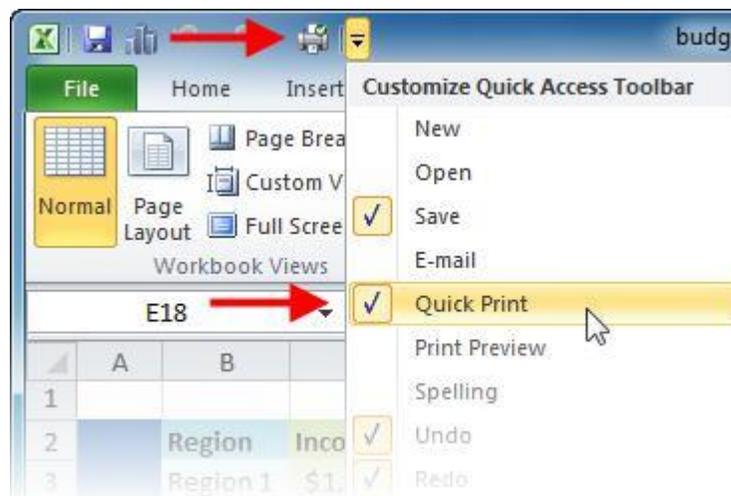


Printing your Workbook

It is often the case that printouts of your workbook (or parts of your workbook) will be required for one purpose or another. This is especially true for the workplace, where hard copies of data are often requested. Needless to say, knowing how to print data from your workbook is essential. In this final lesson, we will explore how to use the printing functionality in Excel.

Print Commands

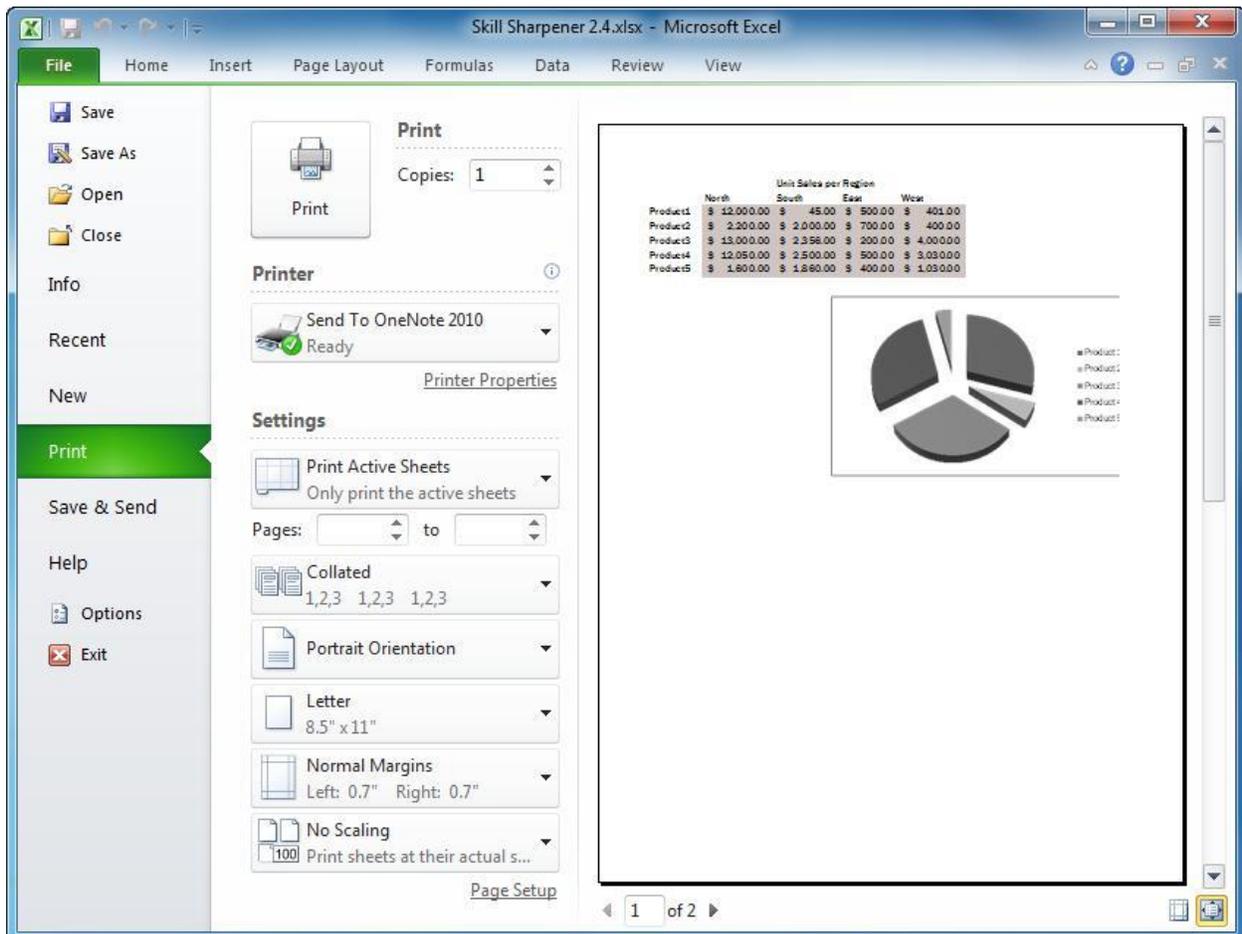
There are a few ways you can print your document. First, you can add the Quick Print icon to the Quick Access toolbar. The Quick Print icon will send the document directly to the default printer:



