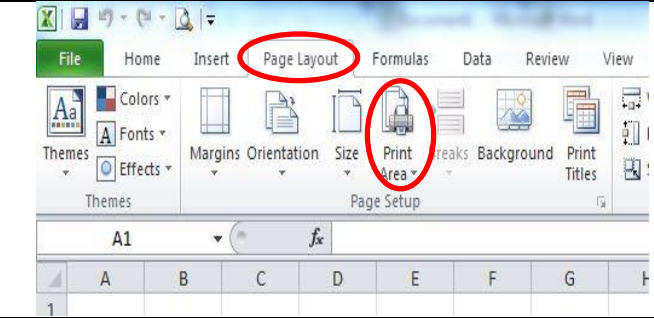
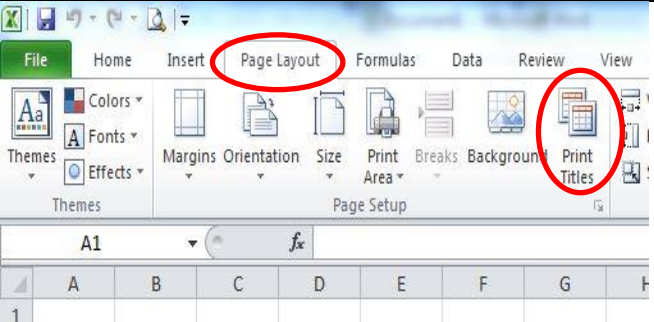
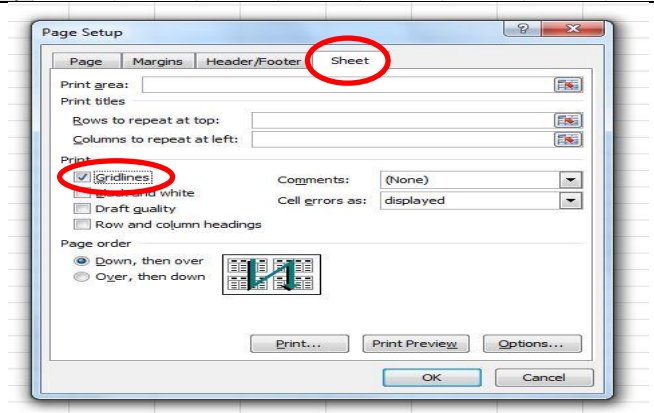
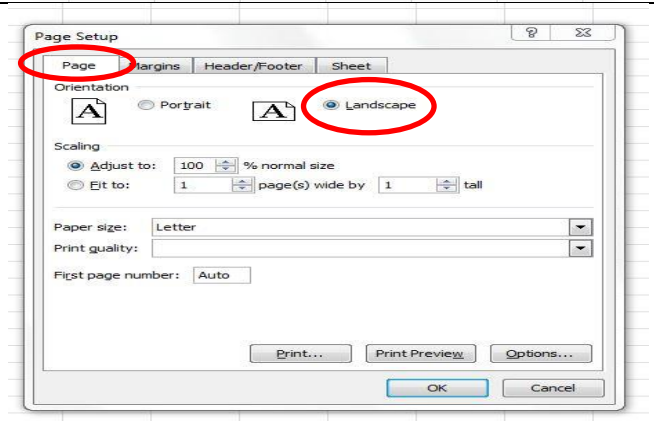


EXCEL PRINT FORMATTING

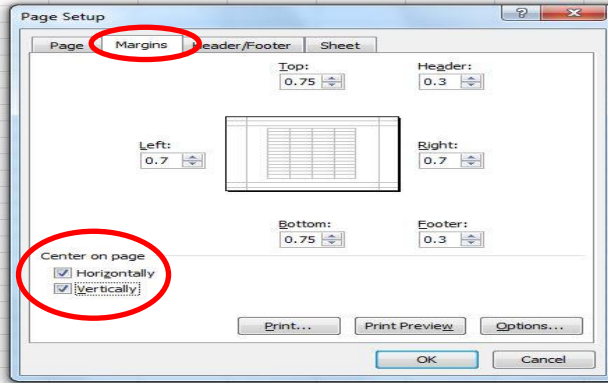
Before printing any spreadsheet exercise ...

