

Using Page Setup and Printing in MS Excel

Microsoft Excel

Module 50 - Using Page Setup and Printing in MS Excel

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In Excel, "Page Setup" refers to the configuration of print settings before printing a worksheet, including options like margins, orientation, and paper size. "Printing" in Excel involves the process of transferring a worksheet or a portion of it to a printer for a physical copy







Page Setup in Excel refers to the process of preparing your worksheet so it looks the way you want **before printing**. It includes settings that control **how your spreadsheet appears on paper**, such as:

- **Page orientation** (Portrait or Landscape)
- **Paper size** (e.g., A4, Letter)
- **Margins** (space around the edges)
- **Scaling** (to fit all data on one page)
- **Print area** (selecting specific cells to print)
- **Headers and Footers** (e.g., page numbers, date, file name)
- **Repeating rows/columns** on every printed page

Where You Can Find Page Setup in Excel?

You can find the **Page Setup** options under the **Page Layout** tab or via **File > Print > Page Setup** (in the print preview window).

1. Page Layout Tab Options

-  **Orientation**
 - **Portrait** - Taller than wide (good for lists).
 - **Landscape** - Wider than tall (better for wide tables).
-  **Size**
 - Set your paper size (e.g., A4, Letter).
-  **Print Area**
 - Highlight the cells you want to print.
 - Go to **Page Layout > Print Area > Set Print Area**.
-  **Margins**
 - Choose between **Normal**, **Wide**, or **Narrow**, or set **Custom Margins**.
-  **Scale to Fit**
 - **Width** and **Height** options let you fit the sheet to one page wide or tall.
 - Use this to avoid content spilling across extra pages unnecessarily.
-  **Background**
 - You can add a background image (not printable though).

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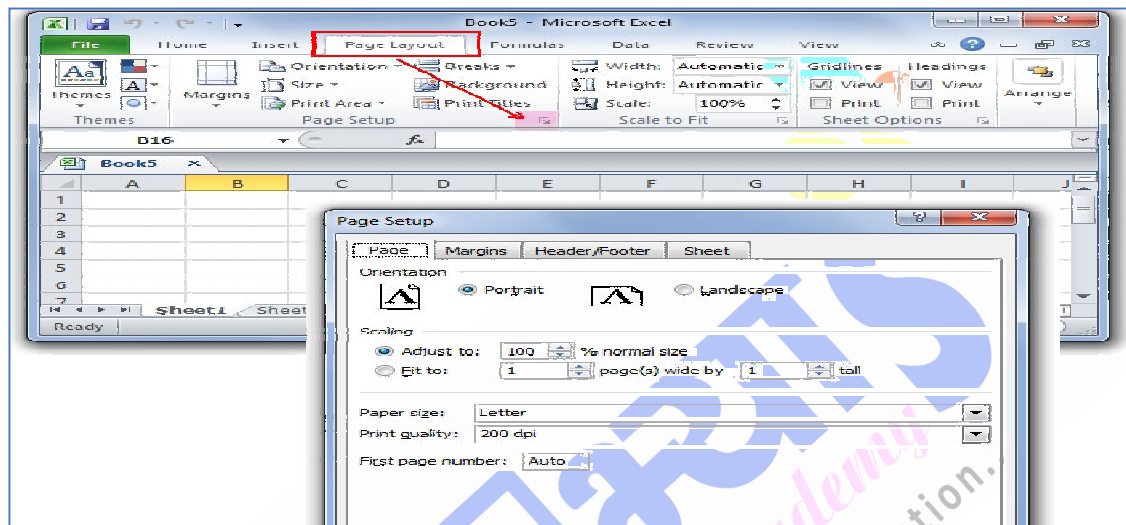
Using Page Setup and Printing in MS Excel

Advanced Page Setup (Dialog Box)

Go to Page Layout > Page Setup (small launcher icon in corner)

Tabs:

1. Page
 - o Set orientation, scaling, and paper size.
2. Margins
 - o Customize margins and choose to center on page horizontally/vertically.
3. Header/Footer



4. Sheet
 - o Choose to print gridlines, row/column headings.
 - o Set print area and rows/columns to repeat for each printed page.

Printing in MS Excel

Printing in Excel means sending your spreadsheet to a printer to get a physical (hard copy) or PDF version of your work.

When printing, you can choose:

- What part of the sheet to print (entire sheet, selected area, or entire workbook)
- How many copies you want
- Whether to print on one page or across multiple
- Page numbers, headers, gridlines, etc.

How to Use Printing in Excel?

Step-by-step:

1. Go to File > Print
2. You'll see a Print Preview on the right.
3. On the left, choose:

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- Printer
 - Pages to Print
 - Print Entire Workbook / Active Sheets / Selection
 - Collation and Orientation
 - Margins and Scaling options (like "Fit Sheet on One Page")
4. Click Print

Tips for Better Printed Sheets

- Use "Fit All Columns on One Page" to avoid cutting off your table.
- Use Print Titles (Page Layout > Print Titles) to repeat header rows on each page.
- Turn on gridlines or headings if needed (in Page Setup > Sheet tab).
- Use Page Break Preview (View tab) to manually adjust page breaks.

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