

Class: BSc

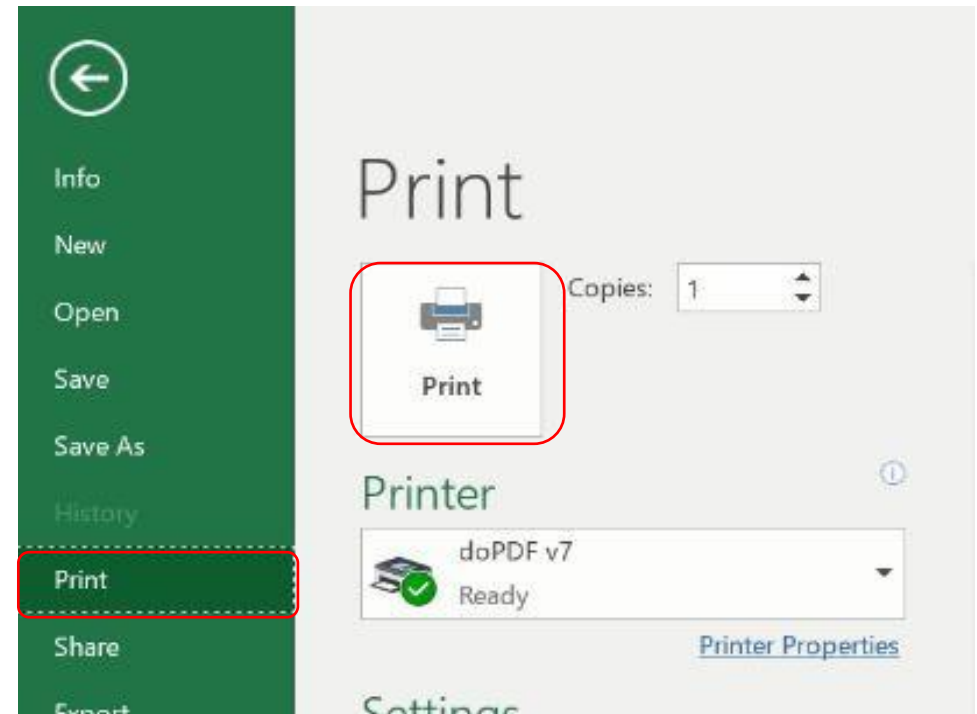
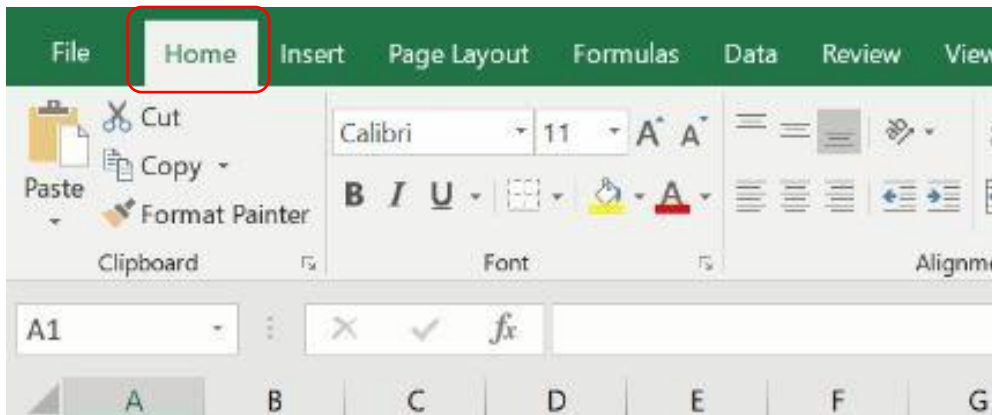
Subject : Application of IT- Basics Excel

Chapter: Unit 2 Chapter 2

Chapter Name: Printing, Protection and Saving

# Printing Basic

To print with default settings, use the Quick Print option. (File ⇨ Print ⇨ click the Print button “or” CTRL + P).



# Printing Basic

## Default print settings

- *Prints the active worksheet (or all selected worksheets), including any embedded charts or objects*
- *Prints one copy*
- *Prints the entire active worksheet*
- *Prints in portrait mode Doesn't scale the printed output*
- *Uses letter-size paper with 0.75-inch margins for the top and bottom and 0.70-inch margins for the left and right margins (for the U.S. version)*