The more conventional method is to use the Print section of the File menu, which is accessible by clicking File → Print or pressing Ctrl + P.

Print Preview

When you open the Print options by clicking File → Print, you will see a preview of what your printed document will look like on the right-hand side of the screen:

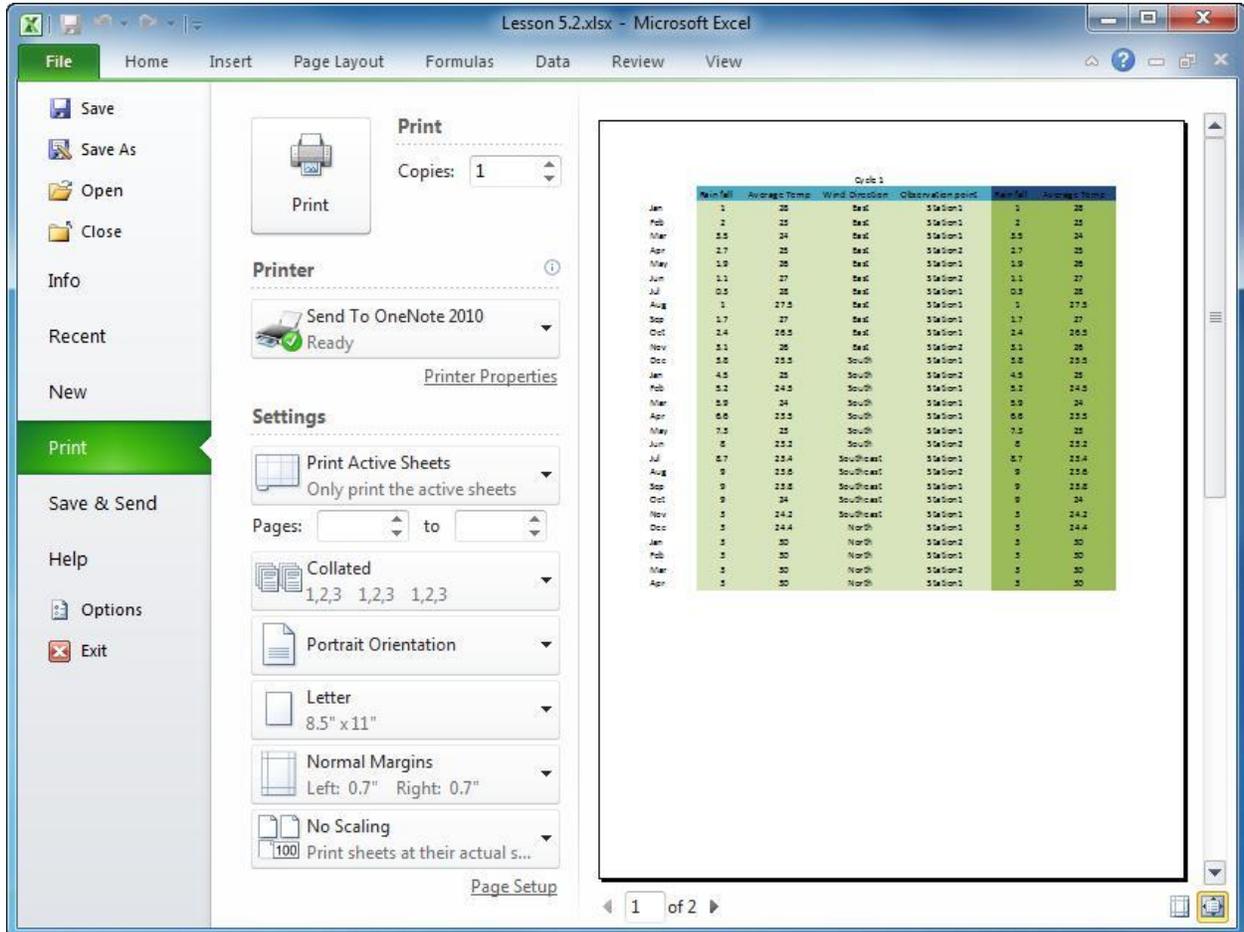


This view provides a scaled-down version of what your document would look like if it were printed as is. You can flip through the pages by using the arrows at the bottom of the screen. There are also two commands in the bottom right-hand corner. Click the left command to show margins, and click the right one to zoom in to 100% zoom:



Using Basic Print Options

Open the Print options by clicking File → Print:

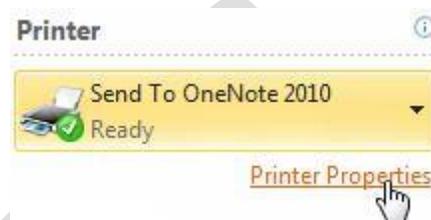


If you have a printer installed, turned on, and paper ready to go, just click the big Print button near the top of the window.

To select a different printer, click the pull-down arrow under the Printer heading and make a selection:

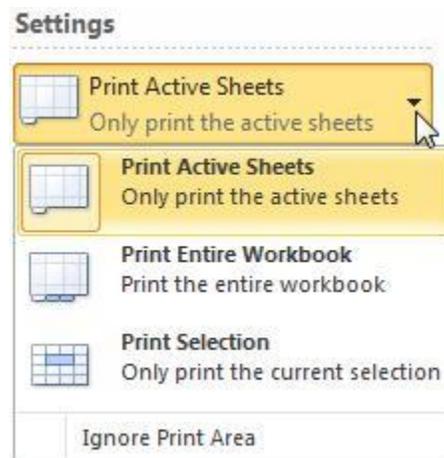


You can adjust printer settings by clicking the link under the Printer command:



These commands will depend on the capabilities of your printer. We will explore printer options later in this lesson.

