


Lesson 2-19: Print out a worksheet

We aren't going to explore every option for preparing and printing a worksheet in this lesson. Printing is such a huge subject that we devote a whole session to it in: *Session Seven: Printing Your Work*.

This lesson only aims to teach you the bare minimum skills you need to put your work onto paper.

- 1 Open *First Quarter Sales and Profit-12* from your sample files folder (if it isn't already open).

	A	B	C	D	E	F	G
1	Sales and Profit Report - First Quarter 2008						
2							
3		Jan	Feb	Mar	Average	Maximum	
4	New York	22,000	29,000	19,000	23,333	29,000	
5	Los Angeles	42,000	39,000	43,000	41,333	43,000	
6	London	18,000	20,000	22,000	20,000	22,000	
7	Paris	35,000	26,000	31,000	30,667	35,000	
8	Munich	12,000	15,000	13,000	13,333	15,000	
9	Sales	129,000	129,000	128,000			
10							
11	Costs	83,000					
12	Profit	46,000					
13	10% Bonus	4,600					
14							
15	USA Sales	-					
16	European Sales						
17							
18	Monday	1	9	01-Jan-08	Adjusted	01-Jan-09	31-Mar-09
19	Tuesday	2	18	02-Jan-08	Adjusted	02-Jan-09	31-Mar-09
20	Wednesday	3	27	03-Jan-08	Adjusted	03-Jan-09	31-Mar-09
21	Thursday	4	36	04-Jan-08	Adjusted	04-Jan-09	31-Mar-09
22	Friday	5	45	05-Jan-08	Adjusted	05-Jan-09	31-Mar-09
23	Saturday	6	54	06-Jan-08	Adjusted	06-Jan-09	31-Mar-09
24	Sunday	7	63	07-Jan-08	Adjusted	07-Jan-09	31-Mar-09
25							

- 2 Click the Office button at the top left of the screen .
- 3 Hover the mouse cursor over the Print button at the left of the dialog.
- 4 Click Print Preview from the menu at the right hand side of the dialog.
- 5 A preview of the printout is shown on screen:


First Quarter Sales and Profit-12

Sales and Profit Report - First Quarter 2008

	Jan	Feb	Mar	Average	Maximum
New York	22,000	29,000	19,000	23,333	29,000
Los Angeles	42,000	39,000	43,000	41,333	43,000
London	18,000	20,000	22,000	20,000	22,000
Paris	35,000	26,000	31,000	30,667	35,000
Munich	12,000	15,000	13,000	13,333	15,000
Sales	129,000	129,000	128,000		
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Monday	1	9	01-Jan-08	Adjusted	01-Jan-09 31-Mar-09
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Saturday	6	54	06-Jan-08	Adjusted	06-Jan-09 31-Mar-09
Sunday	7	63	07-Jan-08	Adjusted	07-Jan-09 31-Mar-09

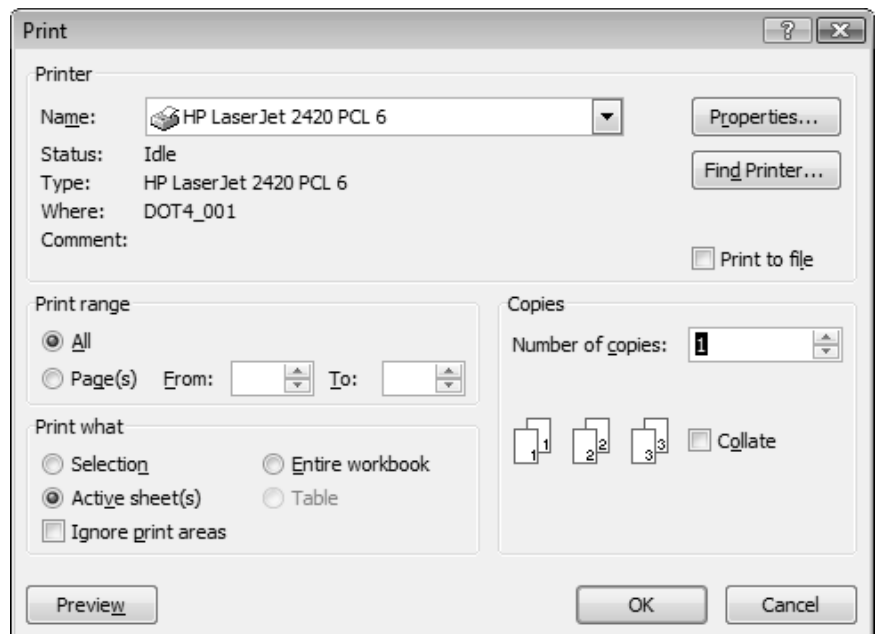
6 Click on the page to see the zoom feature working.

Each time you click on the page the page zooms in and out.

7 Click the Print button  at the top left of the Print Preview screen.

If you don't see this icon at the top of the Print Preview window it is because you have hidden the Ribbon. Unhide it by double-clicking the *Print Preview* Ribbon tab.

The print options dialog appears:



8 Click the **OK** button to print your work.

For this simple worksheet there's no need to change any of the options but you can probably figure out what most of them are for.