# Printing Basic

## Default print settings

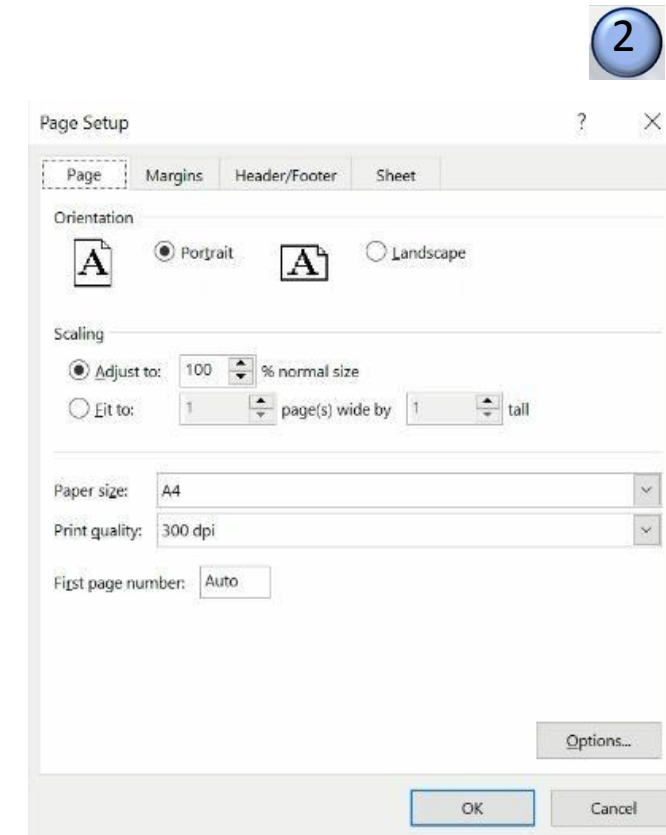
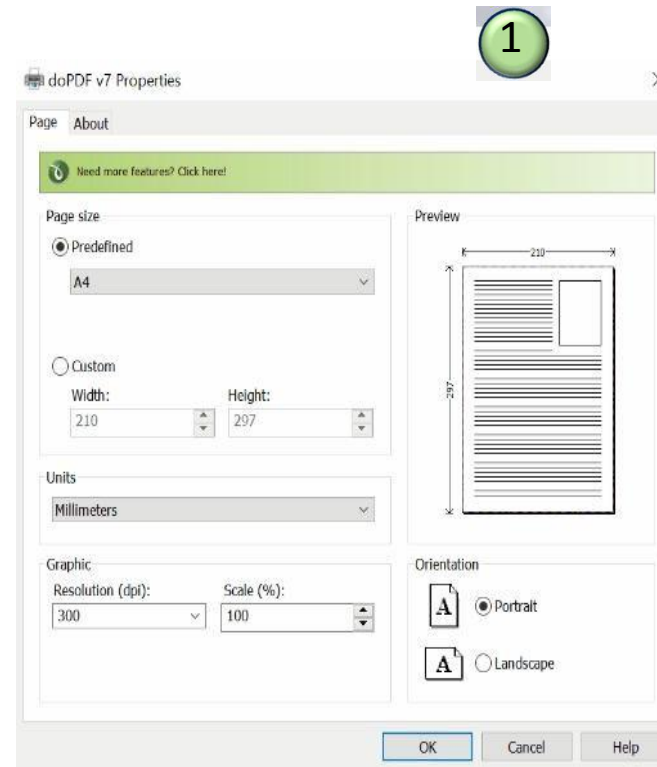
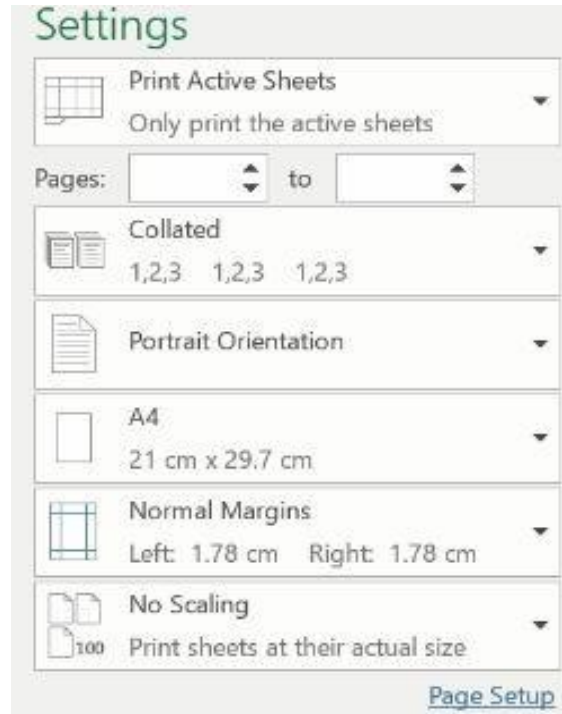
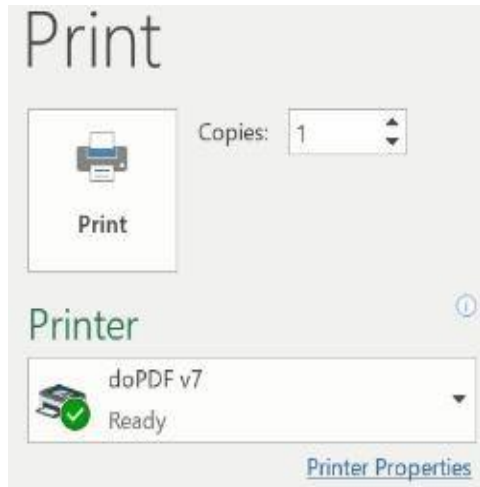
- Prints with no headers or footers
- Doesn't print cell comments
- Prints with no cell gridlines
- For wide worksheets that span multiple pages, prints down and then over

***When you print a worksheet, Excel prints only the active area of the worksheet. In other words, it won't print all 17 billion cells – just those that have data in them. If the worksheet contains any embedded charts or other graphic objects, they're also printed.***

