Formatting and Printing in Excel 2010

1. Click on File Tab – Print
2. Choose the number of copies
3. Click on downward pointing triangle; choose the printer you are going to use from the Printer selection box.
4. Click on the Printer Properties button below the box if you need to change paper size, tray, etc.

Office 2010 attempted to automate the process with the Settings boxes below the Printer Selection and setup.

Print using Settings
1. Print Active Sheets – down arrow shows more selections and boxes below let you choose individual pages or series of pages to print.
2. Collated – down arrow shows more choices of how print selection should be organized.
3. Landscape – choose orientation of print on paper.
5. Custom Margins – Choose Margins or reset margins on document
6. Custom Scaling – Choose what to fit on page

Formatting for Printing
Print using Page Setup brings up a tabbed window:
1. Page Tab
   a. Choose Portrait or Landscape
   b. Adjust the scale (% change will adjust how much data can be put on one page. Example: lots of data lower the %, it will make the font smaller but fit more data on one page – preview to see if the change will be acceptable)
   c. Paper size – letter or legal
   d. Click OK to see changes to document.
2. Margins Tab
   a. Set margins for top, bottom, left, right as well as header and footer.
   b. Click OK to see changes to document
   c. You can also set margins on the print preview document by clicking on this icon in the lower right corner of the print preview screen.
3. Header/Footer Tab
   a. Create header and/or customize header
   b. Create footer and/or customize footer
   c. Can also set different odd/even pages and different first page.
4. Sheet Tab- a and b below are not available on this tab, you have to use Page Layout tab – dialog box icon to get to the area you need.
   a. Choose an area of the spreadsheet to print
   b. Choose an area to repeat on all pages
   c. Choose to print gridlines
   d. Choose order to print columns