 23 | 6200 | Projector | Saris Lux T-80 | 01-Sep-15 | 04-Sep-15 | Jolie Chaturvedi | |
| 24 | 6301 | Projector | Saris Lux T-81 Lite | 10-Sep-15 | | Marques Herndon | |
| 25 | 6302 | Projector | Saris Lux T-81 Lite | 08-Sep-15 | 15-Sep-15 | Dean Sorenson | |
| 31 | | | | | | | |
| 32 | | | | | | | |

- 2. The Filter menu will appear.
- 3. Check or uncheck the boxes depending on the data you want to filter, then click OK. In our example, we'll uncheck everything except for August.



4. The new filter will be applied. In our example, the worksheet is now filtered to show only laptops and projectors that were checked out in August.

| | Α | В | С | D | E | F |
|----|------|-----------|--------------------------------|-------------|--------------|------------------|
| 1 | ID # | Туре 🗾 | Equipment Detail 👻 | Checked Out | Checked In 🚽 | Checked Out By 🖵 |
| 5 | 1022 | Laptop | 15" EDI SmartPad L200-3 Laptop | 14-Aug-15 | 16-Aug-15 | Hank Sorenson |
| 6 | 1023 | Laptop | 15" EDI SmartPad L200-3 Laptop | 08-Aug-15 | 15-Aug-15 | Jennifer Weiss |
| 12 | 1034 | Laptop | 17" Saris X-10 Laptop | 25-Aug-15 | 27-Aug-15 | Jay Peralta |
| 22 | 6102 | Projector | Omega VisX 1.0 | 22-Aug-15 | 23-Aug-15 | Jamila Kyle |
| 31 | | | | | | |
| 32 | | | | | | |

To clear a filter:

After applying a filter, you may want to remove—or **clear**—it from your worksheet so you'll be able to filter content in different ways.

1. Click the **drop-down arrow** for the filter you want to clear. In our example, we'll clear the filter in column **D**.

| | Α | В | С | D | E | F |
|----|------|-----------|--------------------------------|--------------|--------------------|------------------|
| 1 | ID # | Туре 🔐 | Equipment Detail 👻 | Checked Out | Checked In 🚽 | Checked Out By 🚽 |
| 5 | 1022 | Laptop | 15" EDI SmartPad L200-3 Laptop | 14-Aug-15 | 1C Aug 1E | Hank Sorenson |
| 6 | 1023 | Laptop | 15" EDI SmartPad L200-3 Laptop | 08-Aug-15 Ec | uals "August 2015" | Jennifer Weiss |
| 12 | 1034 | Laptop | 17" Saris X-10 Laptop | 25-Aug-15 | 27-Aug-15 | Jay Peralta |
| 22 | 6102 | Projector | Omega VisX 1.0 | 22-Aug-15 | 23-Aug-15 | Jamila Kyle |
| 31 | | | | | | |
| 32 | | | | | | |

- 2. The Filter menu will appear.
- 3. Choose **Clear Filter From [COLUMN NAME]** from the Filter menu. In our example, we'll select **Clear Filter From "Checked Out**".

| | С | | D |
|------------------|-----|--------------------------|-------------|
| Equipm | ent | Detail 🔽 | Checked Out |
| 15" EDI SmartP | ₽↓ | Sort Oldest to Newest | : |
| 15" EDI SmartP | Ă↑ | Sort Newest to Oldest | |
| 17" Saris X-10 L | | Sor <u>t</u> by Color | + |
| Omega VisX 1.0 | × | Clear Filter From "Che | ecked Out" |
| | | F <u>i</u> lter by Color | |
| | | Date <u>F</u> ilters | • |
| | | Search (All) | ₽ ~ |
| | ~ | ∎ (Select All) | |
| | | OK | Cancel |
| | | | .: |

4. The filter will be cleared from the column. The previously hidden data will be displayed.

| | Α | В | С | D | E | F | |
|----|------|-----------|--------------------------------|---------------|----------------|------------------|--|
| 1 | ID # | Туре 🖵 | Equipment Detail 👻 | Checked Out | Checked In 🚽 | Checked Out By 🚽 | |
| 4 | 1021 | Laptop | 15" EDI SmartPad L200-3 Laptop | 15-Sep-15 | 01 Oct 15 | Sofie Ragnar | |
| 5 | 1022 | Laptop | 15" EDI SmartPad L200-3 Laptop | 14-Aug-15 (Si | howing All) 15 | Hank Sorenson | |
| 6 | 1023 | Laptop | 15" EDI SmartPad L200-3 Laptop | 08-Aug-15 | 15-Aug-15 | Jennifer Weiss | |
| 8 | 1025 | Laptop | 15" EDI SmartPad L200-4X | 26-Sep-15 | 04-Oct-15 | Min Seung | |
| 9 | 1031 | Laptop | 17" Saris X-10 Laptop | 04-Oct-15 | | Nick Ortiz | |
| 10 | 1032 | Laptop | 17" Saris X-10 Laptop | 19-Sep-15 | | Stanley Geyer | |
| 11 | 1033 | Laptop | 17" Saris X-10 Laptop | 24-Sep-15 | 26-Sep-15 | George D'Agosta | |
| 12 | 1034 | Laptop | 17" Saris X-10 Laptop | 25-Aug-15 | 27-Aug-15 | Jay Peralta | |
| 20 | 6100 | Projector | Omega VisX 1.0 | 28-Sep-15 | 01-Oct-15 | Win Armitage | |
| 21 | 6101 | Projector | Omega VisX 1.0 | 26-Sep-15 | 27-Sep-15 | Michael Earley | |
| 22 | 6102 | Projector | Omega VisX 1.0 | 22-Aug-15 | 23-Aug-15 | Jamila Kyle | |
| 23 | 6200 | Projector | Saris Lux T-80 | 01-Sep-15 | 04-Sep-15 | Jolie Chaturvedi | |
| 24 | 6301 | Projector | Saris Lux T-81 Lite | 10-Sep-15 | | Marques Herndon | |
| 25 | 6302 | Projector | Saris Lux T-81 Lite | 08-Sep-15 | 15-Sep-15 | Dean Sorenson | |
| 31 | | | | | | | |
| 32 | | | | | | | |

To remove all filters from your worksheet, click the **Filter** command on the **Data** tab.



Printing in Excel

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.