***Press Ctrl+End to move to the last active cell in the worksheet***

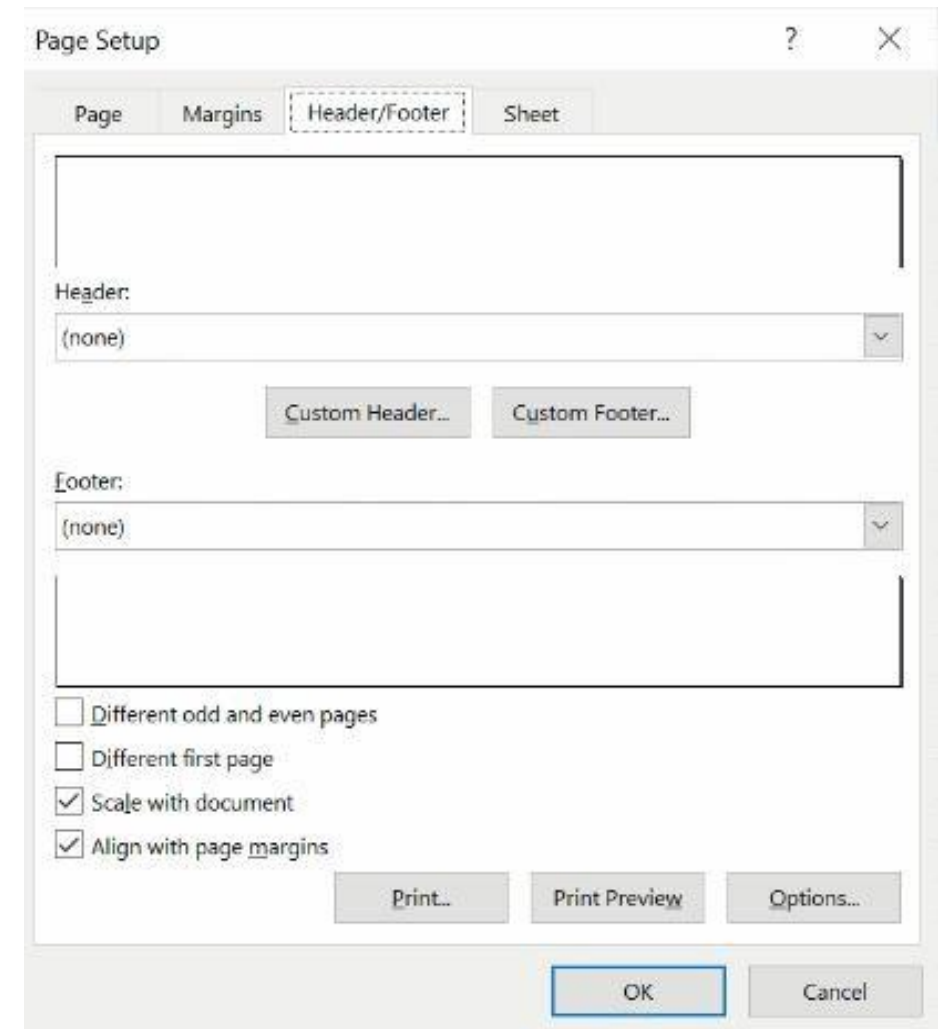
# Printing Basic

## Understanding Page Setup Settings



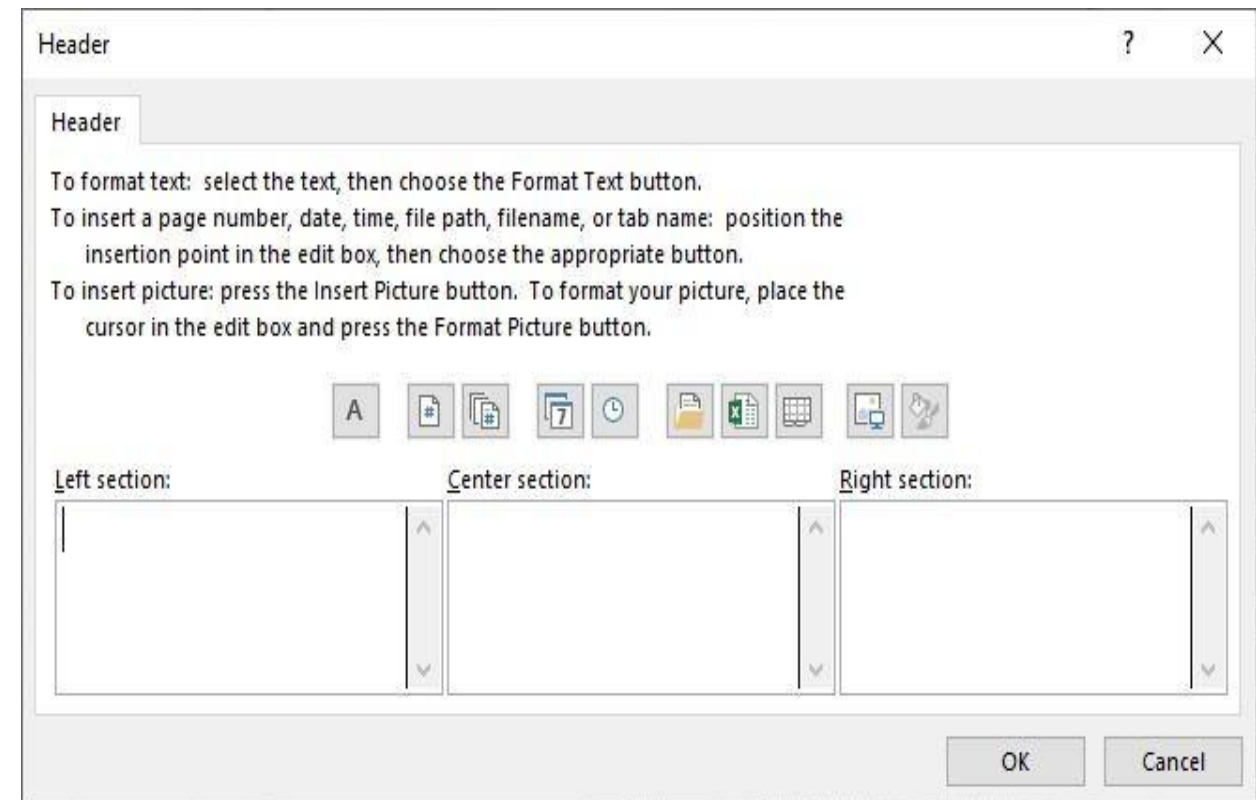
# Header & Footer

*A header is information that appears at the top of each printed page. A footer is information that appears at the bottom of each printed page. By default, new workbooks do not have headers or footers*



