

INSERT PAGE BREAK IN EXCEL 2010

Page Breaks

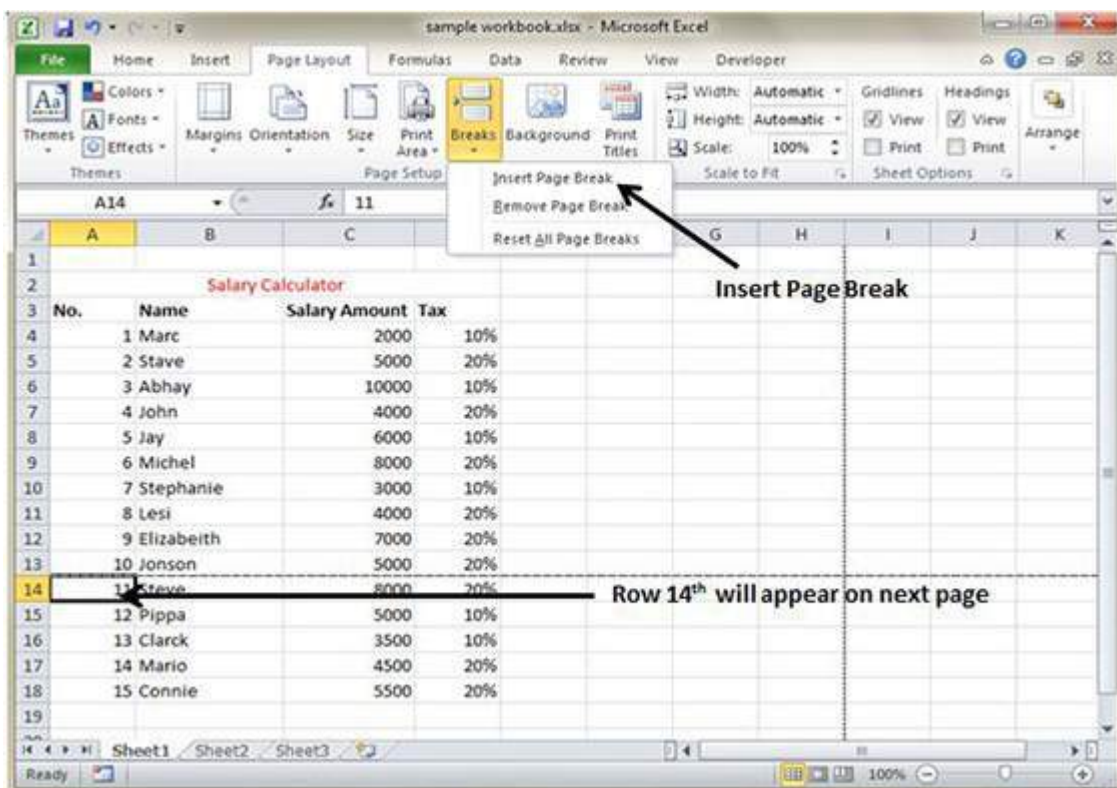
If you don't want a row to print on a page by itself or you don't want a table header row to be the last line on a page. MS Excel gives you precise control over **page breaks**.

MS Excel handles page breaks automatically, but sometimes you may want to force a page break **either a vertical or a horizontal one** so that the report prints the way you want.

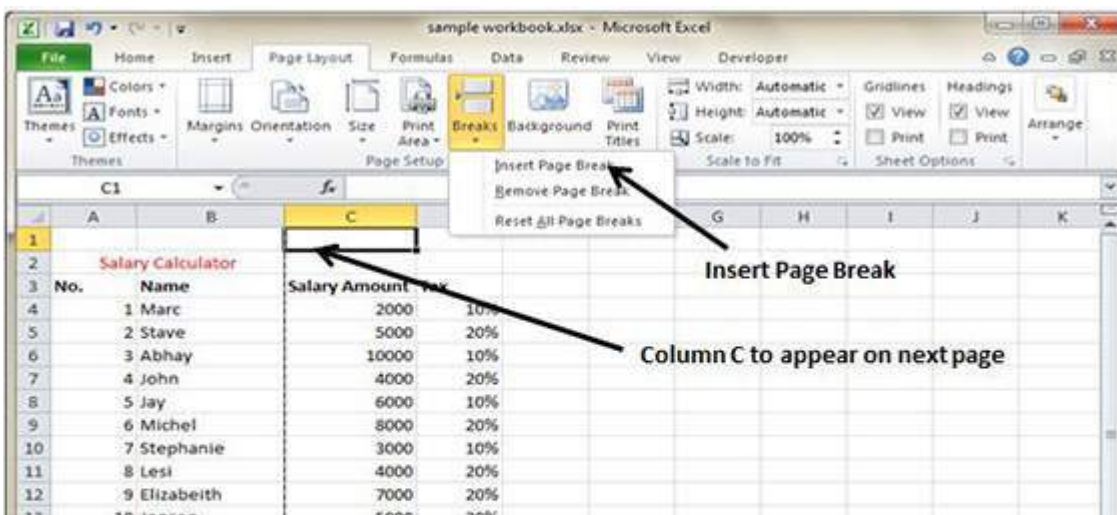
For example, if your worksheet consists of several distinct sections, you may want to print each section on a separate sheet of paper.

Inserting Page Breaks

Insert Horizontal Page Break: For example, if you want row 14 to be the first row of a new page, select cell A14. Then choose **Page Layout » Page Setup Group » Breaks » Insert Page Break**.



Insert vertical Page break In this case make sure to place the pointer in row 1. Choose **Page Layout » Page Setup » Breaks » Insert Page Break** to create the page break.



14	11 Steve	8000	20%	
15	12 Pippa	5000	10%	
16	13 Clarck	3500	10%	
17	14 Mario	4500	20%	
18	15 Connie	5500	20%	

Removing Page Breaks

- **Remove a page break you've added** : Move the cell pointer to the first row beneath of the manual page break and then choose Page Layout » Page Setup » Breaks » Remove Page Break.
- **Remove all manual page breaks** : Choose Page Layout » Page Setup » Breaks » Reset All Page Breaks.