

7

Session Seven: Printing Your Work

The greatest misfortune that ever befell man was the invention of printing.

Benjamin Disraeli, British Prime Minister and Novelist (1804-1881).

As we move towards the paperless office printing will become less important.

In the last year or so, screen and rendering technology have improved to the extent that I now prefer to read on-screen rather than from paper.

Perhaps we are not far from the time when all communication will be done electronically, but we're not quite there yet.

Excel has a range of tools that will allow you to present your work as polished and professional printed reports. This session will give you all of the skills you need to control every aspect of printing your work on paper.

Session Objectives

By the end of this session you will be able to:

- Print Preview and change paper orientation
- Use page layout to adjust margins
- Use Page Setup to set margins more precisely and center the worksheet
- Set paper size and scale
- Insert, delete and preview page breaks
- Adjust page breaks using Page Break Preview
- Add auto-headers and auto-footers and set starting page number
- Add custom headers and footers
- Specify different headers and footers for the first, odd and even pages
- Print only part of a worksheet
- Add row and column data labels and grid lines to printed output
- Print several selected worksheets and change the page order
- Suppress error messages in printouts