# Header & Footer

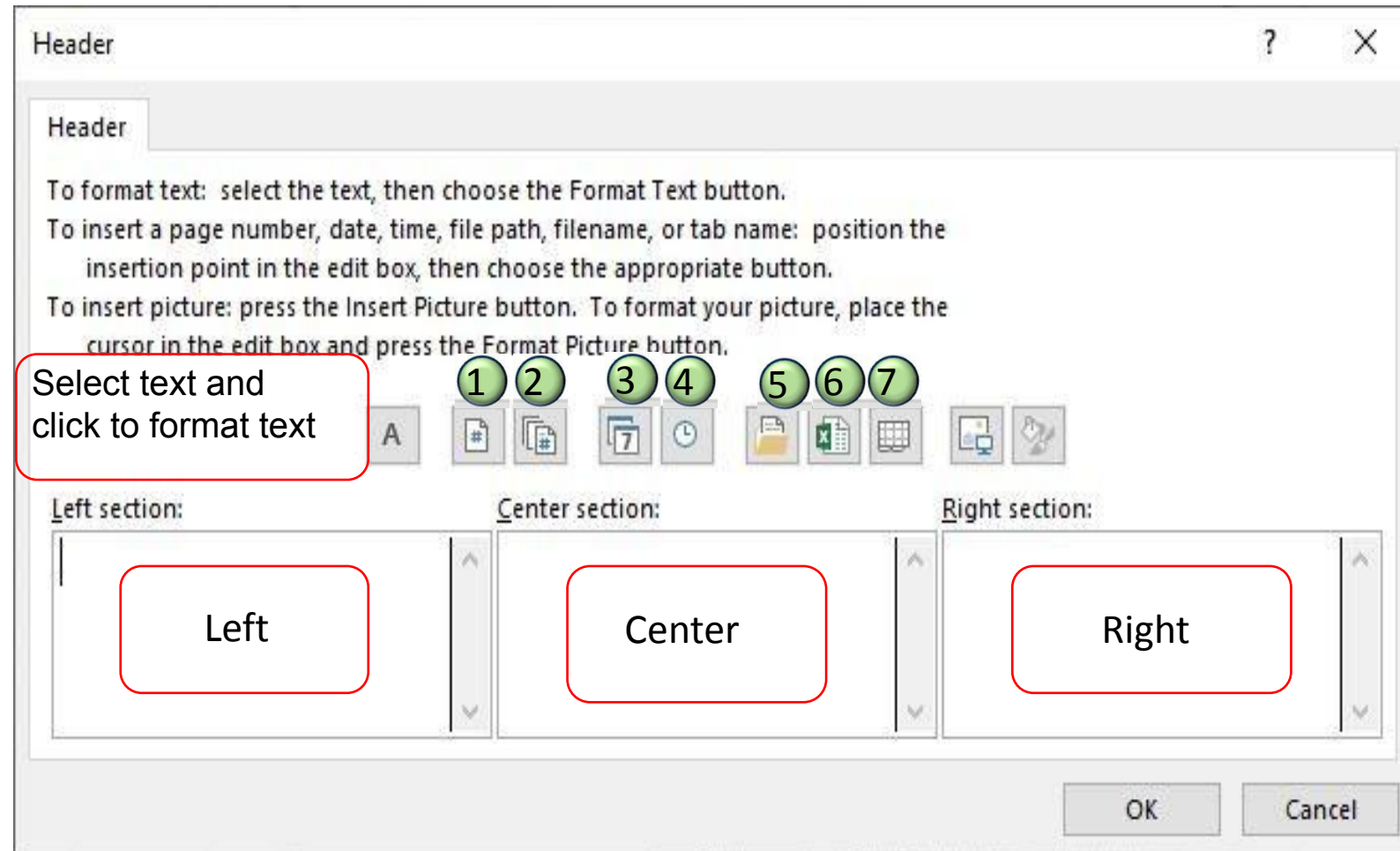
*Headers and footers consist of three sections: left, center, and right. Notice that some items in these lists consist of multiple parts, separated by a comma. Each part goes into one of the three header or footer sections (left, center, or right)*



# Header & Footer

	Button	Code
1	Page Number	&[Page]
2	Number of Pages	&[Pages]
3	Current Date	&[Date]
4	Current Time	&[Time]
5	File Path	&[Path]
6	File Name	&[File]
7	Sheet Name	&[Tab]

*You can't print contents of a specific cell in a header or footer*

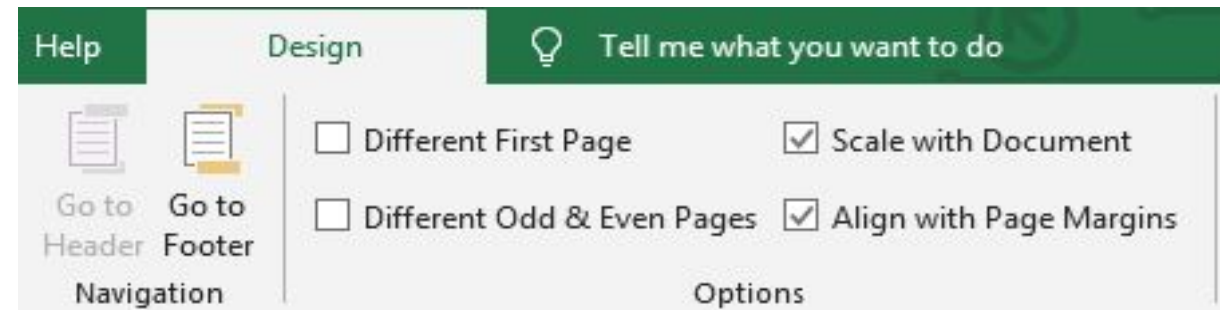
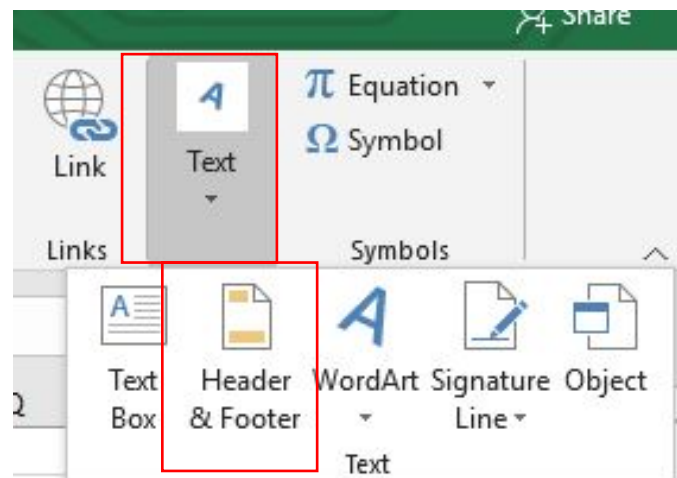
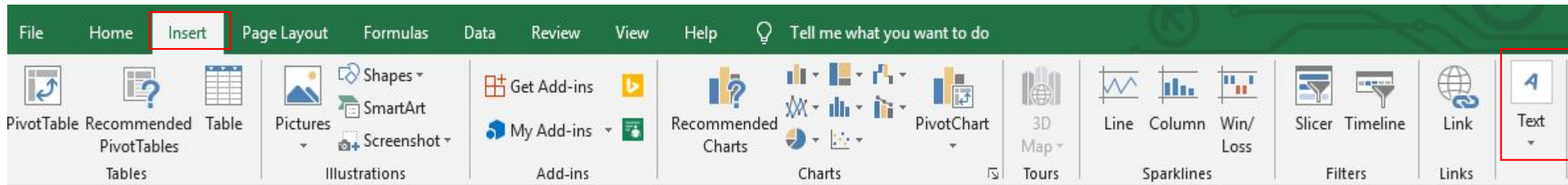




