



Printing a large spreadsheet?

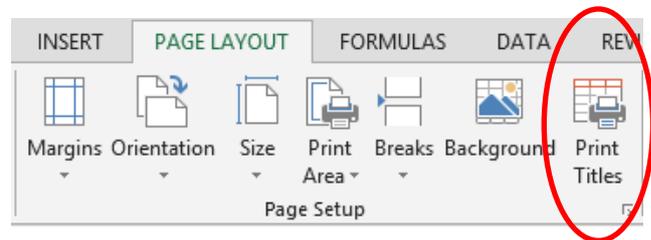
Two problems can arise when printing large amounts of data on a spreadsheet.

1. The printer is printing loads of information that you don't want?
2. If the printout contains a lot of information the column headings are not carried over to subsequent pages and so the prints need to be taped together or the column headings written at the top of each sheet .

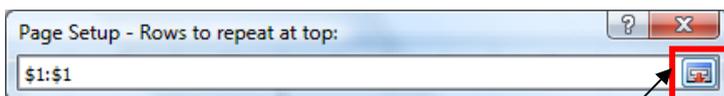
Both of these problems can be avoided if you follow the instructions below:

Print Titles

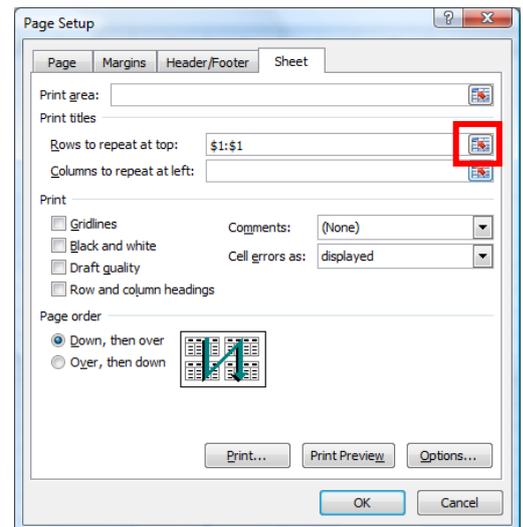
The **Print Titles** tool can be used to print row or column headings on every sheet. This is useful for a spreadsheet where there is more than one page to be printed.



- Click on the **Print Titles** tool.
- Select the arrow sign at the right-hand side of the **rows to repeat at top** window.
- Select the row(s) that are to be repeated on every page.



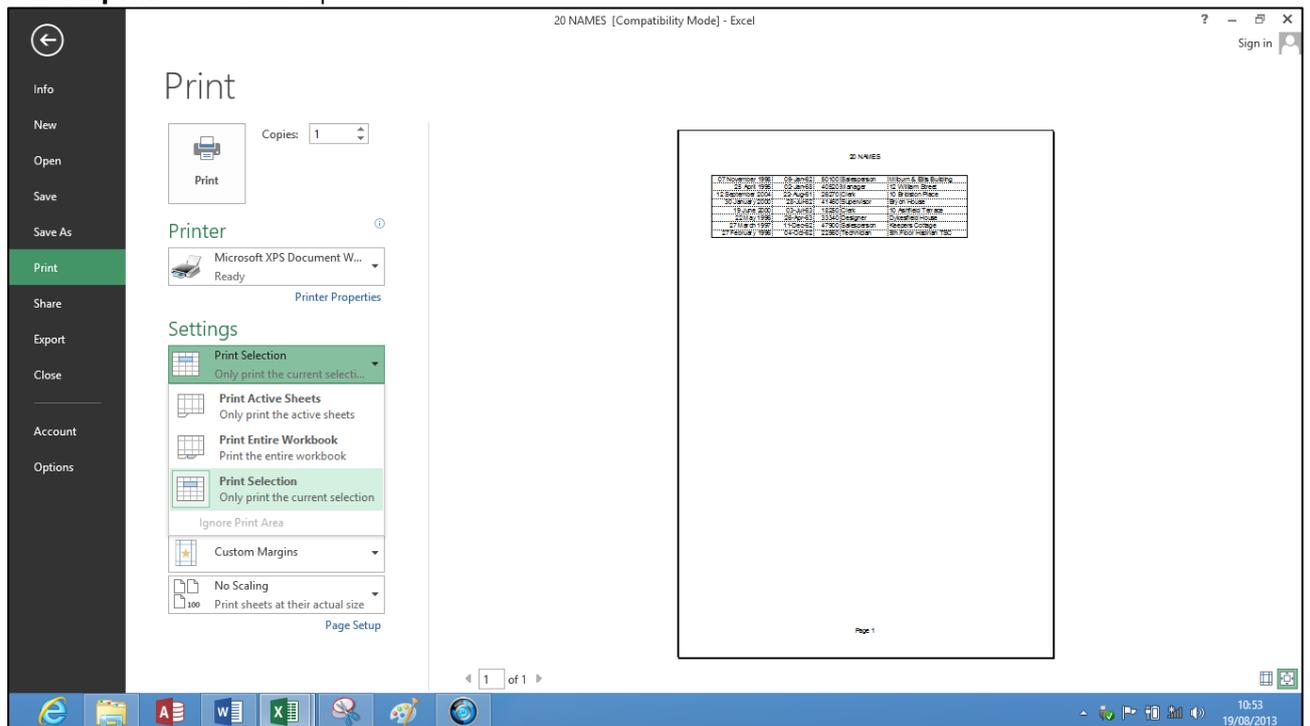
- Click on the arrow at the right-hand side of this window
- The row number will be inserted into the **sheet** window.
- The same method can be used to ensure that the data in specific columns are printed on every sheet by selecting the columns that should be included in the printout.



Print Selection

The print area of the spread sheet can be set using the **print area** tool on the page Layout tab. However there is an alternative way to choose which area of the spread sheet should be printed.

- Select a small area of the spread sheet.
- Select the **File tab**.
- Select **print** from the options



- Click on the drop down arrow where **Print Active sheets** is displayed.
- Select **Print Selection**
- Click on the Print button
- Only the selected range of the spread sheet will be printed.



Always preview the spreadsheet before printing. This will save a lot of time and effort trying to stop the printer if it all goes wrong!