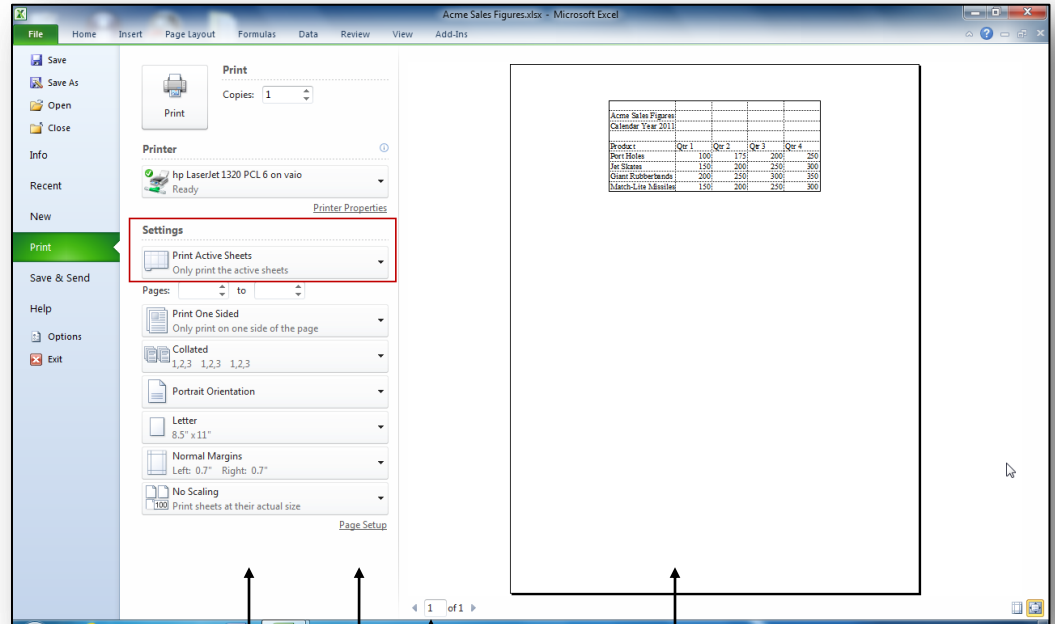


## Microsoft Excel 2010 Print Settings

1. Press <Ctrl> <P> to open the **Print** tab in Backstage view.

Backstage  
Navigation  
Bar  
Print tab



Print Settings

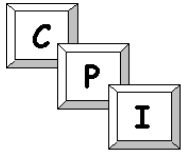
Pages

Preview Pane

Page Setup

To print the active worksheet:

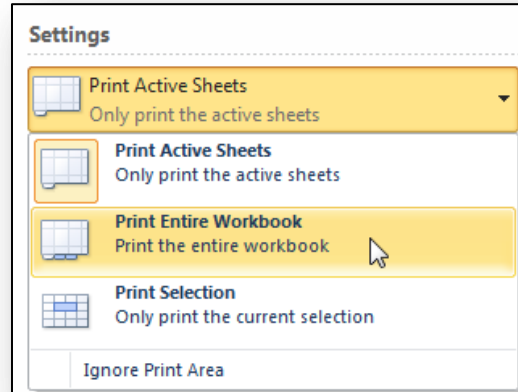
1. Ensure the correct printer is selected in the **Printer** drop-down.
2. Verify **Print Active Sheets** is selected (as shown above).
1. Click the **Print** button.



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To print an entire workbook:

1. Select **Print Entire Workbook** from the **Print Active Sheets** drop-down.

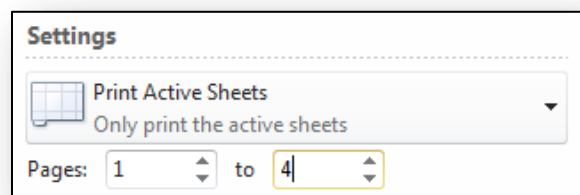


2. Click the **Print** button.

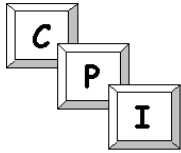
To print specific pages:

Use this command if you have more than one page in a worksheet or workbook. Use the Next page and Previous Page navigation arrows in the Preview pane to determine whether you have more than one page.

1. Click the **Pages** box (beneath the **Print Active Sheets** options).
2. Type the beginning page numbers in the **Pages** text box.
3. Type the last page number in the **To** text box.



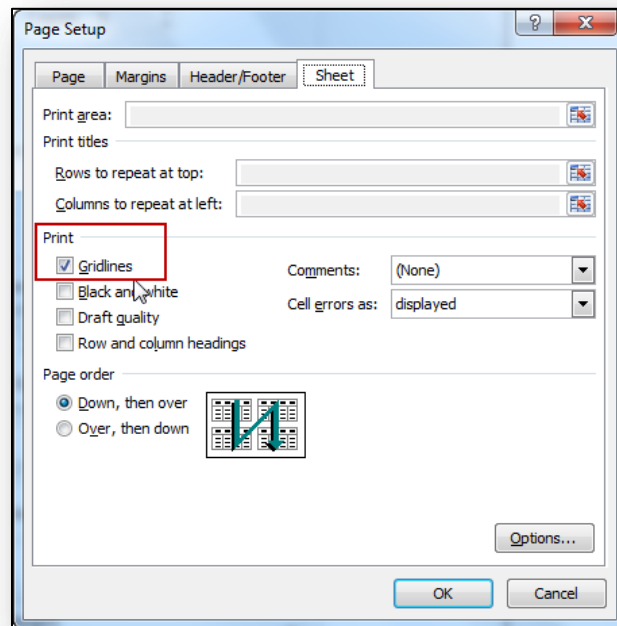
4. Click the **Print** button when you are ready to print the pages.



## Add/Remove Gridlines

Gridlines on a worksheet are printed when you enable **Print Gridlines**. Use **Page Setup** commands in Backstage view or commands on the **Page Layout** tab when in **Normal** view.

1. Click **Page Setup** in the second pane of Backstage view.
2. Click the **Sheet** tab in the Page Setup dialog box.  
*Sheet options appear.*



3. Click the **Gridlines** option to place a ✓ in the option box in the **Print** section.
4. Click **[OK]**.  
*The Preview pane displays the worksheet with gridlines.*
5. Select the **Print** button to print.