# Header & Footer

*When a header or footer is selected from Insert tab, in Text group*

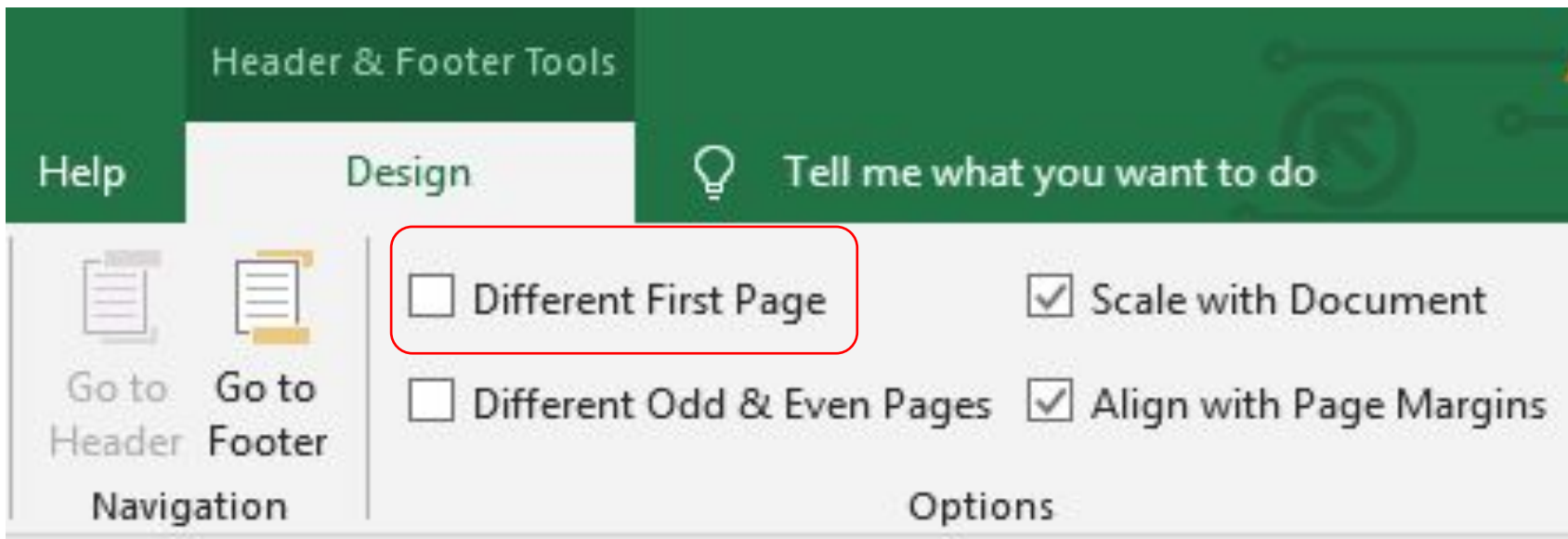
*Design options group contains controls that let you specify other options:*



The screenshot shows an Excel spreadsheet with a table. The table has a header row (A1:I1) and a data row (A2:I2). The header row contains the text "Header". The data row contains a single cell spanning columns A through I, which is currently empty. The cell A2 is highlighted with a green border.