To print a workbook:

1. Navigate to the **Print** pane, then select the desired **printer**.



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

| Print | |
|------------------|--------------------|
| Print | Copies: 1 |
| Printer | • |
| S Lexma Ready | rk MX310dn |
| | Printer Properties |

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

| Prir | nt | | | | | | |
|--|---|--|--|--|--|--|--|
| | Copies: 1 | | | | | | |
| Pri | nt | | | | | | |
| Print | er ⁰ | | | | | | |
| 50 | Lexmark MX310dn Ready | | | | | | |
| | Printer Properties | | | | | | |
| Setti | ngs | | | | | | |
| | Print Active Sheets Only print the active sheets | | | | | | |
| Pages: | 🔹 to 🚖 | | | | | | |
| | Collated • • • • • • • • • • • • • • • • • • • | | | | | | |
| | Portrait Orientation 👻 | | | | | | |
| • | Custom Page Size 👻 | | | | | | |
| | Normal Margins Left: 0.7" Right: 0.7" | | | | | | |
| No Scaling 100 Print sheets at their actual size | | | | | | | |
| | Page Setup | | | | | | |

4. Click Print.

| Print | |
|----------|--------------------|
| Print 🞝 | Copies: 1 |
| Printer | 0 |
| So Lexma | rk MX310dn |
| | Printer Properties |

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 the entire workbook:

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

Settings



3. Click the **Print** button.

| Print | | |
|---------|---------|-----|
| - | Copies: | 1 ‡ |
| Print 🔓 | | |

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 | С | | D | | E | F | | G | | н | 1 | | J | | К | | L | M | N |
|-------|------------------|----|-------------|----------|----|----------|----|-------------|----------|----|----------|----|-------------|----------|-------------|-----------|----|----------|----|----------|-------------|----------------|
| 1 | NAME | | JANUARY | FEBRUARY | | MARCH | | APRIL | MAY | | JUNE | | | 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 | s | 6,292.00 | \$ 8,518.00 | 🚖 \$ 80,818.00 |
| 3 | | S | 9,935.00 \$ | 8,365.00 | s | 7,639.00 | s | 3,533.00 \$ | 9,665.00 | s | 1,126.00 | s | 9,935.00 \$ | 8,365.00 |) S | 7,639.00 | S | 3,533.00 | S | 9,665.00 | \$ 1,126.00 | |
| 4 | | \$ | 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 | s | 6,076.00 | \$ 5,130.00 | |
| 5 | | S | 7,161.00 \$ | 577.00 | s | 8,605.00 | S | 4,046.00 \$ | 9,632.00 | S | 7,803.00 | S | 2,516.00 \$ | 7,565.00 |) <u>\$</u> | 6,256.00 | S | 7,703.00 | S | 7,235.00 | \$ 7,619.00 | |
| 6 | | s | 4,108.00 \$ | 7,172.00 | \$ | 6,964.00 | \$ | 2,122.00 \$ | 9,542.00 | s | 8,252.00 | \$ | 4,108.00 \$ | 7,172.00 | \$ | 6,964.00 | \$ | 2,122.00 | S | 9,542.00 | \$ 8,252.00 | |
| 7 | | S | 6,759.00 \$ | 9,019.00 | s | 5,144.00 | S | 7,087.00 \$ | 1,568.00 | S | 8,922.00 | S | 358.00 \$ | 9,943.00 |) <u>\$</u> | 4,964.00 | S | 7,032.00 | S | 6,255.00 | \$ 9,218.00 | |
| 8 | | s | 7,897.00 \$ | 1,544.00 | \$ | 9,071.00 | \$ | 8,210.00 \$ | 7,750.00 | s | 4,275.00 | \$ | 7,430.00 \$ | 7,882.00 | \$ | 4,876.00 | \$ | 3,052.00 | S | 4,653.00 | \$ 9,474.00 | |
| 9 | | S | 4,046.00 \$ | 9,632.00 | s | 7,803.00 | S | 8,392.00 \$ | 745.00 | S | 9,721.00 | S | 9,442.00 \$ | 2,224.00 |) <u>\$</u> | 1,968.00 | S | 5,110.00 | S | 9,739.00 | \$ 6,861.00 | |
| 10 | | s | 9,778.00 \$ | 737.00 | \$ | 6,302.00 | \$ | 8,430.00 \$ | 7,882.00 | s | 4,876.00 | \$ | 9,474.00 \$ | 8,517.00 | \$ | 5,233.00 | \$ | 4,267.00 | S | 9,590.00 | \$ 257.00 | |
| 11 | | S | 7,750.00 \$ | 4,275.00 | s | 4,267.00 | S | 6,759.00 \$ | 9,019.00 | S | 5,144.00 | S | 7,639.00 \$ | 3,533.00 |) <u>\$</u> | 9,665.00 | S | 3,052.00 | S | 4,653.00 | \$ 9,474.00 | |
| 12 | | s | 1,568.00 \$ | 8,922.00 | \$ | 8,765.00 | \$ | 4,653.00 \$ | 9,474.00 | s | 8,517.00 | \$ | 2,224.00 \$ | 1,968.00 | \$ | 5,061.00 | \$ | 7,032.00 | S | 6,255.00 | \$ 9,218.00 | |
| 13 | | S | 1,413.00 S | 6,759.00 | s | 9,019.00 | S | 5,144.00 S | 8,550.00 | S | 5,731.00 | S | 1,413.00 \$ | 6,759.00 |) <u>\$</u> | 9,019.00 | S | 5,144.00 | S | 8,550.00 | \$ 5,731.00 | |
| 14 | | s | 9,590.00 \$ | 257.00 | \$ | 8,210.00 | \$ | 9,293.00 \$ | 6,804.00 | s | 1,492.00 | \$ | 3,779.00 \$ | 9,405.00 | \$ | 3,588.00 | \$ | 6,640.00 | S | 4,046.00 | \$ 9,632.00 | |
| 15 | | S | 4,573.00 \$ | 605.00 | s | 3,215.00 | S | 8,517.00 \$ | 5,233.00 | S | 1,650.00 | S | 8,430.00 \$ | 7,882.00 |) <u>\$</u> | 4,876.00 | S | 9,935.00 | S | 8,365.00 | \$ 7,639.00 | |
| 16 | | s | 8,765.00 \$ | 8,258.00 | \$ | 636.00 | \$ | 7,087.00 \$ | 1,568.00 | s | 8,922.00 | \$ | 8,765.00 \$ | 8,258.00 | \$ | 636.00 | \$ | 7,087.00 | S | 1,568.00 | \$ 8,922.00 | |
| 17 | | S | 7,703.00 \$ | 7,235.00 | s | 7,619.00 | S | 2,410.00 \$ | 1,425.00 | S | 8,732.00 | S | 7,703.00 \$ | 7,235.00 |) <u>\$</u> | 7,619.00 | S | 2,410.00 | S | 1,425.00 | \$ 8,732.00 | |
| 18 | | s | 7,032.00 \$ | 6,255.00 | \$ | 9,218.00 | \$ | 5,106.00 \$ | 2,881.00 | s | 4,462.00 | \$ | 7,032.00 \$ | 6,255.00 | \$ | 9,218.00 | \$ | 5,106.00 | S | 2,881.00 | \$ 4,462.00 | |
| 19 | | S | 5,233.00 \$ | 1,650.00 | s | 3,052.00 | s | 3,779.00 \$ | 9,405.00 | s | 3,588.00 | s | 677.00 \$ | 9,293.00 |) S | 6,804.00 | S | 9,935.00 | S | 8,365.00 | \$ 7,639.00 | |
| 20 | | s | 627.00 \$ | 7,909.00 | \$ | 3,204.00 | \$ | 7,710.00 \$ | 7,161.00 | s | 577.00 | \$ | 8,365.00 \$ | 7,639.00 | \$ | 3,533.00 | \$ | 7,703.00 | S | 7,235.00 | \$ 7,619.00 | |
| 21 | | S | 1,885.00 \$ | 4,996.00 | s | 6,925.00 | S | 3,493.00 \$ | 2,469.00 | S | 5,118.00 | S | 9,019.00 \$ | 5,144.00 |) <u>\$</u> | 8,550.00 | S | 4,996.00 | S | 8,430.00 | \$ 7,882.00 | |
| 22 | | s | 4,267.00 \$ | 9,590.00 | \$ | 257.00 | \$ | 8,210.00 \$ | 7,750.00 | s | 4,275.00 | \$ | 4,267.00 \$ | 9,590.00 | \$ | 257.00 | \$ | 8,210.00 | S | 7,750.00 | \$ 4,275.00 | |
| 23 | | S | 4,996.00 \$ | 8,430.00 | s | 7,882.00 | S | 4,876.00 \$ | 885.00 | S | 6,979.00 | S | 4,996.00 \$ | 8,430.00 |) <u>\$</u> | 7,882.00 | S | 4,876.00 | S | 885.00 | \$ 6,979.00 | |
| 24 | | s | 4,267.00 \$ | 9,590.00 | \$ | 257.00 | \$ | 8,210.00 \$ | 7,700.00 | s | 4,000.00 | \$ | 4,267.00 \$ | 9,590.00 | \$ | 257.00 | \$ | 8,210.00 | S | 7,700.00 | \$ 4,000.00 | |
| 25 | | S | 6,925.00 \$ | 7,430.00 | s | 7,882.00 | s | 4,876.00 \$ | 1,885.00 | s | 4,996.00 | s | 6,925.00 \$ | 7,430.00 |) S | 7,882.00 | s | 4,876.00 | S | 1,885.00 | \$ 4,996.00 | |
| 26 | | s | 8,789.00 \$ | 7,621.00 | \$ | 3,435.00 | \$ | 8,015.00 \$ | 5,248.00 | s | 840.00 | \$ | 8,789.00 \$ | 7,621.00 | \$ | 3,435.00 | \$ | 8,015.00 | S | 5,248.00 | \$ 840.00 | |
| 27 | | S | 4,075.00 \$ | 1,240.00 | s | 2,243.00 | s | 4,383.00 \$ | 3,425.00 | s | 5,545.00 | s | 9,779.00 \$ | 7,042.00 |) S | 9,293.00 | s | 9,779.00 | S | 7,042.00 | \$ 3,373.00 | |
| 28 | | \$ | 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 | |
| 29 | | S | 8,369.00 \$ | 1,645.00 | s | 3,527.00 | s | 7,430.00 \$ | 7,882.00 | s | 4,876.00 | s | 257.00 \$ | 8,210.00 |) S | 7,750.00 | s | 6,302.00 | S | 358.00 | \$ 9,943.00 | |
| 30 | | \$ | 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 | |
| 31 | | s | 9,665.00 \$ | 1,126.00 | s | 9,935.00 | s | 2,611.00 \$ | 4,106.00 | s | 5,631.00 | s | 9,632.00 \$ | 7,803.00 |) S | 6,076.00 | s | 1,928.00 | S | 6,595.00 | \$ 677.00 | |
| 32 | | \$ | 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 | S | 6,256.00 | \$ 8,794.00 | |
| 33 | | S | 3,052.00 \$ | 4,653.00 | s | 9,474.00 | s | 8,517.00 \$ | 5,233.00 | s | 1,650.00 | s | 3,052.00 \$ | 4,653.00 |) S | 9,474.00 | s | 8,517.00 | S | 5,233.00 | \$ 1,650.00 | |
| 34 | | \$ | 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 | |
| 35 | | S | 3,582.00 \$ | 2,286.00 | s | 3,898.00 | s | 7,565.00 \$ | 6,256.00 | s | 8,794.00 | s | 4,046.00 \$ | 9,632.00 |) S | 7,803.00 | s | 4,548.00 | S | 619.00 | \$ 5,319.00 | |
| 36 | | \$ | 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 | |
| 37 | | S | 6,302.00 \$ | 358.00 | s | 9,943.00 | S | 4,964.00 \$ | 9,778.00 | s | 737.00 | \$ | 6,302.00 \$ | 358.00 |) <u>\$</u> | 9,943.00 | \$ | 4,964.00 | S | 9,778.00 | \$ 737.00 | |
| 38 | | \$ | 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 | |
| 39 | | S | 4,707.00 \$ | 3,391.00 | s | 5,556.00 | S | 6,210.00 \$ | 5,994.00 | s | 248.00 | \$ | 9,943.00 \$ | 4,964.00 |) <u>\$</u> | 9,778.00 | \$ | 3,527.00 | S | 5,575.00 | \$ 4,046.00 | |
| 40 | | \$ | 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 | |
| 1.0.0 | | | | | | | | | | | | | | | | | | | | | | |

