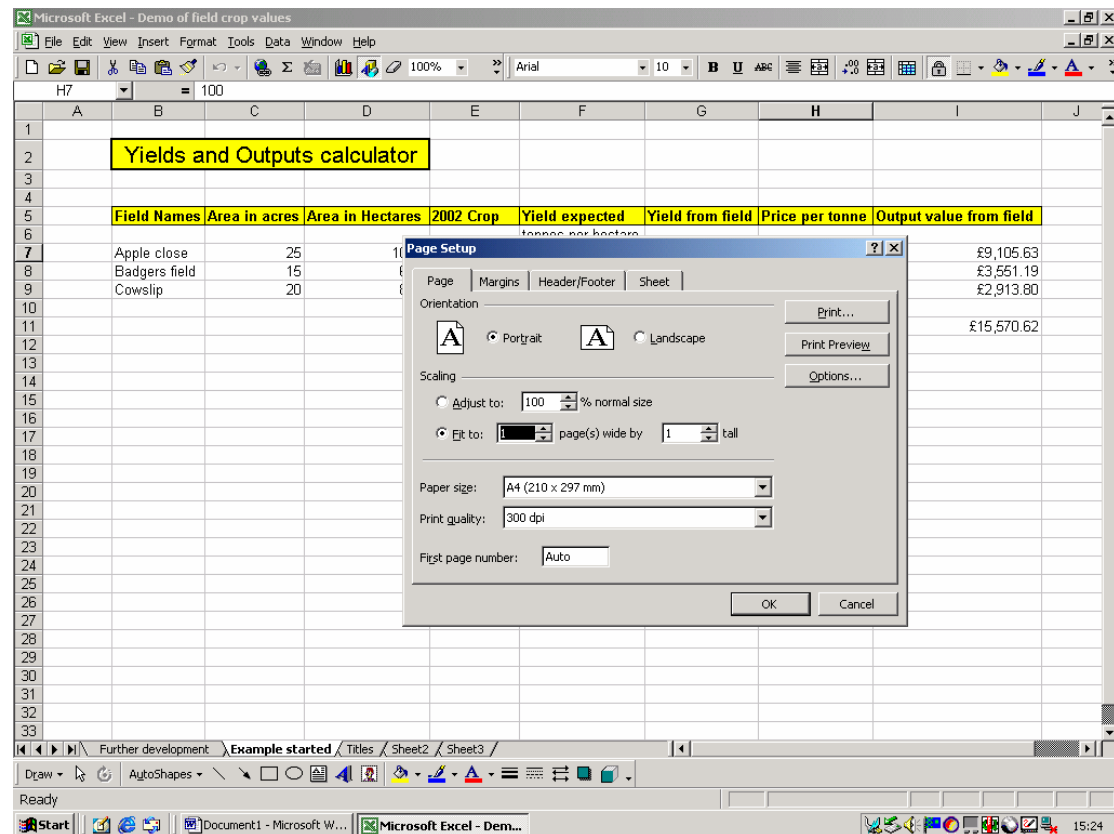


How to Prepare a Spreadsheet for Printing

This is very easy.

Go to **File**, and then select **Page Setup**.

You get a dialogue box on the screen which looks like this:



You need to select the **Fit to** radio button , and in most cases it is best to print your whole spreadsheet on one page. If you have a complex cash flow the print size will be too small, and you may need to go for 2 sheets x 2 sheets.

You should now select **Print Preview**, which will give you a look at how your spreadsheet will look in print.

You will almost certainly want to improve the appearance, which you can do quite easily :

Problems with your layout

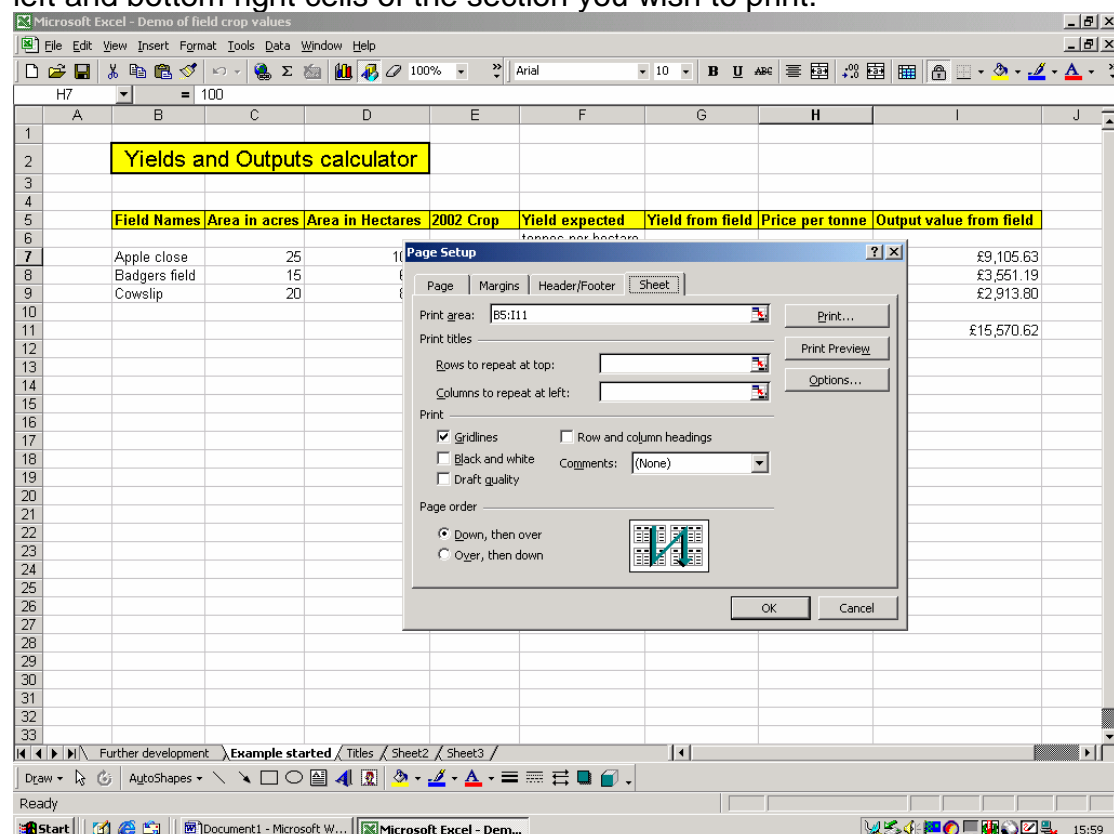
The most common is that Excel tends to put spreadsheets onto paper Portrait way up, in other words, with the paper upright instead of on its side.