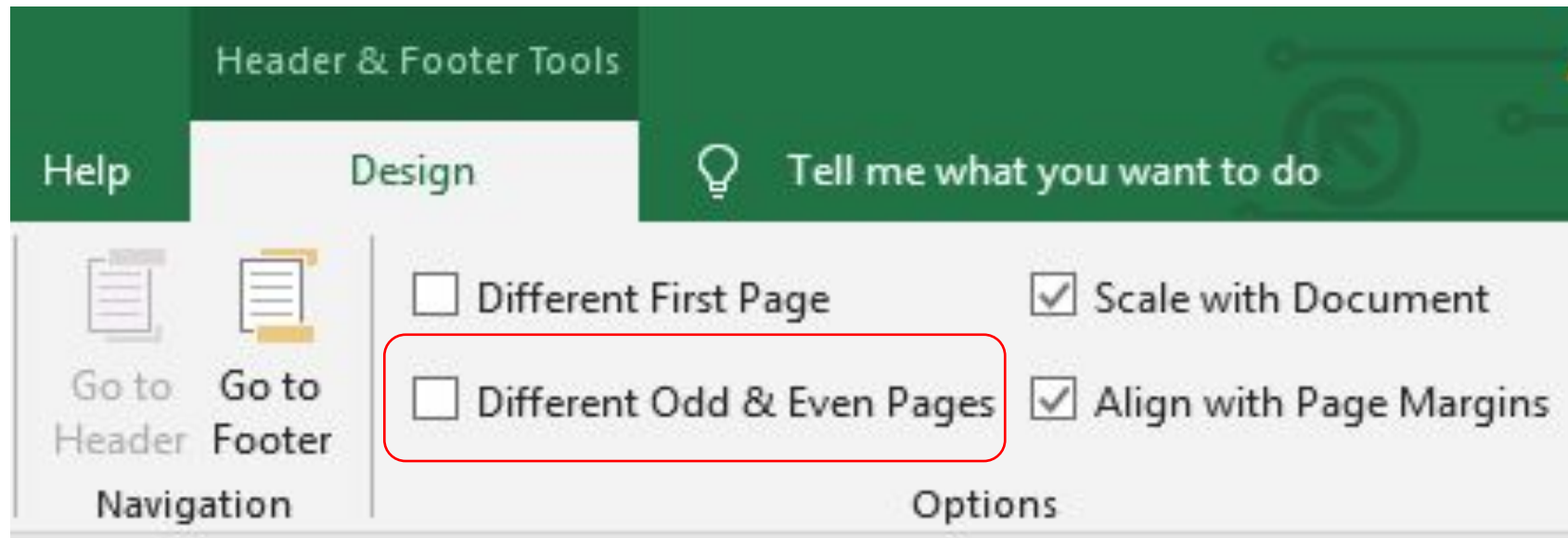
# Header & Footer

- *Different First Page: If checked, you can specify a different header/footer for the first printed page.*



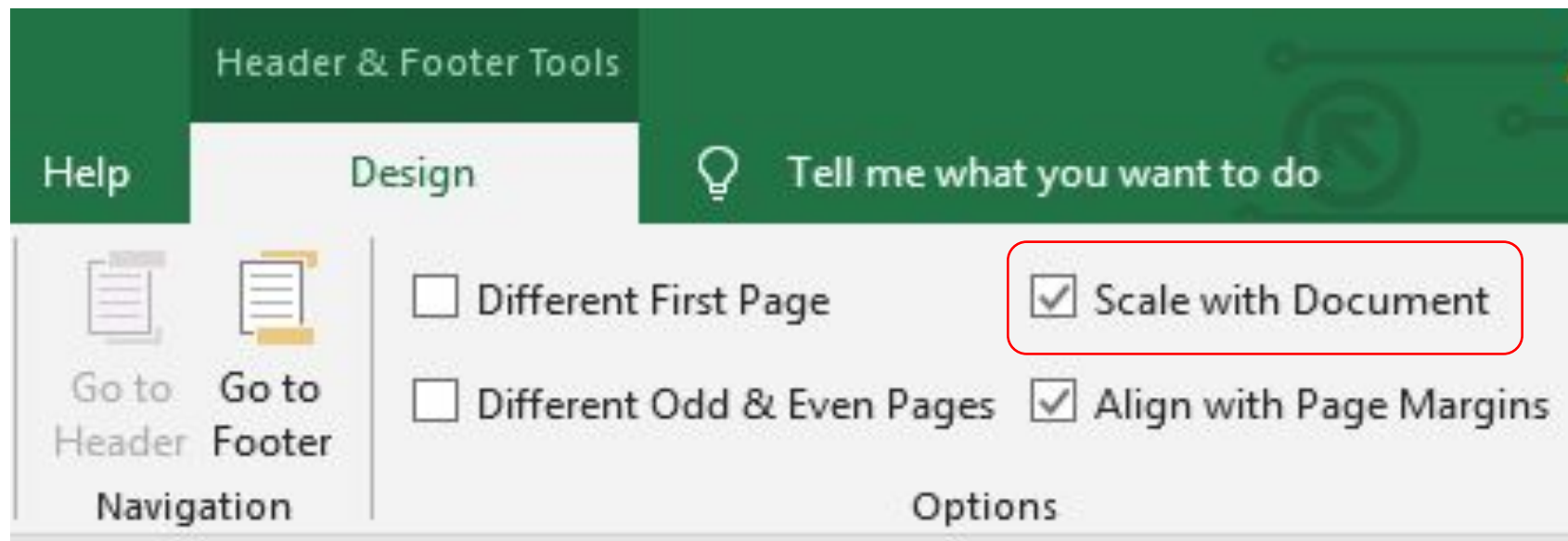
# Header & Footer

- *Different Odd & Even Pages: If checked, you can specify a different header/footer for odd and even pages.*