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

Settings



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

| NAME | | JANUARY | | FEBRUARY | | MARCH | | APRI |
|--------------------|----|----------|----|----------|----|----------|----|----------|
| Gomez, Alexander | \$ | 5,110.00 | \$ | 9,739.00 | \$ | 6,861.00 | \$ | 3,889.0 |
| Stone, Jeremy | s | 9,935.00 | \$ | 8,365.00 | \$ | 7,639.00 | \$ | 3,533.0 |
| Petty, Cheyenne | \$ | 6,640.00 | \$ | 4,046.00 | \$ | 9,632.00 | \$ | 7,803.0 |
| Doyle, Quincy | \$ | 7,161.00 | \$ | 577.00 | \$ | 8,605.00 | \$ | 4,046.0 |
| Conrad, Alfonso | \$ | 4,108.00 | \$ | 7,172.00 | \$ | 6,964.00 | \$ | 2,122.0 |
| Good , Carlos | \$ | 6,759.00 | \$ | 9,019.00 | \$ | 5,144.00 | \$ | 7,087.0 |
| Rice, Ivy | \$ | 7,897.00 | \$ | 1,544.00 | \$ | 9,071.00 | \$ | 8,210.0 |
| Min, Wang | s | 4,046.00 | \$ | 9,632.00 | \$ | 7,803.00 | \$ | 8,392.0 |
| Alford, Lacota | \$ | 9,778.00 | \$ | 737.00 | \$ | 6,302.00 | \$ | 8,430.0 |
| Hogan, Abdul | \$ | 7,750.00 | \$ | 4,275.00 | \$ | 4,267.00 | \$ | 6,759.0 |
| Reeves, Savannah | s | 1,568.00 | s | 8,922.00 | s | 8,765.00 | \$ | 4,653.0 |
| Abbott, Raymond | \$ | 1,413.00 | \$ | 6,759.00 | \$ | 9,019.00 | \$ | 5,144.0 |
| Glass, Mufutau | \$ | 9,590.00 | \$ | 257.00 | \$ | 8,210.00 | \$ | 9,293.0 |
| Chambers, Bethany | s | 4,573.00 | s | 605.00 | s | 3,215.00 | \$ | 8,517.0 |
| Green, Buckminster | s | 8,765.00 | \$ | 8,258.00 | \$ | 636.00 | \$ | 7,087.0 |
| Evans, Marcia | \$ | 7,703.00 | \$ | 7,235.00 | \$ | 7,619.00 | \$ | 2,410.0 |
| Williams, Claire | \$ | 7,032.00 | \$ | 6,255.00 | \$ | 9,218.00 | \$ | 5,106.0 |
| Lucas, Basia | s | 5,233.00 | s | 1,650.00 | s | 3,052.00 | s | 3,779.0 |
| Day, Salvador | s | 627.00 | \$ | 7,909.00 | \$ | 3,204.00 | \$ | 7,710.0 |
| Fleming, Aaron | s | 1,885.00 | s | 4,996.00 | s | 6,925.00 | s | 3,493.0 |
| Ross, May | s | 4,267.00 | s | 9,590.00 | s | 257.00 | s | 8,210.0 |
| Hogan, Kalia | s | 4,996.00 | s | 8,430.00 | s | 7,882.00 | s | 4,876.0 |
| Clemons, Amela | s | 4,267.00 | s | 9,590.00 | s | 257.00 | \$ | 8,210.00 |
| Huff, Amy | s | 6,925.00 | s | 7,430.00 | s | 7,882.00 | s | 4,876.00 |
| Dovle, Lani | s | 8,789.00 | s | 7,621.00 | s | 3,435.00 | s | 8,015.0 |
| Molina, Zeus | s | 4,075.00 | s | 1,240.00 | s | 2,243.00 | s | 4,383.0 |
| Guthrie, Mona | s | 9,779.00 | s | 7,042.00 | s | 3,373.00 | s | 4,383.00 |
| Ellis. Breanna | s | 8,369.00 | s | 1.645.00 | s | 3,527.00 | s | 7,430.00 |
| Hem and ez, Vivien | s | 5,288.00 | s | 5,276.00 | s | 8,031.00 | s | 4,876.0 |
| Murphy, Haviva | s | 9,665.00 | ŝ | 1,126.00 | ŝ | 9,935.00 | ŝ | 2,611.0 |
| Lowe, Morgan | s | 6,516.00 | s | 1,112.00 | s | 2,516.00 | ŝ | 7,565.0 |
| Parrish. Urielle | s | 3.052.00 | s | 4,653.00 | s | 9,474.00 | s | 8.517.0 |
| Brewer, Rachel | s | 619.00 | s | 5.319.00 | s | 8.891.00 | ŝ | 4,533.0 |
| Larsen. Alden | s | 3,582.00 | ŝ | 2,286.00 | ŝ | 3,898.00 | ŝ | 7,565.0 |
| Miller, Evangeline | s | 7,134.00 | s | 7,595.00 | s | 7,130.00 | ŝ | 619.0 |
| Conrad, Channing | s | 6,302.00 | s | 358.00 | s | 9,943.00 | s | 4,964.0 |
| Fisher, Clio | s | 3.527.00 | s | 5.575.00 | s | 4,046.00 | ŝ | 8,910.0 |
| O'Connor. Havden | s | 4,707.00 | ŝ | 3,391.00 | ŝ | 5,556.00 | s | 6,210,0 |
| Avala, Kendall | s | 9,385.00 | ŝ | 2,501.00 | ŝ | 3,609.00 | ŝ | 3,177.0 |
| Curry. Emma | s | 885.00 | s | 6,979.00 | s | 4,996.00 | ŝ | 7,897.0 |
| Long, Bert | s | 745.00 | s | 9,721.00 | s | 725.00 | s | 7,235.0 |
| Hooper, Aiko | 5 | 2,881.00 | s | 4,452.00 | s | 7,032.00 | s | 8 365 0 |
| Henry, Jordan | s | 2,849.00 | s | 7,186.00 | ŝ | 666.00 | ŝ | 7.042.0 |
| Glover. Chandler | s | 7,172,00 | s | 6,964,00 | s | 2,122,00 | s | 4,875.0 |
| O'Neil, Nicholas | s | 1,425.00 | s | 8,732.00 | s | 7,703.00 | s | 2 356 0 |
| Wilkerson Dustin | ŝ | 5,889,00 | ě | 9 385 00 | é | 2 501 00 | é | 3,609,0 |

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, including **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**.

