

## Printing in Excel 2010



The **File** tab in Backstage view contains a print command and print settings. The **Print** button sends the document directly to the selected printer. Settings in the Print window can be changed to print a single page, a specific range of pages or to request multiple copies of a document or page. All of these commands are available from the **Print** command on the **File** tab.

### Print Options

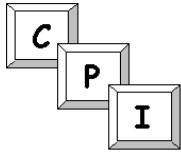
The **Print** tab in Backstage view displays options to preview your workbook and select printer settings. The table below provides a description of each of the print options in the second section of Backstage view.

Option	Function
Print	Sends the active worksheet to the selected printer.
Copies	Enter the number of copies to print.
Printer	Drop-down feature that allows you to select a printer.
<u>Printer Properties</u>	Opens the print properties dialog box for the selected printer.
Print Active Sheets	A drop-down feature that allows you to select active sheets, workbook or a selection to print.
Pages	Allows you to type in specific page numbers to print.
Print One Sided	Drop-down that allows you to select one-sided or duplex printing.
Collated	Drop-down that allows you to choose whether multiple copies should be printed in order.
Portrait Orientation	Displays Portrait or Landscape options.
Letter	Displays Paper Size options. Click <b>More Paper Sizes</b> to select a special size paper.
Normal Margins	Displays margin options for the document. Select <b>Custom Margins</b> to enter specific settings.
No scaling	Provides options for scaling the worksheet to fit on one or more pages.
<u>Page Setup</u>	Opens the Page Setup Dialog Box to access all page setup options.
Next Page	Displays the next page in a multi-page document.
Previous Page	Displays the previous page in a multi-page document.
Esc key	Exits Backstage View.



**Hint:**

Add the **Print Preview and Print** command button to the Quick Access Toolbar to quickly open Backstage view to the **Print** tab. Or press the keyboard shortcut **<Ctrl> <P>** to open the **Print** tab in Backstage View.

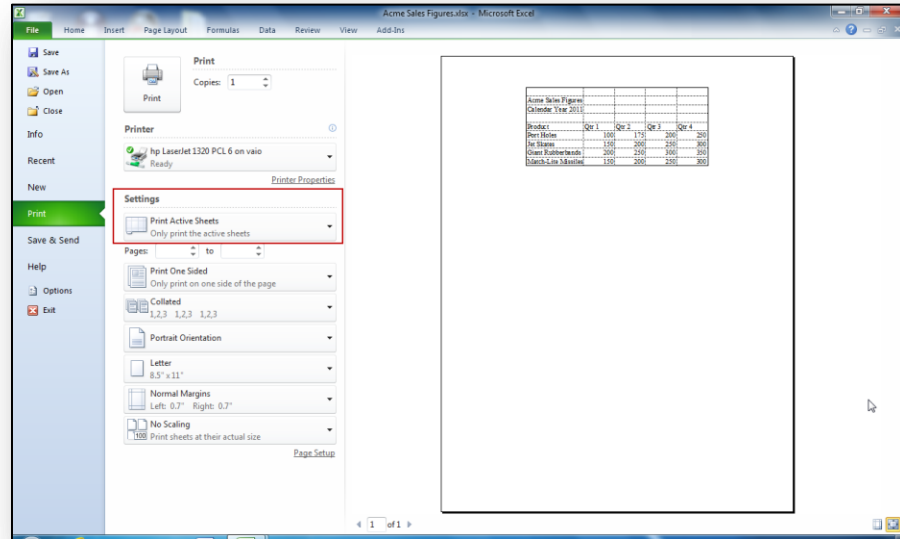


## Training Solutions, Inc.

Microsoft Excel defines the *active sheet* as the worksheet which is open in the Excel window when you open the Print tab.