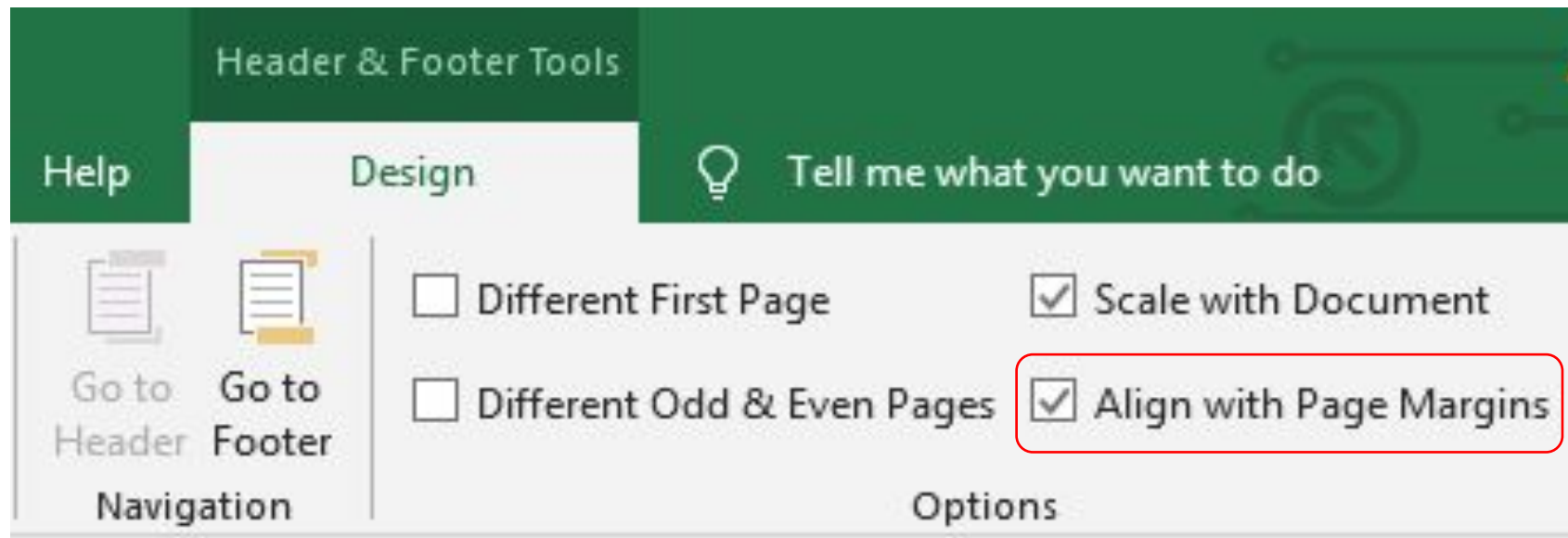
# Header & Footer

□ *Scale with Document: If checked, the font size in the header and footer will be sized accordingly if the document is scaled when printed. This option is enabled, by default*



# Header & Footer

- *Align with Page Margins: If checked, the left header and footer will be aligned with the left margin, and the right header and footer will be aligned with the right margin. This option is enabled, by default.*

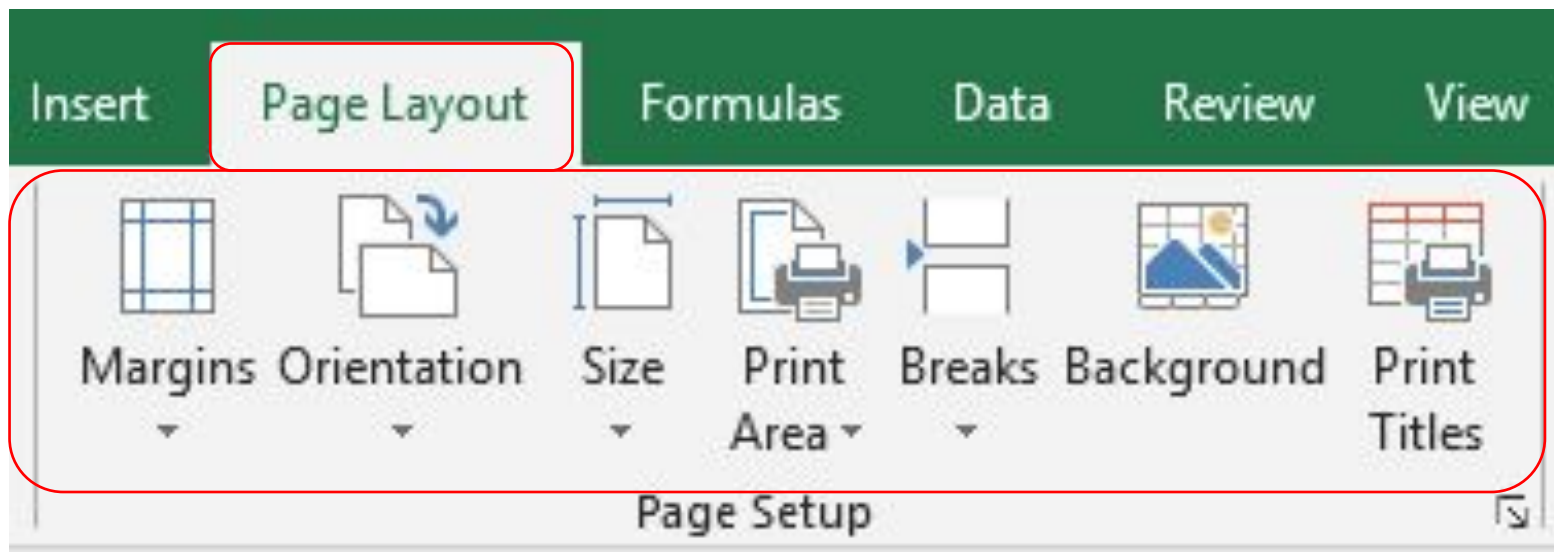


# Header & Footer

*Copying Page Setup Settings across Sheets*

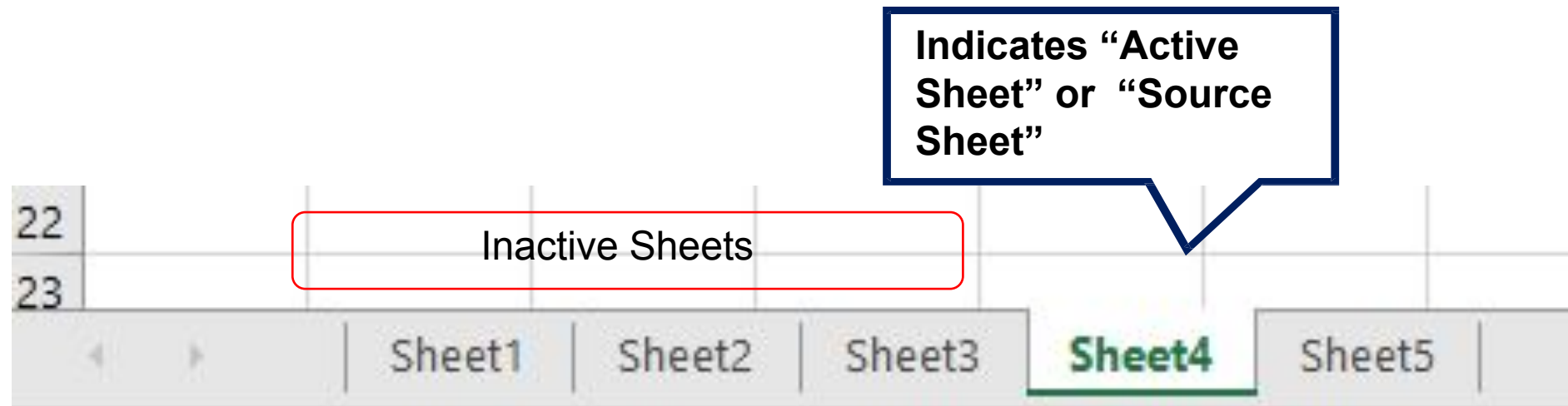
*Orientation | Margins | Headers and footers*

*These options are specified in the Page Setup group of the Page Layout tab*



## Header & Footer

- When you add a new sheet to a workbook, it contains the default page setup settings. Here's an easy way to transfer the settings from one worksheet to additional worksheets:
- Activate the sheet that contains the desired setup information. This is the source sheet.





