

Printing Excel

You can use **Print Preview** to see your entire page.

The column letters and row numbers are not shown, but will be in the printed version.

You can use **Zoom button** to get a closer look at a section.

Click on **File** on the **main menu**.

Click on **Page Setup**.

Click on the **Page tab**.

Click to select the **Landscape** radio button.

Click **OK** to set your selection and to close the box.

Excel will only print gridlines if there is no background color. If you want gridlines, do not add color backgrounds.

For the column letters and row numbers to appear in your printed copy as it looks on your worksheet, click on **File** in the **main menu**.

Click on **Page Setup**.

Click on the **Sheet tab**.

In the Print section in the middle of the dialog box, click to check **Row and Column Headings**.

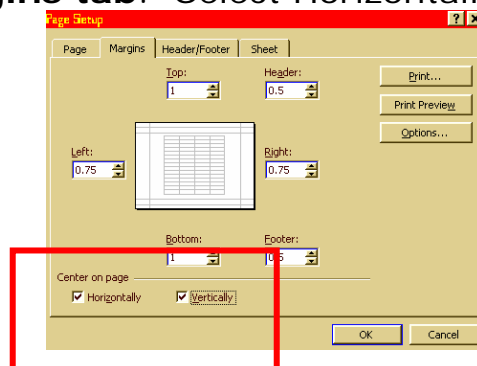
Click **OK** to set your selections and close the box.

To Center the Table

You can control the position of the table on the page by clicking on **File** on the **main menu**.

Click on **Page Setup**.

Click on the **Margins tab**. Select **Horizontally & Vertically**.



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