Under the Setting heading, there are a few more basic commands. If you click Print Active Sheets, you will have a choice over which pages in the document will be printed:



Let's go over these three options:

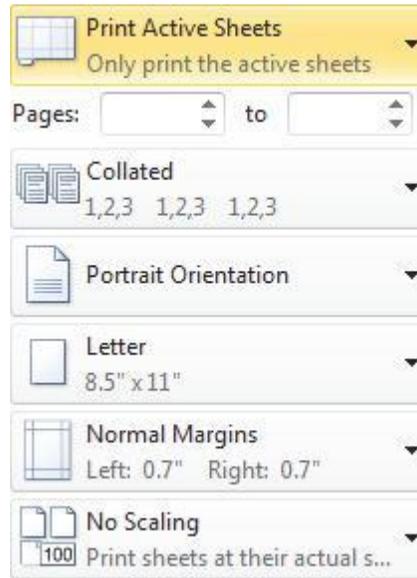
Print Active Sheets Prints the entire worksheet.

Print Entire Workbook Prints all worksheets in the current workbook.

Print Selection If you have only selected part of a table of data or a chart, you can specify to only print that information. Use this when you only need to print a specific thing.

Other Print Options

Let's go over the other print options that are available. The commands listed below are not the proper command names; rather, they are the default options when you first click File → Print. Many of these commands are the same as those in the Page Setup group of the Page Layout tab:



Print Active Sheets

Choose what to print (current worksheet, all worksheets, or the current selection).

Pages

Choose which pages to print.

Collated

If you have a 3 page document and wanted to print 2 copies, the pages would come out 1, 2, 3, 1, 2, 3. If you printed uncollated, the pages would print 1, 1, 2, 2, 3, 3.

Portrait Orientation

Change the page orientation from portrait to landscape.

Letter

Change the paper size.

