

Centering an *Excel* Worksheet

When printing an Excel worksheet, if you want to center the worksheet on the paper:

1. From the Excel menu, select **File**.
2. Click on **Page Setup**.
3. Click the **Margins** tab.
4. If you want your worksheet to be centered horizontally, select "Horizontally".
5. If you also want your worksheet to be centered vertically, select "Vertically".
6. Click **OK**.