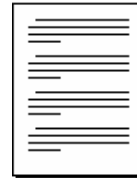


## CONTROLLING PAGE BREAKS

1. You can insert a manual page break by moving the cell pointer to the cell where the page should start and selecting **Insert → Page Break** from the menu.
2. To Adjust Where the Page Breaks: **Select View → Page Break Preview** from the menu, **drag the Page Break Indicator line to where you want the page break to occur.** **Select View → Normal** from the menu when you're finished.

## ADJUSTING PAGE MARGINS AND ORIENTATION

1. To Adjust Margins: **Select File → Page Setup** from the menu and **click the Margins** tab. **Adjust the appropriate margins.**
2. To Change a Page's Orientation: **Select File → Page Setup** from the menu, and **click the Page** tab. **In the Orientation section,** select either the Portrait or Landscape option.



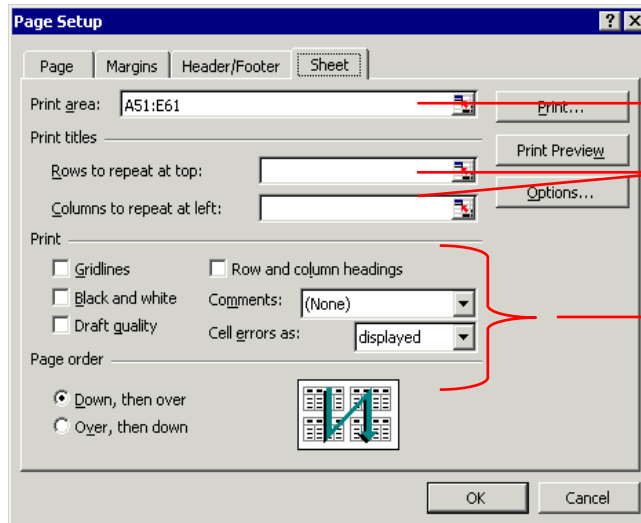
**Portrait**



**Landscape**

## ADDING PRINT TITLES AND GRIDLINES

- To Print or Suppress Gridlines:** Select **File** → **Page Setup** from the menu can click the **Sheet tab**. Add or remove the check mark in the **Gridlines** check box.
- To Print Row or Column Titles:** Select **File** → **Page Setup** from the menu can click the **Sheet tab**. Specify which row(s) or column(s) should appear at the top and/or left of every page in the appropriate boxes under the Title section.



**Print area:** Select the cell range you want to print


**Print titles:** Specify which row(s) or column(s) should appear at the top and/or left of every page

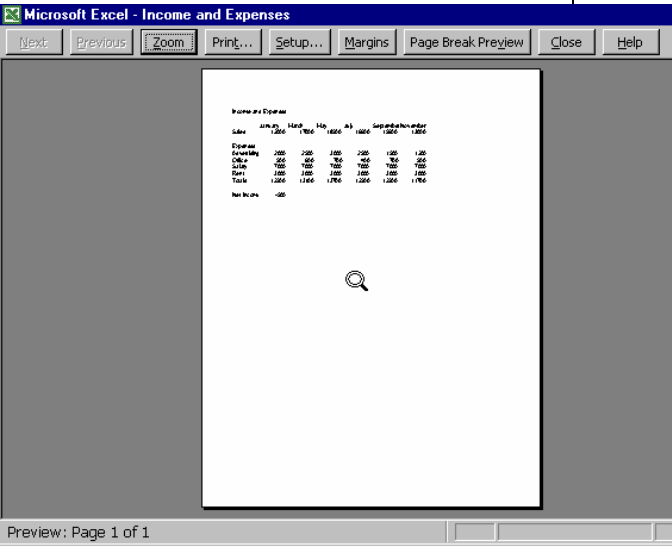
Additional print options, such as whether gridlines, row, and column headings should be printed


# PRINTING EXCEL DATA AND REPORTS

It is a good idea to make a copy of your data onto a second worksheet before you begin manipulating the data (for example, you may want to delete some of the columns, as you also need to keep the original data for a different analysis.)

## Previewing and Printing a Worksheet

- 1. **To Preview a Worksheet:** Click the  **Print Preview** button on the Standard toolbar, or select **File** → **Print Preview** from the menu.



- 2. **To Print a Worksheet:** Click the  **Print** button on the Standard toolbar, or select **File** → **Print** from the menu, or press **<Ctrl> + <P>**.

