

Microsoft Excel Top Tips - If only there was better way of doing....

You've just spent ages sorting out your spreadsheet and are very pleased with the end result. Now it's time to print. You press the print button, then you see it.... "Printing 1 of 150 pages"!!! In your panic you can't press the cancel button quickly enough...already you hear tutting and comments around the printer as people realise that their print job will not come out for ages and that whoever is printing is churning out dozens of pages with only 1 character on each page. Easily done, but equally easy to prevent.

Before pressing the print button check out the **page break view** on the **view tab**.

	A	B	C	D	E
1	BALANCE SHEET				
2					
3			Jan	Feb	Mar
4	Incomings:	Salary	890	890	890
5		Bonus	50		
6		Other		200	
7		Total In			
8					
9					
10	Outgoings:	Mortgage	450	450	450
11		Electricity	32		
12		Gas		41	
13		Telephone		26	
14		Other	15		31
15		Total Out			
16					
17					
18		Money Left			
19					
20					
21		QUARTERLY BALANCE			

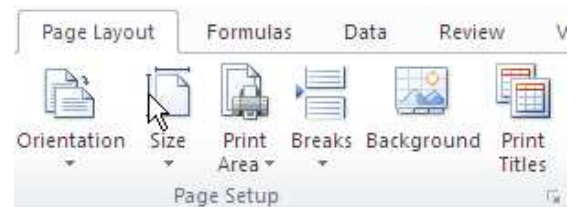
Look to see if any text or numbers fall outside the blue box. If they do, simply click on the blue line and drag it to include the missing text.

So now when you print you will avoid the message that tells you are about to destroy a rain forest!

Next problem you have though, only the first page has your column headings displayed, which makes reading the other sheets a bit more difficult. No doubt, like everyone has at some point, you work out where the page breaks are and copy/paste the first row so that each page has its own headings. Problem is, that if you add or remove any rows you then have to go through everything again to reset the headings to the correct row.

No need!

Go to the **page layout tab** and click on **print titles**.



This opens a new window and you'll see the option to repeat rows at top or repeat columns at left. Select the row(s) and/or columns you want to see repeated...job done!

Print titles

Rows to repeat at top:

Columns to repeat at left:

So now if you have a long document it automatically repeats the headings on every sheet or if your document is very wide it repeats the row headings for you too.

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