

PRINTING SPREADSHEETS

Because each spreadsheet is vast, the spreadsheet will only print out the part of it which contains data. If there is a lot of data on a sheet, it will print out on multiple pages. You can also print out a selected range of cells.

The **Print Preview** feature allows you to see how the spreadsheet will print out before you print it (see below).



The **Page Setup** options are used to change your page orientation to portrait or landscape, to change the margins, to stop the gridlines from printing, or to scale your data to make it print out on a specified number of pages. (See below).

Printing With The Print Button

The Print button is used to print out all the data on the current sheet.

Click on the "Print" button

If you want to print out only part of the data, you will need to bring up the Print dialog box.



Printing Part Of A Spreadsheet

If you wish to print out a certain range of cells, select the cells

In the "File" menu, select "Print"

The Print dialog box will appear.

	A	B	
1			
2	PEN	School BCe	
3	107738213	1919003	Step
4	108119306	9199085	Jare
5	108611047	5757101	Sam
6	108761792	7965009	Thoi
7	109277764	9199085	Broc
8	109955823	9199085	Josia
9	110309820	5831012	Bre:
10	110471976	7326012	Dan
11	110472123	7326012	Hea
12	110472248	7326012	Brar
13	110472289	3333004	Mar
14	110538907	5757101	Hay

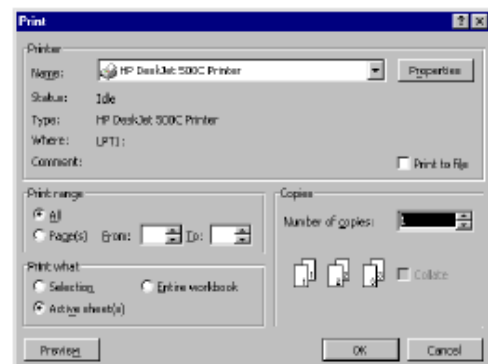
The **"Print Range"** ("**Pages in Open Office**") options allow you to select a page range to print from and to (i.e. from page 5, to 9).

Select a Page Range

The **"Print What"** ("**Selection in Open Office**") options allow you to print out the cells currently Selected in the sheet.

Select the "Selection" option





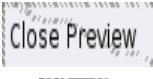

Click on **"OK"**



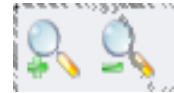
PRINT PREVIEW

The Print Preview facility allows you to see how your spreadsheet will actually look when you print it out. Click on the "Print Preview" button on the Standard Toolbar.

At the top of the screen is a bar containing a variety of buttons:

- Next:  Moves you to the next page of data on your sheet.
- Previous:  Moves you to the previous page of data on your sheet.
- Print:  Brings up the Print dialog box.
- Setup:  Brings up the Page Setup dialog box (see next section).
- Close:  Closes down Print Preview, returns you to your spreadsheet.
- Help:  Brings up the Help menu

To see your data in more detail, click on the page to zoom in. Click again to zoom back out.



If you are happy with the way it looks, click on the "Print" button to bring up the Print dialog box

Click on the "Close" button to return to the spreadsheet

PAGE SETUP in MS Excel

To Open The Page Setup Dialog Box

In the "File" menu, select "**Page Setup**"

The Page Setup options are divided into four categories: Page, Margins, Header/Footer and Sheet. The tabs at the top allow you to access each category.

The "Page" Tab Options

Orientation: Choose Landscape or Portrait.

Scaling: You can use this to scale your data up or down. The "Adjust To" option lets you choose a percentage amount. The "Fit To" option forces the data to print out on a specified number of pages.

Paper Size: Lets you change the paper size.

The "Margins" Tab Options

Page Margins: Choose a Top, Bottom, Right and Left margin for each page.

Center On Page: Centres the data on the page if only part of the page has been used. You can centre on the Horizontal and Vertical axes.

