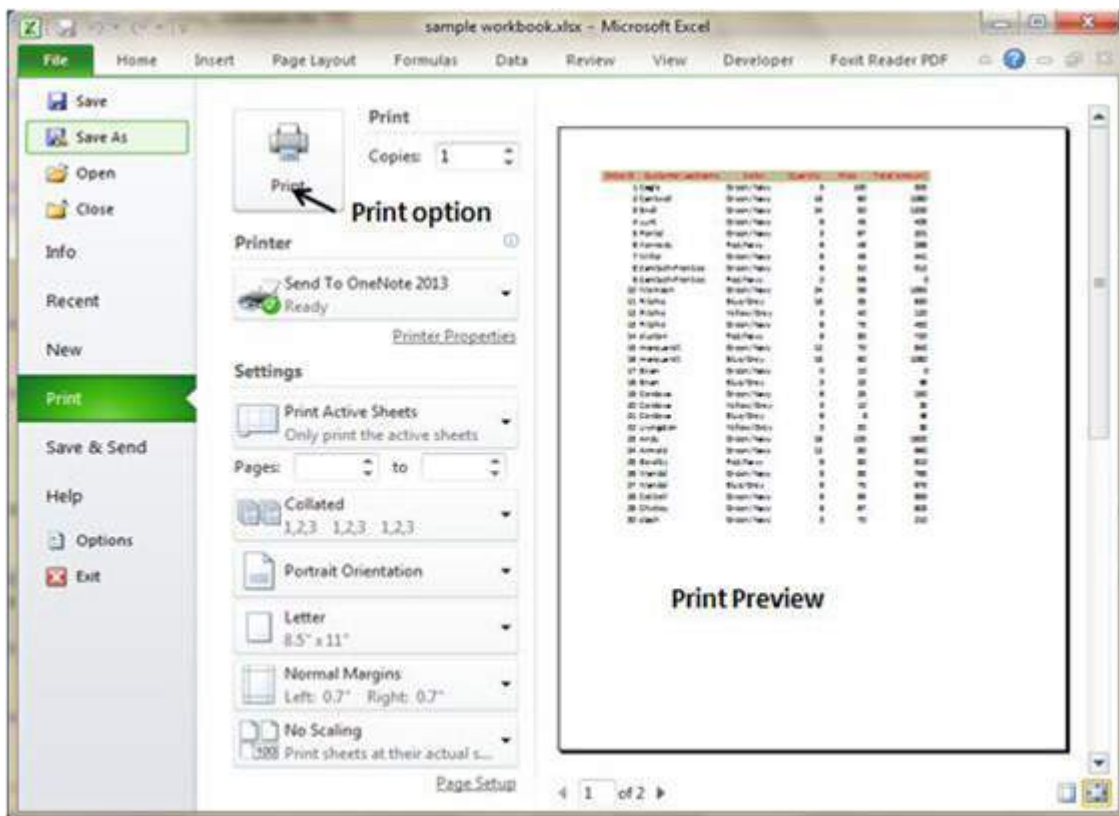


PRINTING WORKSHEETS IN EXCEL 2010

Quick Print

If you want to print a copy of a worksheet with no layout adjustment, use the Quick Print option. There are two ways in which we can use this option.

- Choose **File » Print** which displays the Print pane, and then click the Print button.
- Press Ctrl+P and then click the Print button or press Enter.