Settings



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

| NAME | | JANUARY | | FEBRUARY | | MARCH | | AP RIL | | MAY | | JUNE |
|--------------------|----|----------|----|----------|----|----------|----|----------|----|----------|----|----------|
| Gomez, Alexander | \$ | 5,110.00 | \$ | 9,739.00 | \$ | 6,861.00 | \$ | 3,889.00 | \$ | 6,292.00 | \$ | 8,518.00 |
| Stone, Jeremy | s | 9,935.00 | s | 8,365.00 | s | 7,639.00 | s | 3,533.00 | \$ | 9,665.00 | s | 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 | s | 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 | s | 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 | s | 7,750.00 | \$ | 4,275.00 | s | 4,267.00 | \$ | 6,759.00 | \$ | 9,019.00 | \$ | 5,144.00 |
| Reeves, Savan nah | s | 1,568.00 | s | 8,922.00 | s | 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 | s | 8,210.00 | \$ | 9,293.00 | \$ | 6,804.00 | \$ | 1,492.00 |
| Chambers, Bethany | s | 4,573.00 | s | 605.00 | s | 3,215.00 | s | 8,517.00 | s | 5,233.00 | s | 1,650.00 |
| Green, Buckminster | s | 8,765.00 | \$ | 8,258.00 | \$ | 636.00 | \$ | 7,087.00 | \$ | 1,568.00 | \$ | 8,922.00 |
| Evans, Marcia | s | 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 | s | 5,233.00 | \$ | 1,650.00 | \$ | 3,052.00 | \$ | 3,779.00 | \$ | 9,405.00 | \$ | 3,588.00 |
| Day, Salvador | s | 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 | s | 4,267.00 | \$ | 9,590.00 | \$ | 257.00 | \$ | 8,210.00 | \$ | 7,750.00 | \$ | 4,275.00 |
| Hogan, Kalia | s | 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 | s | 6,925.00 | \$ | 7,430.00 | s | 7,882.00 | \$ | 4,876.00 | \$ | 1,885.00 | \$ | 4,996.00 |
| Doyle, Lani | s | 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 | s | 9,779.00 | \$ | 7,042.00 | \$ | 3,373.00 | \$ | 4,383.00 | \$ | 3,425.00 | \$ | 5,545.00 |
| Ellis, Breann a | s | 8,369.00 | \$ | 1,645.00 | \$ | 3,527.00 | \$ | 7,430.00 | \$ | 7,882.00 | \$ | 4,876.00 |
| Hemandez, 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 | S | 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 | AP RIL | | 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 | s | 1,126.00 |
| etty, Cheyenne | s | 6,640.00 | \$ | 4,046.00 | \$ | 9,632.00 | \$ 7,803.00 | \$ | 6,076.00 | s | 5,130.00 |
| oyle, Quincy | \$ | 7,161.00 | \$ | 577.00 | \$ | 8,605.00 | \$ 4,046.00 | s | 9,632.00 | s | 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 | s | 9,778.00 | \$ | 737.00 | \$ | 6,302.00 | \$ 8,430.00 | \$ | 7,882.00 | s | 4,876.00 |
| Togan, Abdul | \$ | 7,750.00 | \$ | 4,275.00 | s | 4,267.00 | \$ 6,759.00 | s | 9,019.00 | s | 5,144.00 |
| Reeves, Savan nah | \$ | 1,568.00 | \$ | 8,922.00 | \$ | 8,765.00 | \$ 4,653.00 | \$ | 9,474.00 | s | 8,517.00 |
| Abbott, Raymond | \$ | 1,413.00 | s | 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 |
| hambers, Bethany | \$ | 4,573.00 | \$ | 605.00 | s | 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 |
| Ivans, Marcia | s | 7,703.00 | \$ | 7,235.00 | \$ | 7,619.00 | \$ 2,410.00 | \$ | 1,425.00 | \$ | 8,732.00 |
| | \$ | 7,032.00 | \$ | 6,255.00 | \$ | 9,218.00 | \$ 5,106.00 | \$ | 2,881.00 | \$ | 4,462.00 |
| ucas, Basia | \$ | 5,233.00 | \$ | 1,650.00 | \$ | 3,052.00 | \$ 3,779.00 | \$ | 9,405.00 | \$ | 3,588.00 |
|) ay, Salvado r | \$ | 627.00 | \$ | 7,909.00 | \$ | 3,204.00 | \$ 7,710.00 | \$ | 7,161.00 | \$ | 577.00 |
| leming, Aaron | \$ | 1,885.00 | \$ | 4,996.00 | \$ | 6,925.00 | \$ 3,493.00 | \$ | 2,469.00 | \$ | 5,118.00 |
| Ross, May | s | 4,267.00 | \$ | 9,590.00 | \$ | 257.00 | \$ 8,210.00 | \$ | 7,750.00 | s | 4,275.00 |
| logan, Kalia | \$ | 4,996.00 | \$ | 8,430.00 | \$ | 7,882.00 | \$ 4,876.00 | \$ | 885.00 | s | 6,979.00 |
| Clemons, Amela | s | 4,267.00 | \$ | 9,590.00 | \$ | 257.00 | \$ 8,210.00 | \$ | 7,700.00 | \$ | 4,000.00 |
| luff, Amy | \$ | 6,925.00 | \$ | 7,430.00 | \$ | 7,882.00 | \$ 4,876.00 | \$ | 1,885.00 | \$ | 4,996.00 |
|) oyle, Lani | \$ | 8,789.00 | \$ | 7,621.00 | \$ | 3,435.00 | \$ 8,015.00 | \$ | 5,248.00 | \$ | 840.00 |
| | \$ | 4,075.00 | \$ | 1,240.00 | \$ | 2,243.00 | \$ 4,383.00 | \$ | 3,425.00 | \$ | 5,545.00 |
| Guth rie, Mona | \$ | 9,779.00 | \$ | 7,042.00 | \$ | 3,373.00 | \$ 4,383.00 | \$ | 3,425.00 | \$ | 5,545.00 |
| Ilis, Breann a | \$ | 8,369.00 | \$ | 1,645.00 | \$ | 3,527.00 | \$ 7,430.00 | \$ | 7,882.00 | \$ | 4,876.00 |
| Temandez, Vivien | s | 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 | s | 5,631.00 |
| .owe, Morgan | \$ | 6,516.00 | \$ | 1,112.00 | \$ | 2,516.00 | \$ 7,565.00 | \$ | 6,256.00 | \$ | 8,794.00 |
| arrish, 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 | s | 8,891.00 | \$ 4,533.00 | s | 7,752.00 | s | 3,756.00 |

