

Printing a Multi-Page Document in Excel

1. Determine which row is to be the last row before the page break and select that row by clicking on that row number button.
2. On the main menu, click on **Insert**.
3. On the drop-down box, click on **Page Break**.
4. You can view the page breaks by clicking on **View** on the main menu.
5. Then click on **Page Break Preview**.
6. The **Welcome to Page Break Preview message box** appears on your screen. Click **OK**. A small view of the page will appear with two lines highlighting the row where the break occurs. You can click anywhere on the screen to deselect the break, and a blue lines appears to mark the break.
7. To see a print preview, click on the **Print Preview button** on the standard toolbar, and page 1 is displayed.
8. To view page 2, put your cursor on the lower part of the vertical scroll bar and click once. Then click on **Next** at the top left of the print preview screen, and page 2 appears.
9. Click **Close** at the top of the screen.
10. Return to normal view, by clicking on **View** on the main menu. Then click on **Normal**. Click anywhere off the table on the screen to remove the blue lines.