The "Sheet" Tab

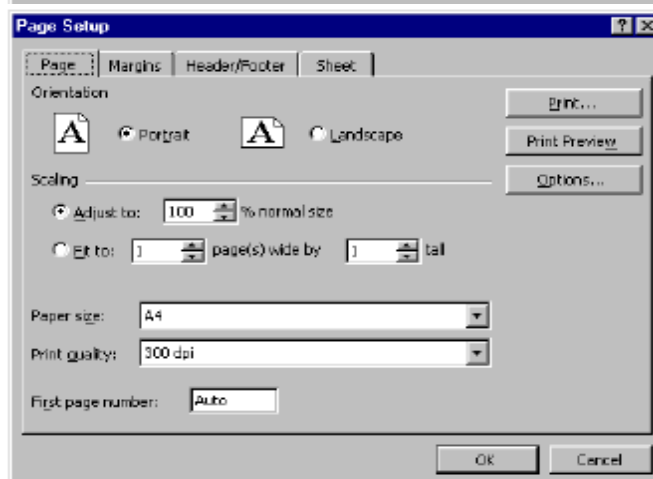
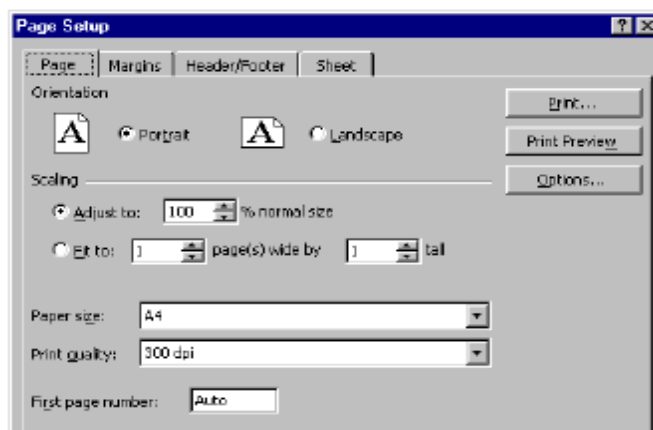
Print Area: You can enter a range reference here to define the print area.

Rows To Print At Top: Enter a row reference to print out the data in that row as headings at the top of every page.

Columns Print At Left: Enter a column reference to print out the data in that columns as headings on the left of every page

Print Gridlines: Turn off to stop gridlines from printing out.

Page Order: To set the sequence the pages will print out in

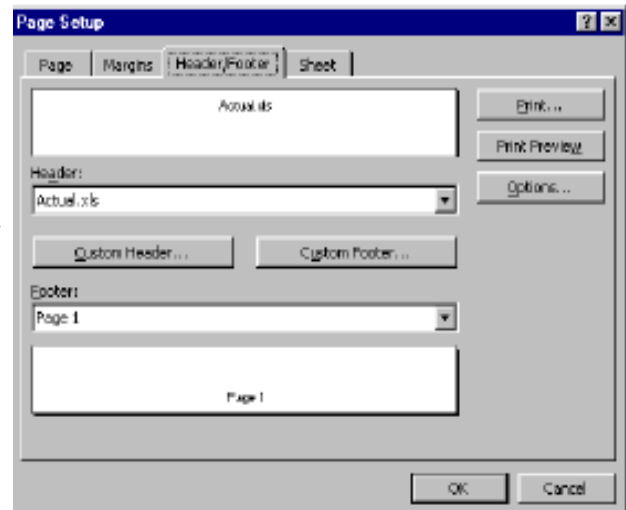
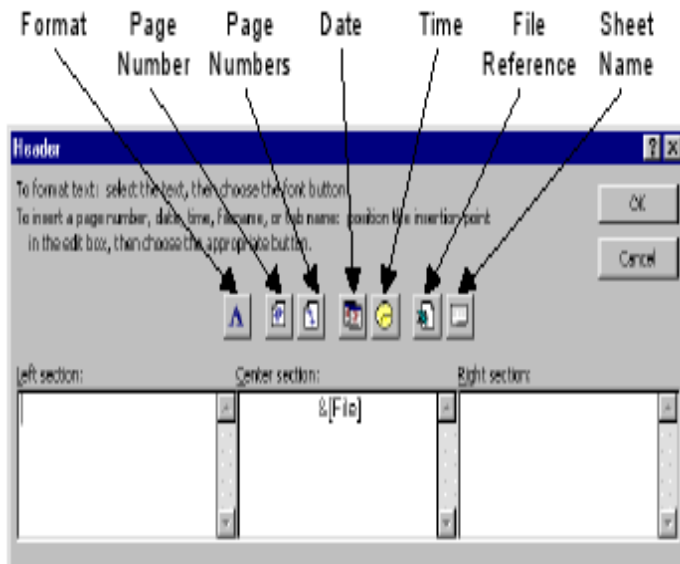


The "Header/Footer" Tab

The Header is text that prints out at the top of every page. The Footer is text that prints out at the bottom of every page.

You can see previews of the current Header and Footer.

To Change the Header or Footer Click on the "Custom Header" or "Custom Footer" button. The Header or Footer dialog box will appear.



The Header and Footer areas are split into three sections: Left, Center and Right, i.e. the Header sections are - top left, top middle, or top right of page.

Click in a section and type whatever text you wish to add or click on a button to insert a special code that will automatically print out: page numbering, the total number of pages, the current time, the current date, the file name, the sheet name.

To format the text in the Header or Footer, drag through the text to select it and click on the "format" button. A dialog box will appear in which you can make formatting selections, then click "OK" To okay all your changes, click "OK"

PAGE SETUP in Open Office CALC

To set up the page format in Open Office you select: **Format / Page...**

Once again you have tabs to set up your page formats:

Page: similar to above for Excel

Borders: Set up borders

Background: Set color of background

Header and Footer:

Sheet: As above