2. 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: | | ANALAS/ | NI AMAY | Match | 4.44 | MA | 1 | 1991 | 44.57 | AUGUST | 1011010 | DOTOLIN | NOVEMBR | 5050/008 | 101 |
|---------------------------|----------|--------------|---------------|--|--------------|------------|------------|-------------|-------------|--------------|-------------|-------------|-------------|---------------|-------------------------------|
| Serve, Alexandre | \$ | 2,11000 3 | 8,700.00 \$ | 480100 \$ | 1,210 \$ | 6,201.02 | : 5 | 1,211.02 5 | 3,10.00 \$ | 1730CC 3 | 0,00100 \$ | 1,13000 \$ | 4,79100 \$ | 1,311.00 👔 | 1 1001 |
| Dana Annes | 5 | 000300 \$ | a,am m 3 | 7,0000 \$ | 1,211.00 \$ | 1,000,00 | : 5 | 1,11002 \$ | 9,80.00 S | annee à | 7,01902 \$ | apage 5 | 1,000,00 \$ | 1,120.00 | \$ 1000 |
| Pally, Days res | 5 | 0,000,000 \$ | 6,000.00 \$ | Rosson 5 | 7,00100 \$ | 6,076,07 | : 5 | 3,33000 5 | 0,000.00 \$ | 40600 \$ | 9,01300 S | 7,808.00 \$ | 807800 \$ | 3,380.00 👔 | 3 73,000 |
| Daryley Christey | 3 | 7,00100 \$ | 277.00 \$ | apence à | 6,000,000 \$ | 1,042,02 | : 5 | 7,000,00 S | 1,220,00 \$ | 7,200.00 \$ | 0,000 \$ | 7,706.00 \$ | 7,00.00 \$ | 7,00 00 🕸 | |
| Cerend Alfrene | 3 | cream 5 | 7,272.00 \$ | 5,000CC 5 | 1,11100 5 | 8, 362, 62 | : 5 | ante s | 6,328.00 \$ | 7,17100 \$ | 0,00400 \$ | 11200 5 | 100300 5 | 1,221,22 👔 | |
| Dend, Carl as | 3 | 0,72802 3 | 9,000 (S | 310000 \$ | 7,00100 \$ | 1, 308, 07 | : 5 | 1,00100 3 | 12 C 3 | 194400 \$ | 6,806.00 \$ | 7,04100 \$ | 4,000 \$ | •,12.00 😵 | 8 79,200 |
| Sing by | 3 | 7,007.00 \$ | 1,300.00 \$ | 807100 \$ | 2,000 \$ | 7,720 0 | : : | eram à | 7,00.00 \$ | 7,82000 \$ | 6,87682 \$ | 1,01100 \$ | coace à | 🔹 🛛 🖉 | |
| Nin, Wang | 3 | 40100 \$ | 9,000.00 \$ | 7,20200 \$ | 1,0100 \$ | 70.0 | : 5 | 8,723.02 \$ | 9,002.00 \$ | 2,23600 \$ | 1,002.00 \$ | 2,13000 \$ | ុះមាយ ន័ | 0,001.00 | 3 78,883 |
| Affect Leads | 3 | emano à | 787.00 \$ | same à | 2,0000 \$ | 7,000,00 | - 5 | carear à | 8,010.00 \$ | 131100 3 | 3,2322 \$ | erance \$ | 1,0000 \$ | ar a 👔 | |
| Hagen, Alabal | 5 | 1,750,00 \$ | 6,000 \$ | campo à | 0,73800 \$ | 1,000,00 | : 5 | 3,30 6.00 3 | 7,000.00 \$ | 43460 \$ | 0,000,00 \$ | 4,03100 \$ | coace s | e.ce | |
| Serve, Second | 3 | 1,204.00 \$ | 1,000 5 | 47000 \$ | 0,000 \$ | 1,010,02 | : 5 | 4,017.00 \$ | 2,220.00 \$ | 1,800.00 \$ | 3,00100 \$ | 7,04100 \$ | 4,000 \$ | •,12.00 👔 | |
| Able 5, September 1 | 3 | 1,01800 \$ | 0,739.00 \$ | 10300 \$ | 3,30600 \$ | 1, 320 (2 | : : | 2,781.00 \$ | 1,03.00 \$ | 873800 \$ | 9,01800 S | 3,10000 \$ | 1,2000 3 | 3,781.00 | |
| Steep Mildae | 3 | 1,2002 3 | 27.02 \$ | 4,1200 \$ | 1,212 5 | 0, 201, 22 | : 5 | 1,00100 3 | 3,779.00 \$ | sence à | 1,2120 \$ | 404000 \$ | COLOCO S | •,000.00 😒 | |
| Clariforn, Bellary | 5 | cram à | | 4,11000 \$ | 8,317.00 \$ | 3, 333, 52 | : 5 | 1,0000 3 | 2,00.00 \$ | 7,83000 \$ | 6,87600 \$ | 100000 \$ | 1,0000 3 | 7,009.00 | |
| Drawy Businesian | 4 | 1,103.00 \$ | 1,721.02 \$ | 04000 \$ | 7,000 \$ | 1, 308, 02 | : \$ | 1,01102 3 | 2,70.00 \$ | 41200 \$ | 0.000 \$ | 1,081.00 \$ | 1,208.00 \$ | 2,802.00 👔 | |
| Ivers Menie | 3 | 1,708.00 \$ | 7,00.00 \$ | 7,01800 \$ | 3,000 3 | 1, 65, 55 | | 1,712.00 3 | 7,708.00 \$ | 7,28000 \$ | 7,01800 \$ | 10200 \$ | 1,0100 3 | 1,703.00 | |
| Williams, China | 3 | 7,08300 \$ | 0,000 5 | 131200 \$ | 3,200 \$ | 1,221,02 | : : | 0.00100 3 | 7,002.00 \$ | 612000 \$ | 9,mam 3 | 310000 \$ | 10100 5 | 6,622.00 👔 | 3 10,002 |
| Lose, Reis | 3 | 2,214,222 \$ | 1,000 \$ | action à | 1,77100 5 | 1,02.0 | : 5 | 1,211.00 \$ | err.as à | 120000 \$ | 0,0000 \$ | tence à | 1,0000 5 | 7,00 .00 | |
