

Printing in Excel

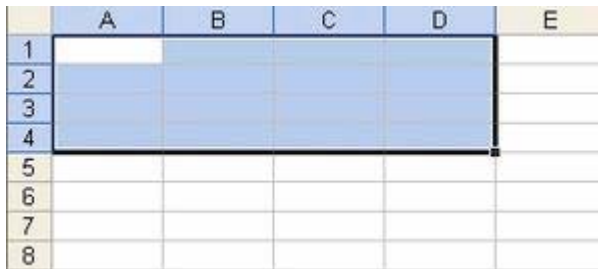
Have you ever needed to print just a block of cells in a spreadsheet but always wound up with the whole sheet? Or, needed to print an entire sheet but wanted it all on one page? Now you can, and I'll show you how!

Selective Printing

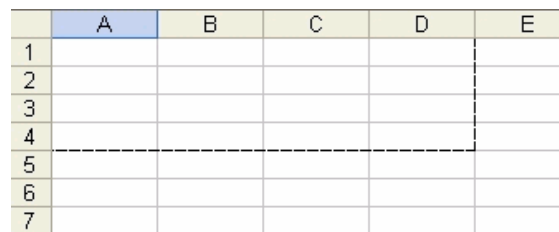
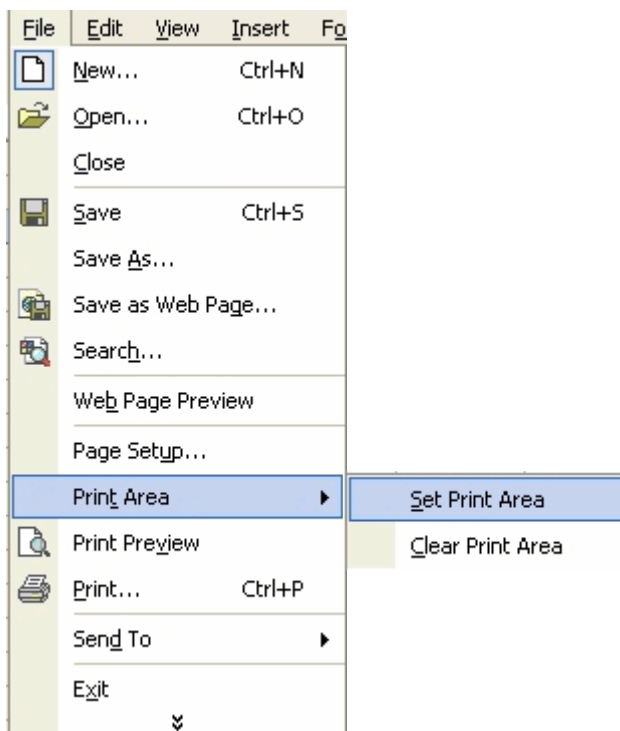
How to Print Part of an Excel Spreadsheet

Excel prints the whole of your worksheet, when you just want to print a part of it. This isn't terribly annoying if the Worksheet isn't very long, but what about when it consists of thousands of Columns and Rows? It is possible to print just a part of the Excel document, without copy-pasting it in another worksheet.

1. Open the worksheet, from which you want to print some specific data.
2. Highlight the cells you want to print, by holding left-click, and moving the mouse over them.



3. Go to File menu → Print Area, and select Set Print Area.



Dashed outline represents the Print Area.

4. Print the document, as usual, and you will notice that the printout consists of the data in the worksheet, which you selected as Print Area.

Tips

* If you want to print the entire worksheet, after setting a Print Area, simply go to File → Print Area, and select Clear Print Area.

* You can try to use Ctrl key, pressed, to highlight many cells in the distinct regions of worksheet, and set them as a single Print Area.

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									
6									
7									
8									
9									
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* Use the Print Preview option, above Print, to see what you will get on the paper, before printing.

