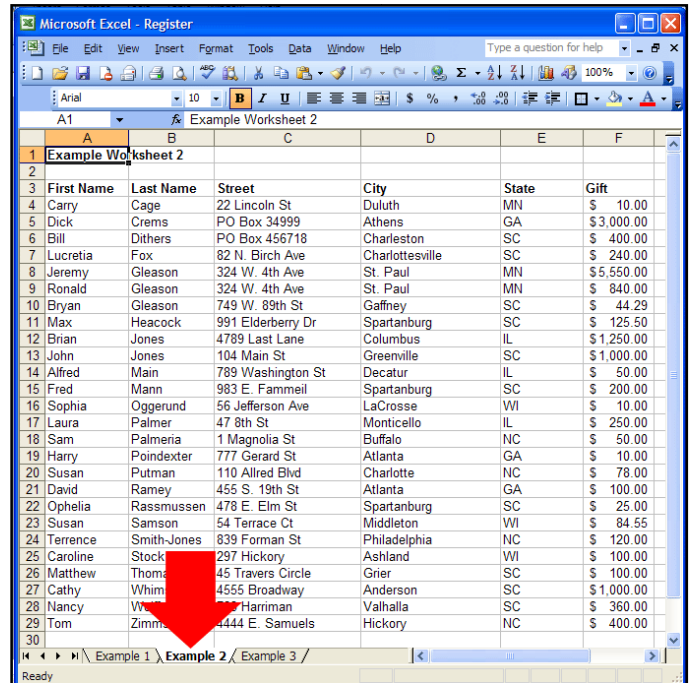


Microsoft Excel 2007

Lesson 6: Printing and Page Layout

Open Example.xlsx if it is not already open.

Click on the **Example 2** tab to see the list of names, addresses, and gifts with which we will work again in this lesson.

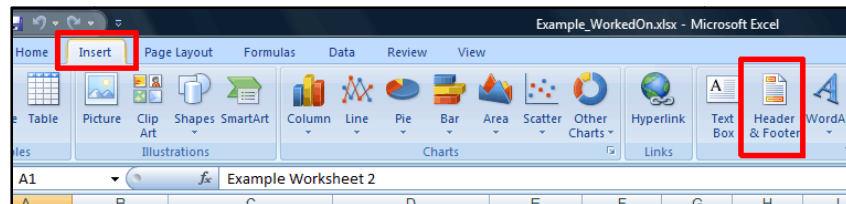


First Name	Last Name	Street	City	State	Gift
Carry	Cage	22 Lincoln St	Duluth	MN	\$ 10.00
Dick	Crems	PO Box 34999	Athens	GA	\$3,000.00
Bill	Dithers	PO Box 456718	Charleston	SC	\$ 400.00
Lucretia	Fox	82 N. Birch Ave	Charlottesville	SC	\$ 240.00
Jeremy	Gleason	324 W. 4th Ave	St. Paul	MN	\$5,550.00
Ronald	Gleason	324 W. 4th Ave	St. Paul	MN	\$ 840.00
Bryan	Gleason	749 W. 89th St	Gaffney	SC	\$ 44.29
Max	Heacock	991 Elderberry Dr	Spartanburg	SC	\$ 125.50
Brian	Jones	4789 Last Lane	Columbus	IL	\$1,250.00
John	Jones	104 Main St	Greenville	SC	\$1,000.00
Alfred	Main	789 Washington St	Decatur	IL	\$ 50.00
Fred	Mann	983 E. Fammeil	Spartanburg	SC	\$ 200.00
Sophia	Oggerund	56 Jefferson Ave	LaCrosse	WI	\$ 10.00
Laura	Palmer	47 8th St	Monticello	IL	\$ 250.00
Sam	Palmeria	1 Magnolia St	Buffalo	NC	\$ 50.00
Harry	Poindexter	777 Gerard St	Atlanta	GA	\$ 10.00
Susan	Putman	110 Allred Blvd	Charlotte	NC	\$ 78.00
David	Ramey	455 S. 19th St	Atlanta	GA	\$ 100.00
Ophelia	Rasmussen	478 E. Elm St	Spartanburg	SC	\$ 25.00
Susan	Samson	54 Terrace Ct	Middleton	WI	\$ 84.55
Terrence	Smith-Jones	839 Forman St	Philadelphia	NC	\$ 120.00
Caroline	Stock	297 Hickory	Ashland	WI	\$ 100.00
Matthew	Thomas	45 Travers Circle	Grier	SC	\$ 100.00
Cathy	Whim	4555 Broadway	Anderson	SC	\$1,000.00
Nancy	Wyatt	777 Harriman	Valhalla	SC	\$ 360.00
Tom	Zimmerman	4444 E. Samuels	Hickory	NC	\$ 400.00