| Day, Scholer | 3 | 02700 \$ | 7,000.00 \$ | 8,20600 \$ | 7,71000 \$ | 7, 201, 07 | : 5 | 377.00 \$ | 2,20,00 \$ | 7,00000 \$ | 1,213.02 \$ | 3,700.00 \$ | 7,83 20 \$ | 7,00 💷 🎼 | |
| Rening, Search | 4 | 1,00 10 3 | 6,000.00 \$ | 10 moo 3 | 1,0122 \$ | 1,008,02 | 1 5 | 2,712.00 3 | 1,00 a 3 | 3,3 06.00 \$ | 1,2002 \$ | 0,0000 3 | 1,000 \$ | 7,80.00 😒 | 3 83,807 |
| Sana, Nay | 3 | 0.007.00 \$ | 8,300.00 \$ | 33700 \$ | 1,11000 5 | 2,720.02 | | eram à | 0,207.00 \$ | 838000 \$ | 2722 3 | 11200 5 | 2,73000 \$ | 6,373.00 👔 | 3 83,002 |
| Hager, Kala | 4 | CHOC 3 | 1,00.00 3 | 14000 3 | 0,000 3 | | • | 00000 | 0,000.00 \$ | 20200 3 | 7,810 3 | Carace 3 | 100 3 | m.a. 👔 | a atau |
| Clevers, Areala | 3 | CE122 3 | 8,200.00 3 | 12100 3 | 2,000 3 | 2,200.00 | | (2023) | 0,207.00 3 | \$38000 3 | 212 3 | 11200 3 | 1,700,00 \$ | (, | 3 92002 |
| 847, Amy | 4 | 0,003.00 3 | 7/00.00 \$ | 7,82200 \$ | 0,07000 \$ | 1,000,00 | : 5 | 0,0000 3 | 0,00.00 \$ | 7,63000 3 | 7,810 \$ | Gameoo 3 | 1,00 10 3 | C, MO. 22 👔 | 3 87,883 |
| Dayley Land | 3 | 1,719.00 \$ | 7,001.00 \$ | acance à | 2,01300 \$ | 3,302,02 | - 5 | 2000 3 | 2,729.02 \$ | 7,020.00 \$ | 1,0300 \$ | action \$ | 3,312.00 \$ | 30.00 | A 10000 A |
| Melina, Jew | 3 | 07300 \$ | 1,300.00 \$ | 11000 3 | 0,8182 3 | 1, 03, 03 | s 🎄 | 2,312.00 3 | 1,770.00 \$ | 7,0400 \$ | 1,712 3 | 677800 \$ | 7,013.00 \$ | 1,01.00 | |
| Bullining Merce | | 177 B 20 3 | 7,002.00 \$ | 447400 \$ | 0,0100 \$ | 1, 03, 03 | - 4 | 2,262.00 \$ | 8,778.00 \$ | 7,04200 \$ | 1,0100 \$ | Cimce 3 | 1,0300 \$ | 3,30.00 😵 | a atau |
| His, Deverse | 3 | 1000 3 | 1,00.00 3 | 437700 3 | 7,0000 3 | 1,000,00 | | CLEAR 3 | 27 22 3 | \$1200 3 | 7,75020 3 | eactor a | 120 3 | 9,90.CC 👔 | a areaca |
| Harrandia, Usian | | 1810 3 | 3,20.00 3 | started 3 | 6,87682 3 | 1, 222, 22 | | CMOD 3 | | 2,8 28 00 3 | 1,812 3 | Campoo 2 | 1,000 3 | 7,80.00 | 13 14 20 |
| Numbri Herina | <u>.</u> | 100300 3 | 1,10.00 3 | sence 3 | 1,01100 3 | C 100 0 | | 101100 3 | • an m 3 | 7,808.00 3 | 0,0100 3 | 19200 3 | 100100 3 | en 20 👔 | a antenn |
| Leve, Neger | 4 | 631600 \$ | 1,111.00 \$ | 131000 \$ | 7,263.00 \$ | 6, 236, 23 | : \$ | 2,79122 3 | 0,200.00 \$ | 1,1100 \$ | 1,31000 \$ | 7,300.00 \$ | 4,22622 \$ | 2,781.00 | 3 88,813 |
| Fareby Unide | 3 | 1010 3 | 0,000 3 | 001000 3 | 1,31700 3 | 2, 200, 02 | • | 1000 3 | 1,0100 3 | comee a | 0,0100 S | 13700 3 | 2,212,22 3 | 1,00.00 | |
| Enners Nadel | | 0300 3 | 3,000 3 | ARRISE S | 6,21120 \$ | 3, 732, 62 | | 1,756.00 \$ | 0,700.02 \$ | 640100 \$ | 1,0100 \$ | 432700 5 | 137300 \$ | 6,000.00 | a sum |
| Canada, Alifana | 3 | 1,21,22 3 | 1,00.00 \$ | ARMOD 5 | 7,263.00 3 | 0, 220, 22 | • | 1.000 3 | 0,000.00 3 | source a | 7,810 3 | 0000 3 | 0300 3 | 3,239.00 | a science |
| Wite, Brageline | | 7,21 622 3 | 1,000 00 3 | 118000 3 | 0.000 3 | 1,000 (2) | | 1012 3 | 7,00.00 3 | (41600 3 | 1,8100 3 | 00.00 3 | anom a | 3,86.00 | 1 97227 |
| Certail Charming | 3 | 0.0100 3 | 11 1 3 | 10000 5 | 0,000.00 3 | 1,712,02 | • | 78720 3 | 0,000.00 3 | 1200 3 | 0,00100 5 | CROCCC S | 1710 3 | 10 a 👔 | a aquad |
| Asher, Dire | | 100.00 3 | 3,273.00 3 | 40400 3 | 1,000 3 | 1, 101 (2 | | 100302 3 | 1,27,22,3 | 237200 3 | 4,01000 3 | 19200 3 | 1000 3 | 1,00.00 | |
| Clarmer, Heplan | 3 | 470720 \$ | 1,00.00 \$ | 333600 \$ | 0,000 \$ | 2, 100, 12 | : 4 | 10.00 \$ | 9,90.00 \$ | CROCCC 3 | 9,772.00 \$ | 432700 \$ | 3,273.00 \$ | 6,000.00 | 3 6466 |
| States in Frank in States | | 100 D 00 1 | 1 10 10 1 | and a state of the | 1 11 1 11 1 | 7, 200, 27 | | 7,283,00 \$ | 7.00.00 \$ | 70300 3 | 1000 1 | 000 CT 3 | anor i | 1 1 1 1 1 1 1 | |