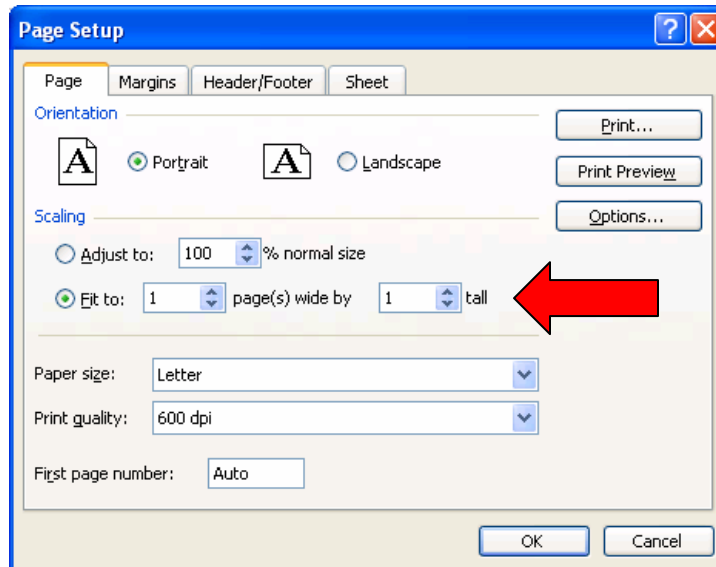
Warnings

* You can only set one Print Area at a time.

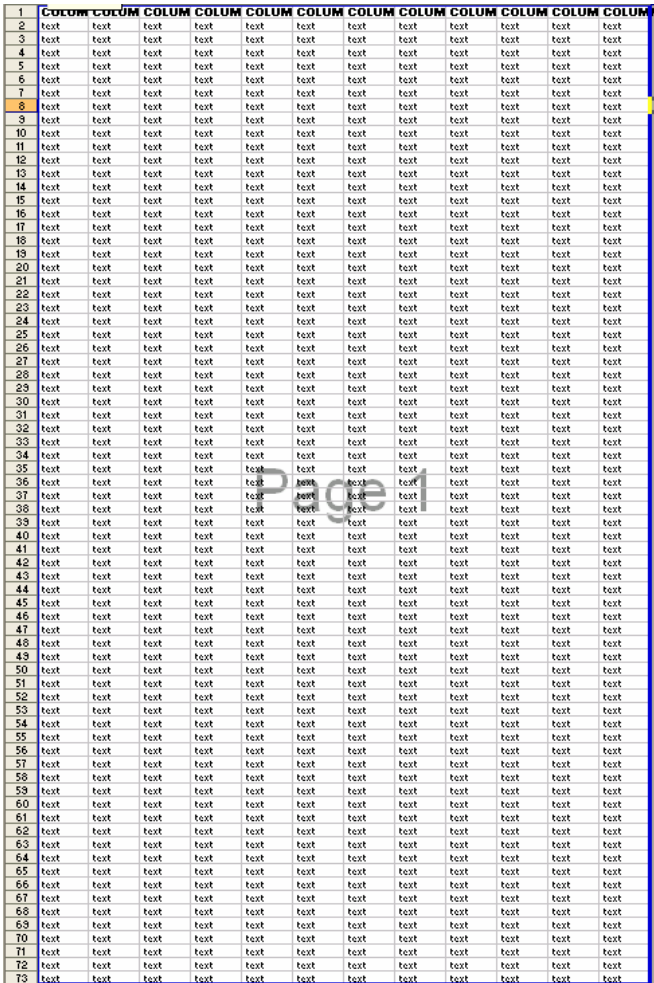
* If you set multiple areas of a worksheet, as one Print Area, you will get each area being printed on a separate paper.

* This procedure works on Microsoft Office 97-2003 only, although this feature is available in Office 2007, the procedure is completely different. You can use the Help Assistant within the package, to find out the correct method.

If you go to File → Page Setup, you can designate how you want your sheet printed. For instance, I have selected I want this printed as one page.



Here's my new print preview, all fit to one page:



You may experiment with this, by selecting to print # pages wide by # of pages tall. Whatever works for you!

Happy printing, not to mention saving a few trees in the process!