Normal Margins

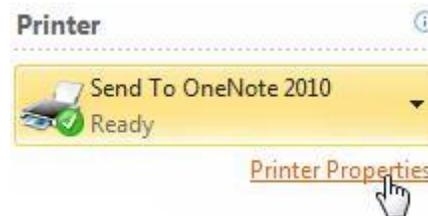
Change the page margins.

No Scaling

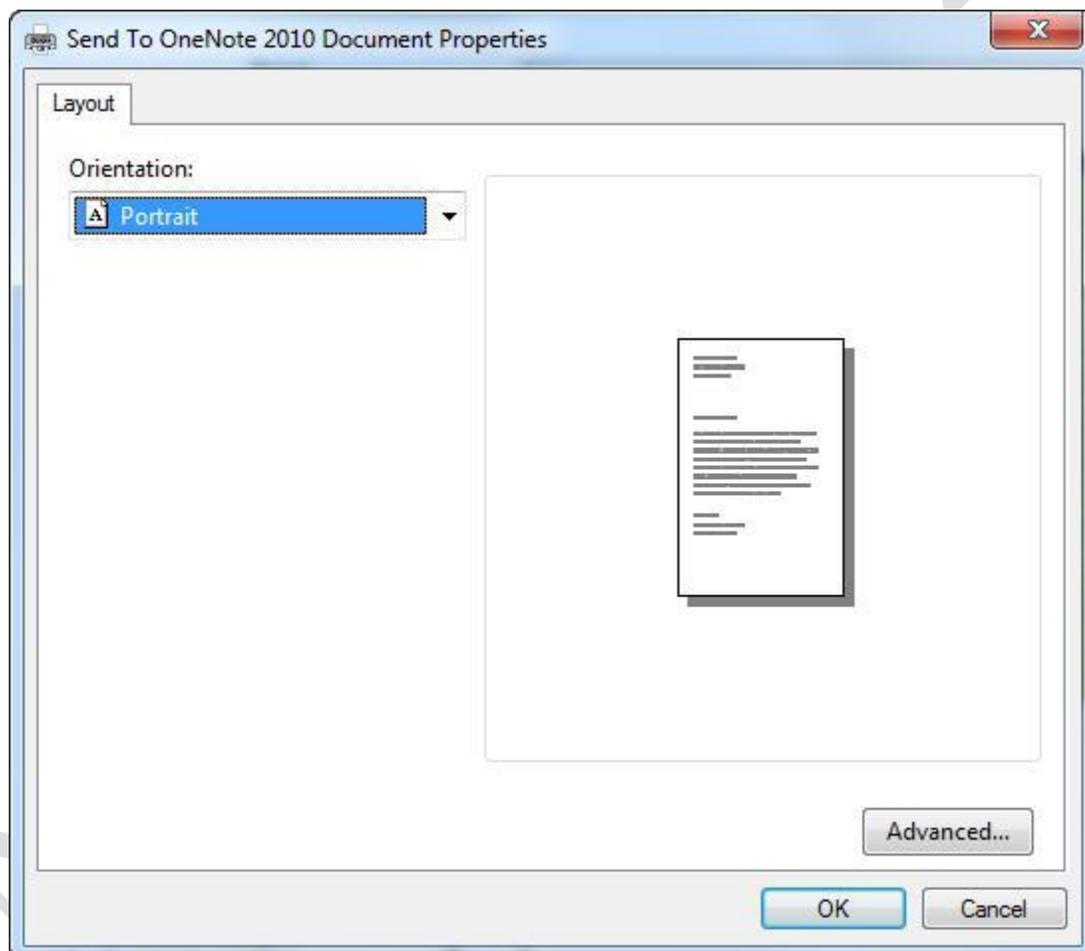
Choose how large the print should be. You can print at 100%, fit the worksheet to fit on one page, fit all columns on one page, or fit all rows to fit on one page.

Setting Printer Properties

To set options specific to your printer, click the Printer Properties command under the Printer heading:



A properties window specific to your printer will appear:



Typically, you will have options for color settings, page size, and paper type, though every printer is a little different. Make any changes you like and click OK to apply them.

Note that a printer doesn't always necessarily have to be a physical thing sitting on your desk or in a room down the hall. Computers can make use of "soft printers," or software that can print a file into a different file format. Excel is also capable of "printing" to other Office 2010 programs, such as OneNote, a program used like a big notebook to record information for at-a-glance use.