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.

| Page Setup | ? × |
|---|---------------------------------|
| Page Margins Header/Footer She | et |
| Print <u>a</u> rea: Print titles | 1 |
| Rows to repeat at top: | |
| <u>C</u> olumns to repeat at left: Print | Esc. |
| Gridlines Comn Black and white Cell e Draft guality Row and column headings | rrors as: (None) \checkmark |
| Page order Own, then over Own, then down | |
| <u>P</u> rint | . Print Previe <u>w</u> Options |
| | OK Cancel |

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.

| | А | В | С | D | |
|---|------------------------|---------------------|------------|-------------|----------|
| • | NAME | JANUARY | FEBRUARY | MARCH | |
| 2 | Gomez Alexander | ¢ 5 110 00 | ¢ 0.720.00 | ¢ 6.961.00 | ć |
| 3 | Stone Page Setup - Row | s to repeat at top: | | ? > | < |
| 4 | Petty, \$1:\$1 | | | | . |
| 5 | Doyle, Quincy | \$ 7,161.00 | \$ 577.00 | \$ 8,605.00 | \$ |

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

| Page Setup - Rows to repeat at top: | | ? | × |
|-------------------------------------|----------|-------|------|
| \$1:\$1 | | | |
| | 6 00 FTT | 0.005 | 00 0 |

- 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**.

| Page Setup | | | ? × | |
|--|-------------------------|--------------------|---------|---|
| Page Margins Head | er/Footer Sheet | | | |
| Print <u>a</u> rea: Print titles | | | 1 | |
| <u>R</u> ows to repeat at top: | \$1:\$1 | | 1 | |
| <u>C</u> olumns to repeat at left: | \$A:\$A | | 1 | |
| Print | | | | |
| <u>G</u> ridlines | Co <u>m</u> ments: | None) | \sim | |
| Black and white | Cell <u>e</u> rrors as: | displayed | \sim | |
| Row and column head | ings | | | |
| Page order | | | | |
| <u>D</u> own, then over Over, then down | | | | |
| | Print Pri | nt Previe <u>w</u> | Options | |
| | [| ок | Cancel |] |