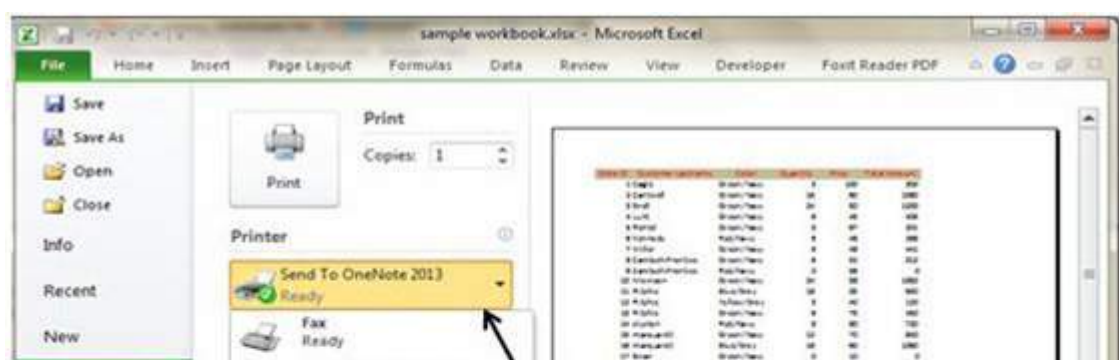
Adjusting Common Page Setup Settings

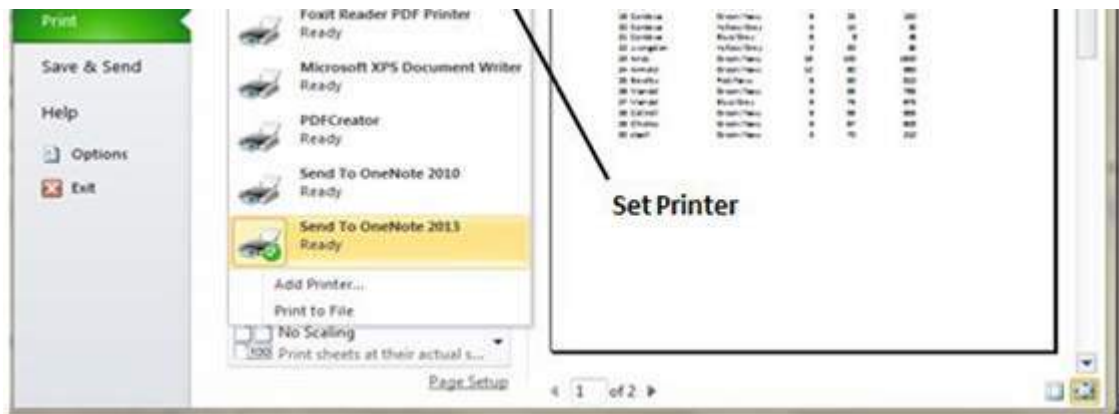
You can adjust print settings available in Page setup dialogue in different ways as below. Page setup options include Page orientation, Page Size, Page Margins, etc.

- The Print screen in Backstage View, displayed when you choose **File » Print**
- The **Page Layout tab** of the Ribbon

Choosing your printer

To switch to a different printer, choose **File » Print** and use the drop-down control in the Printer section to select a different installed printer.

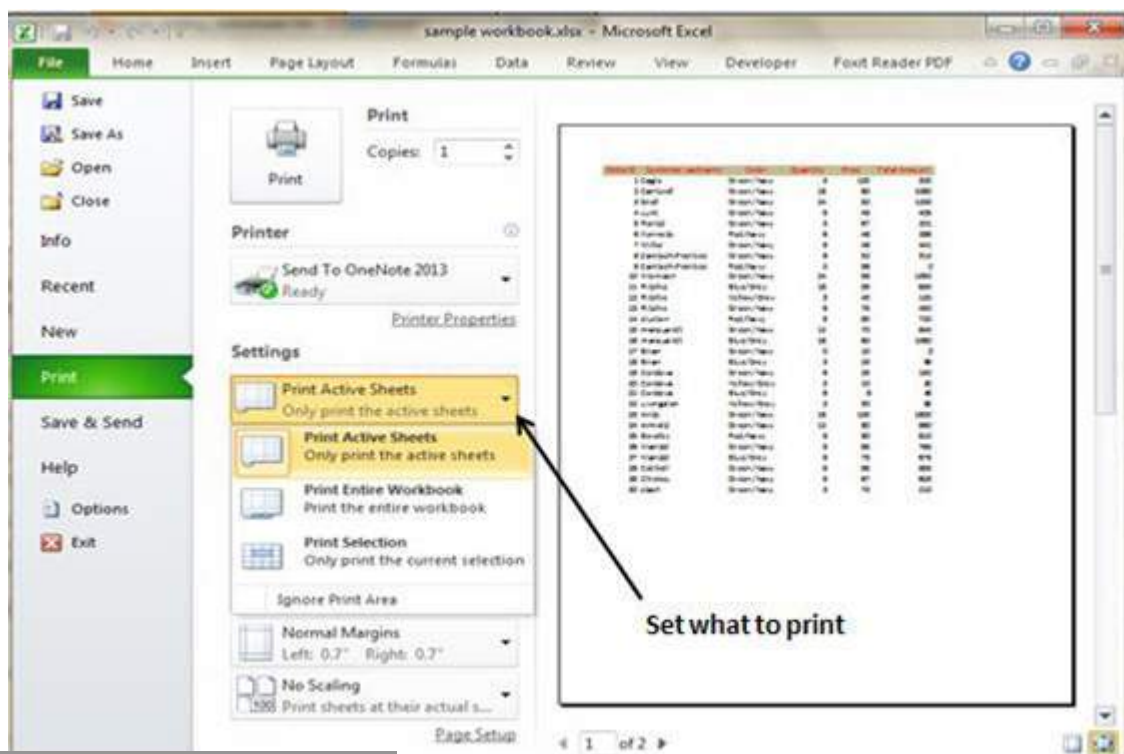




Specifying what you want to print

Sometimes you may want to print only a part of the worksheet rather than the entire active area. Choose **File » Print** and use the controls in the Settings section to specify what to print.

- **Active Sheets** : Prints the active sheet or sheets that you selected
- **Entire Workbook** : Prints the entire workbook, including chart sheets
- **Selection** : Prints only the range that you selected before choosing **File » Print**



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