<p>Select all Data and/or Chart that you want to be on Printout. Go to “Page Layout” Tab Click on “Print Area” Click “Set Print Area”</p>	 A screenshot of the Microsoft Excel ribbon. The 'Page Layout' tab is selected and circled in red. Within the 'Page Layout' group, the 'Print Area' button is also circled in red. The ribbon includes 'File', 'Home', 'Insert', 'Page Layout', 'Formulas', 'Data', 'Review', and 'View' tabs. Below the ribbon, the spreadsheet grid shows column headers A through H and row header 1.
<p>Go to “Page Layout” Tab > Click on “Print Titles” ></p>	 A screenshot of the Microsoft Excel ribbon. The 'Page Layout' tab is selected and circled in red. Within the 'Page Layout' group, the 'Print Titles' button is also circled in red. The ribbon includes 'File', 'Home', 'Insert', 'Page Layout', 'Formulas', 'Data', 'Review', and 'View' tabs. Below the ribbon, the spreadsheet grid shows column headers A through H and row header 1.
<p>At “Sheet” Tab, Check the “Gridlines” Checkbox ></p>	 A screenshot of the 'Page Setup' dialog box. The 'Sheet' tab is selected and circled in red. The 'Gridlines' checkbox is checked and circled in red. Other options include 'Print area', 'Print titles', 'Rows to repeat at top', 'Columns to repeat at left', 'Print range and white', 'Draft quality', 'Row and column headings', 'Page order' (Down, then over), 'Comments', and 'Cell errors as'. Buttons for 'Print...', 'Print Preview', 'Options...', 'OK', and 'Cancel' are visible at the bottom.
<p>Click the “Page” Tab > Check the “Landscape” Button ></p>	 A screenshot of the 'Page Setup' dialog box. The 'Page' tab is selected and circled in red. The 'Landscape' radio button is selected and circled in red. Other options include 'Orientation' (Portrait and Landscape), 'Scaling' (Adjust to: 100% normal size, Fit to: 1 page(s) wide by 1 tall), 'Paper size' (Letter), 'Print quality', and 'First page number' (Auto). Buttons for 'Print...', 'Print Preview', 'Options...', 'OK', and 'Cancel' are visible at the bottom.

***TURN TO PAGE 2**

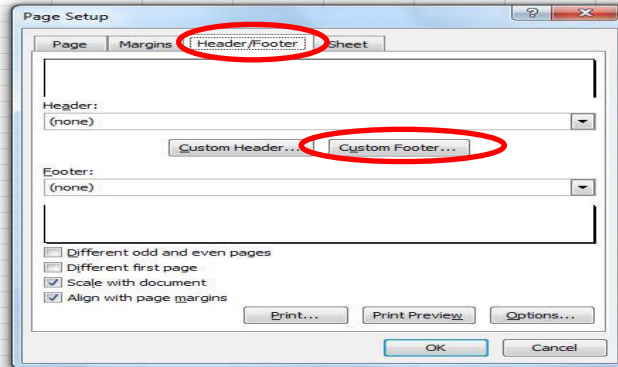
Click "Margins" Tab >

Check the Boxes to Center on Page:
Horizontally >
Vertically >

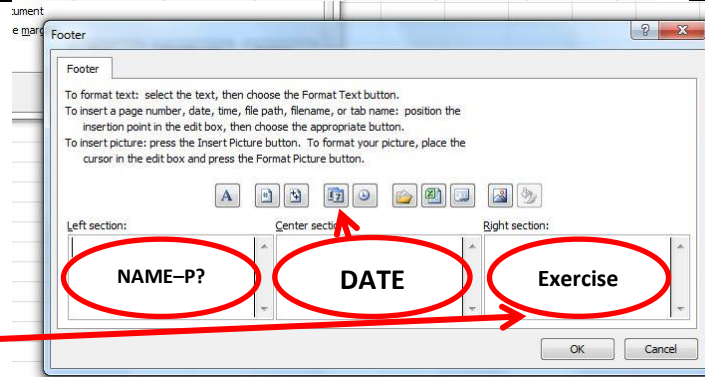


Click on "Header/Footer" Tab >

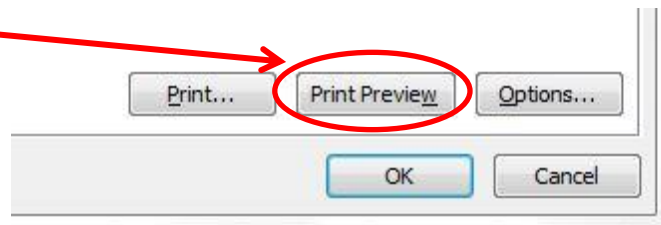
Click on "Custom Footer" >
(You will see 3 Windows)



Place cursor in Left Section and Type "Your Name and Period" >
Press Tab key >
Click on "Date" button >
Press Tab key >
Type Exercise Name >
Press OK



Click on "Print Preview" button. Check to see that Spreadsheet looks good.



Then Print.

FINALLY, Go to Home Tab and Save document to your MS Excel folder using the "Exercise Name" (from Footer).