

To print just a portion of a worksheet

Select the area you want to print.

Then, on the File menu, click Print.

Under Print what, click Selection.

If you want to save your selected area for printing again, on the View menu, click Page Break Preview. Select the area you want to print again. On the File menu, point to Print Area, and then click Set Print Area. This print area is saved when you save the worksheet. When you're ready to print again, on the File menu, click Print. Only the set print area will be printed.

To clear the set print area, on the File menu, point to Print Area, and then click Clear Print Area.