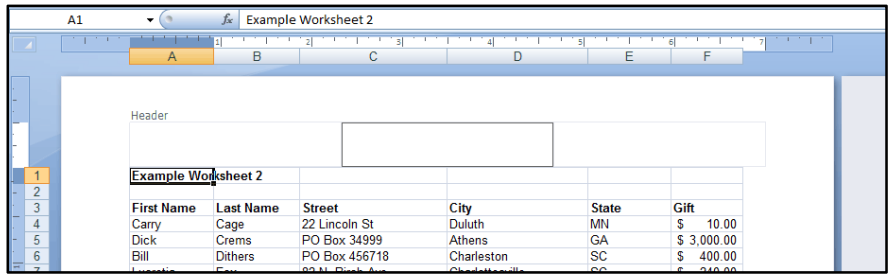
Headers and Footers

When you print out a worksheet it sometimes is useful to include information, such as the last time the worksheet was opened, on very printed page. This information is contained in headers and/or footers.

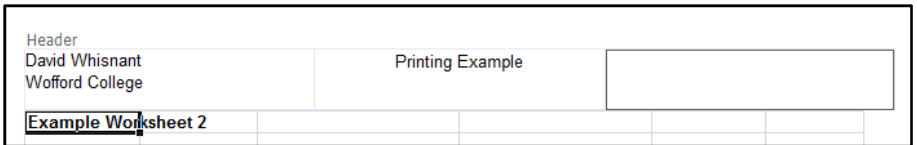
Choose the **Insert** ribbon and click **Header & Footer**.



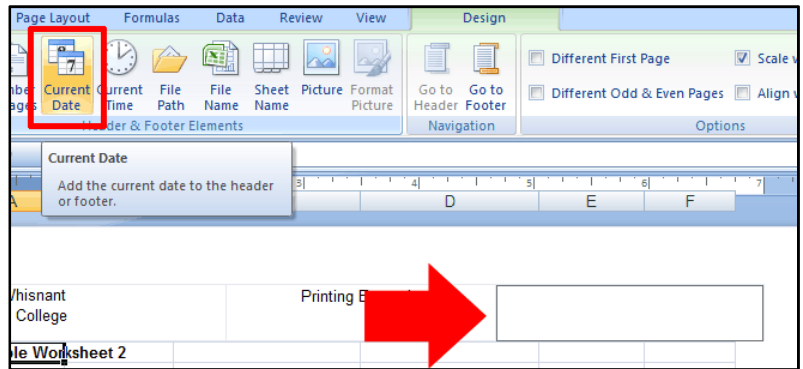
You should see the Header displayed at the top of the screen.



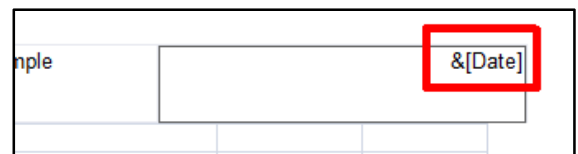
Enter your name and “Wofford College” in the Left Section and “Printing Example” in the Center Section as shown here.



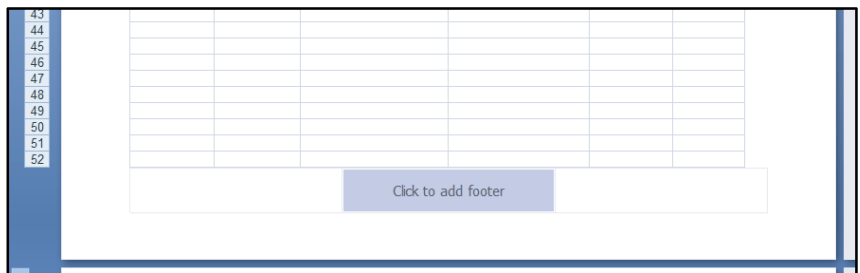
Click on the Right Section to place the cursor in that section. With the cursor in the Right Section, click on the **Current Date** icon.