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 | \$ 7,805.00 | \$ 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 |
| Conred, 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 | \$ 4,045.00 | \$ 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 | \$ 4,045.00 |
| Ayala, Kendal I | \$ 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 the 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 | Ś | 2,286,00 | Ś | 3.898.00 | Ś | 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 of 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, 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 | \$ 5,2.48.00 | \$ 840.00 |
| Molina, Zeus | \$ 9,779.00 | \$ 7,042.00 | \$ 9,295.00 | \$ 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, Breanna | \$ 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, Haviva | \$ 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 | \$ 6,851.00 | \$ 3,889.00 | \$ 3, 527.00 | \$ 5,575.00 | \$ 4,045.00 |
| larsen, Alden | \$ 4,046.00 | \$ 9,632.00 | \$ 7,805.00 | \$ 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 |
| Conred, Chenning | \$ 6,302.00 | \$ 358.00 | \$ 9,943.00 | \$ 4,964.00 | \$ 9,778.00 | \$ 737.00 |
| Fisher, Clio | \$ 3,527.00 | \$ 5,575.00 | \$ 4,045.00 | \$ 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 | \$ 4,045.00 |
| Ayala, Kendal I | \$ 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**.

| Settir | ngs | | | | | | | | | |
|--------|--------------------------------|---------------------------------------|-----------------------------|-------|----------------------------|-------------------------|----------|--|--|--|
| | Print Selection | | | | | | | | | |
| | Only print the current selecti | | | | | | | | | |
| Pages: | | + | to | | + | | | | | |
| | Colla | ted | | | | • | | | | |
| | 1,2,3 | 1,2,3 | 1,2, | 3 | | | | | | |
| | Land | scape (| Drient | ation | | • | | | | |
| • | Custo | om Pag | e Size | 2 | | • | | | | |
| | Norn Left: | nal Mar 0.7" F | <mark>gins</mark> Right: | 0.7" | | • | | | | |
| | | lormal op: eft: leader: | 0.75" 0.7" 0.3" | I | Bottor Right: Footer | m: 0.7 0.7 r: 0.3 | '5" " | | | |
| | | Vide op: eft: leader: | 1" 1" 0.5" | | Bottor Right: Footer | m: 1" 1" r: 0.5 | | | | |
| | | larrow op: eft: leader: | 0.75" 0.25" 0.3" | 6 | Bottor Right: Footer | m: 0.7 0.2 r: 0.3 | 5" 5" | | | |
| Cu | istom | M <u>a</u> rgir | 1S | | | | | | | |

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

| NAME | AUGUST | | SEPTE MBE R | OCTOBER | NOVEMBER | DECEMBER | TOTAL |
|--------------------------------|----------------------------|----|----------------------|--------------------------|------------------------------|------------------------------------|------------------------|
| Ross, May | \$ 9,590.00 | \$ | 257.00 | \$ 8,210.00 | \$ 7,750.00 | \$ 4,275.00 🏠 S | 68,698.00 |
| Hogan, Kalia | \$ 8,430.00 | \$ | 7,882.00 | \$ 4,876.00 | \$ 885.00 | \$ 6,979.00 👷 \$ | 68,096.00 |
| Demons, Amela | \$ 9,590.00 | \$ | 257.00 | \$ 8,210.00 | \$ 7,700.00 | \$ 4,000.00 👷 S | 68,048.00 |
| Huff, Am y | \$ 7,430.00 | \$ | 7,882.00 | \$ 4,876.00 | \$ 1,885.00 | \$ 4,996.00 🏫 \$ | 67,988.00 |
| Doyle, Lani | \$ 7,621.00 | \$ | 3,435.00 | \$ 8,015.00 | \$ 5,248.00 | \$ 840.00 👷 S | 67,896.00 |
| Moline, Zeus | \$ 7,042.00 | \$ | 9,293.00 | \$ 9,779.00 | \$ 7,042.00 | \$ 3,373.00 🏫 \$ | 67,219.00 |
| Guthrie, Mona | \$ 7,042.00 | \$ | 3,373.00 | \$ 4,383.00 | \$ 3, 425.00 | \$ 5,545.00 👷 S | 67,094.00 |
| Ellis, Breanna | \$ 8,210.00 | \$ | 7,750.00 | \$ 6,302.00 | \$ 358.00 | \$ 9,943.00 👷 S | 66,549.00 |
| Hernandez, Vivien | \$ 5,319.00 | \$ | 8,891.00 | \$ 4,996.00 | \$ 8,430.00 | \$ 7,882.00 🙀 S | 66,489.00 |
| Murphy, Haviva | \$ 7,803.00 | \$ | 6,076.00 | \$ 1,928.00 | \$ 6,595.00 | \$ 677.00 👷 S | 65,785.00 |
| Lowe, Morgan | \$ 1,112.00 | \$ | 2,516.00 | \$ 7,565.00 | \$ 6,256.00 | \$ 8,794.00 👷 S | 65,518.00 |
| Parrish, Urielle | \$ 4,653.00 | \$ | 9,474.00 | \$ 8,517.00 | \$ 5,233.00 | \$ 1,650.00 🏫 S | 65,158.00 |
| Brewer, Rachel | \$ 6,861.00 | \$ | 3,889.00 | \$ 3,527.00 | \$ 5, 575.00 | \$ 4,045.00 👷 S | 64,507.00 |
| Larsen, Alden | \$ 9,632.00 | \$ | 7,803.00 | \$ 4,548.00 | \$ 619.00 | \$ 5,319.00 🏫 S | 64,348.00 |
| Miller, Evangeline | \$ 4,876.00 | \$ | 1,885.00 | \$ 666.00 | \$ 6,210.00 | \$ 5,994.00 👷 S | 64,201.00 |
| Conred, Chenning | \$ 358.00 | \$ | 9,943.00 | \$ 4,964.00 | \$ 9,778.00 | \$ 737.00 👷 S | 64,164.00 |
| Fisher, Clio | \$ 5,575.00 | \$ | 4,046.00 | \$ 8,910.00 | \$ 8,369.00 | \$ 1,645.00 🏠 S | 64,144.00 |
| O'Connor, Hayden | \$ 4,964.00 | \$ | 9,778.00 | \$ 3,527.00 | \$ 5, 575.00 | \$ 4,045.00 👷 S | 63,939.00 |
| Ayala, Kendal I | \$ 7,619.00 | \$ | 2,410.00 | \$ 666.00 | \$ 6,210.00 | \$ 5,994.00 🏫 S | 63,535.00 |
| Curry, Em ma | \$ 3,588.00 | \$ | 1,912.00 | \$ 1,413.00 | \$ 6,759.00 | \$ 9,019.00 👷 \$ | 63,468.00 |
| Ayala, Kendall Curry, Em ma | \$ 7,619.00 3,588.00 | s | 2,410.00 1,912.00 | \$ 666.00 1,413.00 | \$ 6, 210.00 6, 759.00 | \$ 5,994.00 😭 S 9,019.00 👷 S | 63,535.00 63,468.00 |

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