You can change this by clicking from the Print Preview to **Setup** and select the **Landscape** radio button

You may also prefer to be able to see the Gridlines on your spreadsheet. You need to select the SHEET tab and tick the Gridlines box.

You may want to print only part of your spreadsheet. This can also be selected. Return to your original spreadsheet by closing the print preview, and go again to FILE, Page Setup.

Select the SHEET tab and look at the print area box. You can select the area you want to print by highlighting it on your spreadsheet, or by entering the top left and bottom right cells of the section you wish to print.

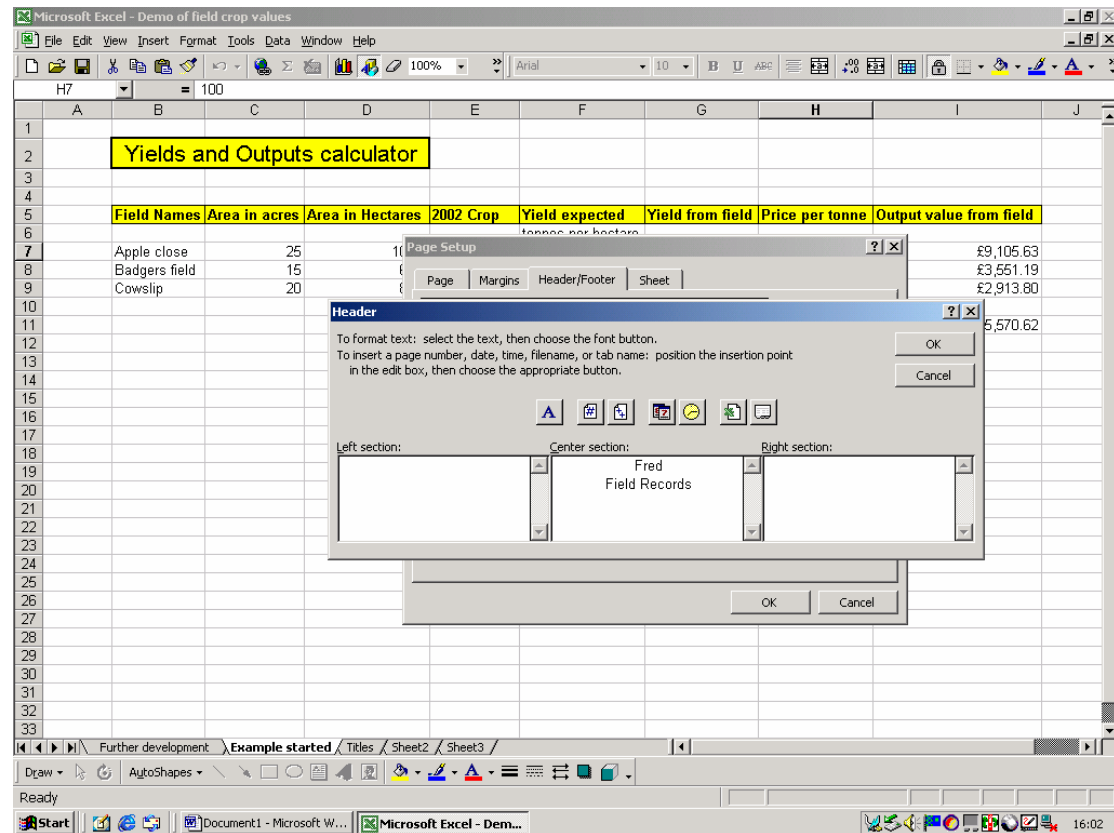


You may wish to set up a heading or a footnote to explain your spreadsheet. These can be very useful, especially if you find yourself printing a lot of material.

Click the Header/Footer tab.

Click Custom Header

Click the Centre Section and put your name and a title for the spreadsheet.



Click OK

Now click Custom Footer

Again click the Centre Section

Now press the Button which looks like a clock face, and the one next to it which looks like a calendar. This will enter the current time and date onto the footer of your spreadsheet when you print it...If you click the button which looks like the Excel logo, the file name will also be added to the printout.

Press OK when you have made your choices and then click Print Preview to have another look at your spreadsheet.