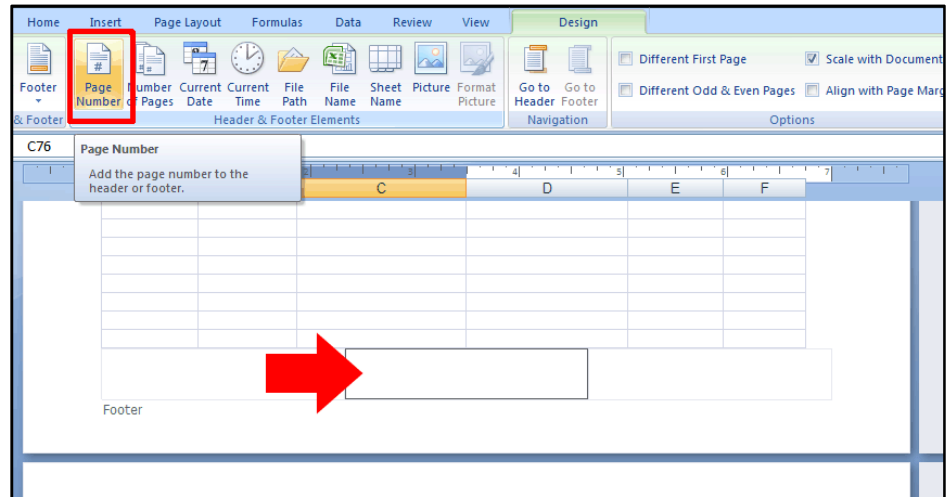
This will place “&[Date]” in the right section, which will display the current date whenever the worksheet is printed.



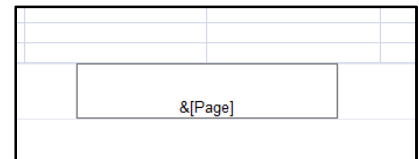
To add a Footer, use the Down arrow key on the keyboard to move down the Excel worksheet until you see the Footer.



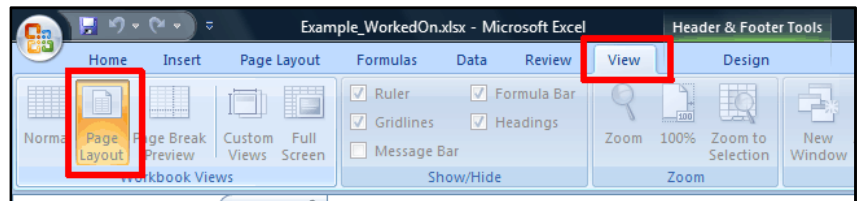
Select the center section and click on the **Page Number** icon.



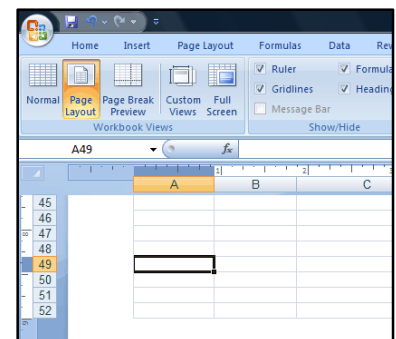
This will insert &[Page] in the center section, which will display as the page number when you print out the worksheet.



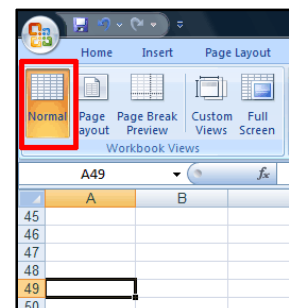
Click on the **View** tab. You will see that we currently are in the **Page Layout** view.



Click somewhere on the worksheet to enable the buttons in the toolbar.



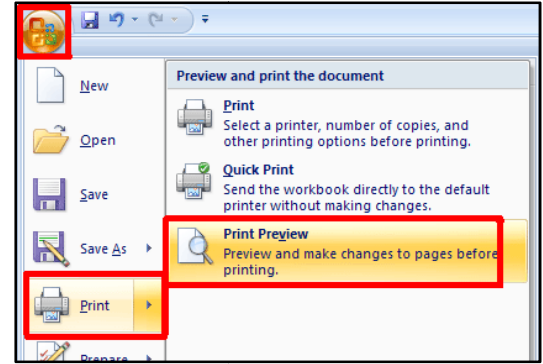
Then click on **Normal** to return to the Normal view of the worksheet.