1. Click the **File** tab.
2. Select the **Print** tab.

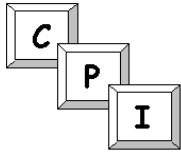
*Backstage view opens and displays Print settings and Print preview.*



↑  
Page Navigation Arrows

### To print the active worksheet:

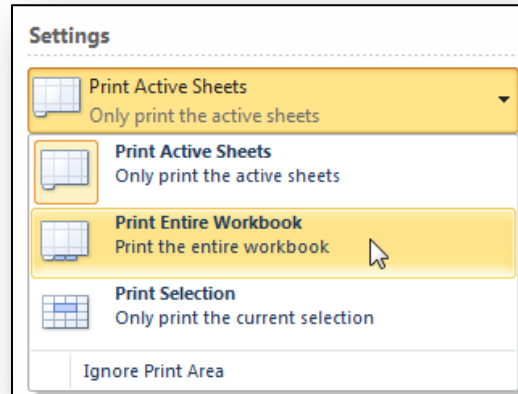
1. Verify **Print Active Sheets** is selected (as shown above).
1. Click the **Print** button.



## Training Solutions, Inc.

### To print an entire workbook:

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

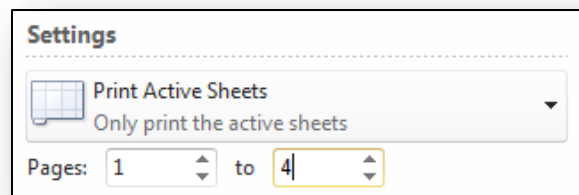


2. Click the **Print** button.

### 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 portion of Backstage view to determine whether you have more than one page.

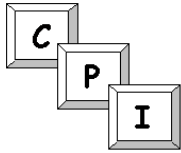
1. Click in the **Pages** box (beneath the **Print Active Sheets** options).
2. Type the beginning page numbers in the **Pages** text box.
3. Type the last page number in the **To** text box.



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

The **Print Selection** option in the **Print Active Sheets** list provides an opportunity for you to highlight cells in a workbook to print.

1. Press **<Esc>** to close Backstage View.
2. Select a group of cells on the worksheet.
3. Click the **File** tab and choose **Print**.
4. Select **Print Selection** from the **Print Active Sheets** drop-down.  
*Only the selected cells on the workbook appear in the preview.*



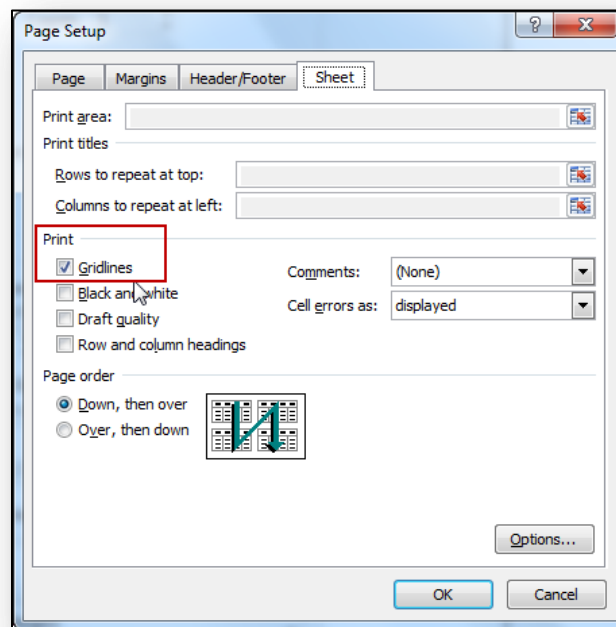
5. Press the <Esc> key or click the **Home** tab to close Backstage View.

### Add/Remove Gridlines

Gridlines can be printed on the worksheet by enabling **Print Gridlines**. Use Page Setup commands in Backstage View or commands on the **Page Layout** tab when in Normal view.

In this exercise, you will enable gridlines to print using **Page Setup**.

1. Click the **File** tab.
2. Choose **Print**.
3. Click **Page Setup** in the second pane of Backstage View.
4. Click the **Sheet** tab in the Page Setup dialog box.  
*Sheet options appear.*



5. Click the **Gridlines** option to place a ✓ in the option box in the **Print** section.
6. Click **[OK]**.  
*The worksheet preview displays gridlines.*
7. Click the **Print** button.