## Header & Footer

*Select the target sheets. Ctrl+click the sheet tabs of the sheets you want to update with the settings from the source sheet.*



Ctrl + Left Mouse Click or Ctrl + Shift + Pg Up / Pg Dn

**Note:**

Pressing control and arrow keys will change the orientation of your screen/monitor

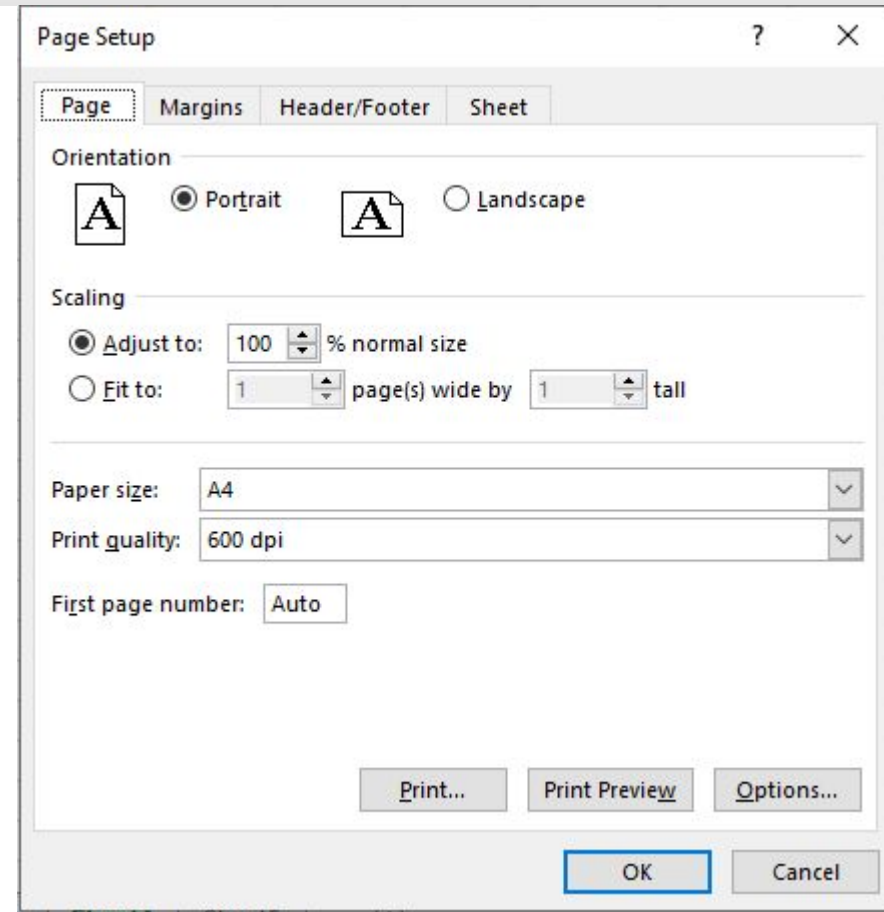
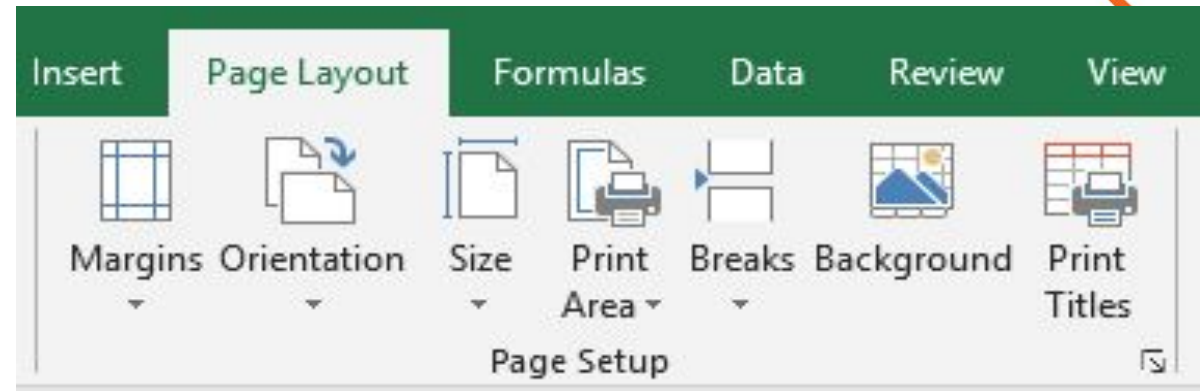
# Page Setup

## Using Page Setup Settings Across Workbook

Click the dialog box launcher in the lower-right corner of the Page Layout ➞ Page Setup group

When the Page Setup dialog box appears, click OK to close it.

Ungroup the sheets by right-clicking any selected sheet and choosing Ungroup Sheets from the shortcut menu, or left click once on any previously unselected sheet



# Controlling What It Prints (Cell)

*If your worksheet contains confidential information, you may want to print the worksheet but not the confidential parts. You can use several techniques to prevent certain parts of a worksheet from printing:*

- Hide rows or columns. When you hide rows or columns, the hidden rows or columns aren't printed. Choose Home □ Cells □ Format drop-down list to hide the selected rows or columns.*
- Hide cells or ranges.*
  - You can hide cells or ranges by making the text colour the same colour as the background colour. Be aware, however, that this method may not work for all printers.*
  - You can hide cells by using a custom number format that consists of three semicolons (;;;)*

# Controlling What It Prints (Objects)

*Right click on any border of the object or graph, select "Size & Properties" from the menu, under "Properties Menu", uncheck "Print object"*