Click on the **Office Button** and select **Print Preview** to the preview the printed page. You should see the header and footer displayed on the previewed page.

First Name	Last Name	Street	City	State	Gift
Carry	Cage	22 Lincoln St	Duluth	MN	\$ 10.00
Dick	Crems	PO Box 34999	Athens	GA	\$ 3,000.00
Bill	Dithers	PO Box 456718	Charleston	SC	\$ 400.00
Lucretia	Fox	82 N. Birch Ave	Charlottes ville	SC	\$ 240.00
Jeremy	Gleason	324 W. 4th Ave	St. Paul	MN	\$ 5,550.00
Ronald	Gleason	324 W. 4th Ave	St. Paul	MN	\$ 840.00
Bryan	Gleason	749 W. 89th St	Gaffney	SC	\$ 44.29
Max	Heacock	991 Elderberry Dr	Spartanburg	SC	\$ 125.50
Brian	Jones	4789 Last Lane	Columbus	IL	\$ 1,250.00
John	Jones	104 Main St	Greenville	SC	\$ 1,000.00
Alfred	Main	789 Washington St	Decatur	IL	\$ 50.00
Fred	Mann	983 E. Fammell	Spartanburg	SC	\$ 200.00
Sophia	Oggerund	56 Jefferson Ave	LaCrosse	WI	\$ 10.00
Laura	Palmer	47 8th St	Monticello	IL	\$ 250.00
Sam	Palmeria	1 Magnolia St	Buffalo	NC	\$ 50.00
Harry	Poindexter	777 Gerard St	Atlanta	GA	\$ 10.00
Susan	Putman	110 Allred Blvd	Charlotte	NC	\$ 78.00
David	Ramey	455 S. 19th St	Atlanta	GA	\$ 100.00
Ophelia	Rasmussen	478 E. Elm St	Spartanburg	SC	\$ 25.00
Susan	Samsom	54 Terrace Ct	Middleton	WI	\$ 84.55
Terrence	Smith-Jones	839 Forman St	Philadelphia	NC	\$ 120.00
Caroline	Stock	297 Hickory	As Hand	WI	\$ 100.00
Matthew	Thomas	45 Travers Circle	Grier	SC	\$ 100.00
Cathy	Whimsy	4555 Broadway	Anderson	SC	\$ 1,000.00
Nancy	Wolf	723 Harriman	Valhalla	SC	\$ 380.00
Tom	Zimms	4444 E. Samuels	Hickory	NC	\$ 400.00

1



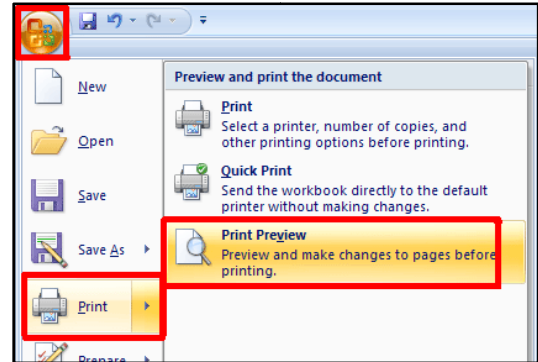
Page Setup

Suppose that you want the font on the printed copies to be larger so that it is easier to see. As described in Lesson 3, select the entire worksheet and change the font to Arial 14.

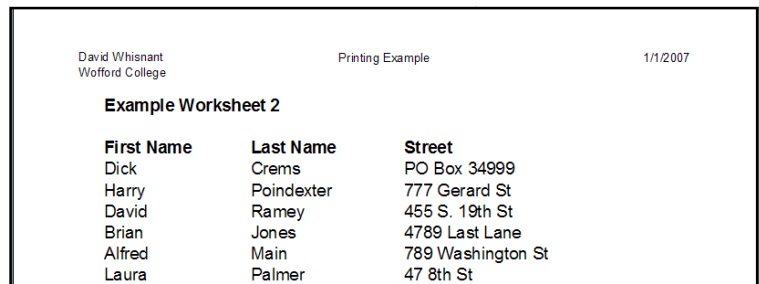
	A	B	C	D	E	F
1	Example Worksheet 2					
2						
3	First Name	Last Name	Street	City	State	Gift
4	Dick	Crems	PO Box 34999	Athens	GA	\$ 3,000.00
5	Harry	Poindexter	777 Gerard St	Atlanta	GA	\$ 10.00
6	David	Ramey	455 S. 19th St	Atlanta	GA	\$ 100.00
7	Brian	Jones	4789 Last Lane	Columbus	IL	\$ 1,250.00
8	Alfred	Main	789 Washington St	Decatur	IL	\$ 50.00
9	Laura	Palmer	47 8th St	Monticello	IL	\$ 250.00

Change the **column widths** as follows: A, B, D, and F = 20; C = 30; E = 12.

Click on the **Office Button** and select **Print Preview** to preview the printed page.



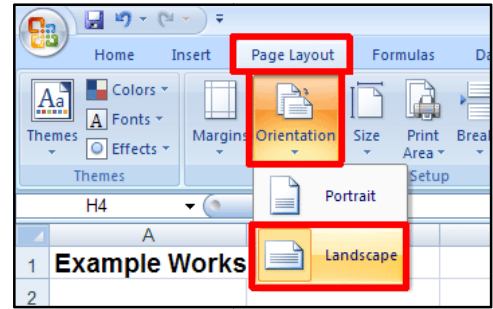
You will see that the font now is too large to print an entire record in one line.



After you have previewed a page, breaks between pages will be displayed on the worksheet as dotted lines (between columns C and D in this example).

	A	B	C	D	E	F
1	Example Worksheet 2					
2						
3	First Name	Last Name	Street	City	State	Gift
4	Dick	Crems	PO Box 34999	Athens	GA	\$ 3,000.00
5	Harry	Poindexter	777 Gerard St	Atlanta	GA	\$ 10.00
6	David	Ramey	455 S. 19th St	Atlanta	GA	\$ 100.00
7	Brian	Jones	4789 Last Lane	Columbus	IL	\$ 1,250.00
8	Alfred	Main	789 Washington St	Decatur	IL	\$ 50.00
9	Laura	Palmer	47 8th St	Monticello	IL	\$ 250.00

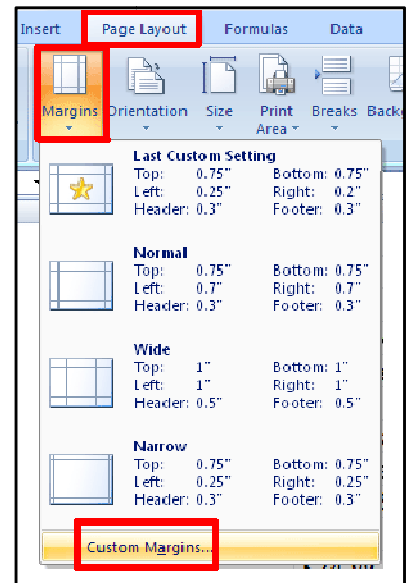
One thing we can do is set the page **Orientation** to **Landscape** (wide side on top and bottom). Do this in the **Page Layout** ribbon.



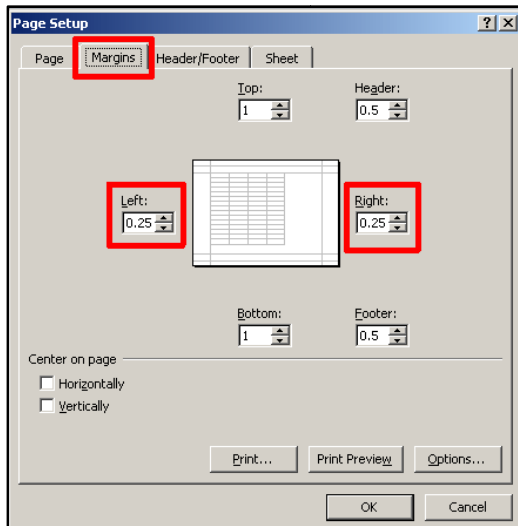
If we click on **Print Preview** we see that this doesn't quite do the trick. The page break has shifted to the right, but still divides the State and Gift columns.

City	State	Gift
Athens	GA	\$ 3,000.00
Atlanta	GA	\$ 10.00

In the **Page Layout** ribbon, click on **Margins** and then **Custom Margins**.



Back in the Page Setup window, click on the **Margins** tab and set the left and right margins to 0.25.



If you try Print Preview again, you probably will see that changing the margins will allow an entire record to be displayed on one line. If not, you might try narrowing one or more of the columns in the worksheet.