Lesson 14 – Printing. Headers & Footers

This lesson is about printing and how you set up your page to print. It is always a good habit to setup your printing for the workbook once you have completed all the worksheet to go in that workbook. Even though you may not have to print it at that time it is ready should it be needed to be printed in the future.

In this lesson you will learn the page layout to prepare a worksheet for printing.

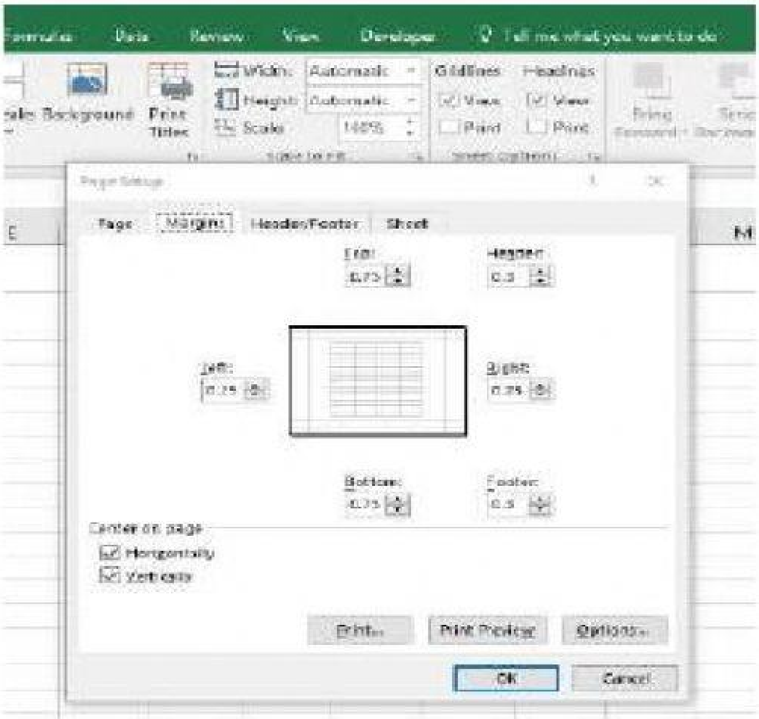
Add header and footers to a printed worksheet.

See how to print worksheets and workbooks**.**

Page Set Up.

Before you can print anything you need to have the correct settings**.**

1. *Open* the the workbook you have, unless it is open already.
2. *Click* **Page Layout** tab of the **Ribbon**.
3. *Click* the *Margins* buttonin the *Page Setup* group of commands. This will open a *drop-down* list of options for setting the **margins** of your printed document.
4. *Click* the **Wide Option** from the *Margins drop-down* list**.(1)**
5. *Click* the **orientation** button in the **Page** Setup and select **Landscape**
6. *Click* on the arrow to the *bottom right* of the **Page Setup** category to launch the **Page Setup** options *dialog box.*
7. *Click* the **Margin** tab and locate **"Centre on Page".***Click* the boxes to **Horizontal** and **Vertically** centre the data on the worksheet.*Click* **OK**.


Formulas
Data
Review
View
Developer
Tell me what you want to do
Background
Print Titles
Width:
Height:
Scale:
Gridlines
Headings
Bring Forward
Page Setup
Page
Margins
Header/Footer
Sheet
Print...
Print Preview
Options...
OK
Cancel

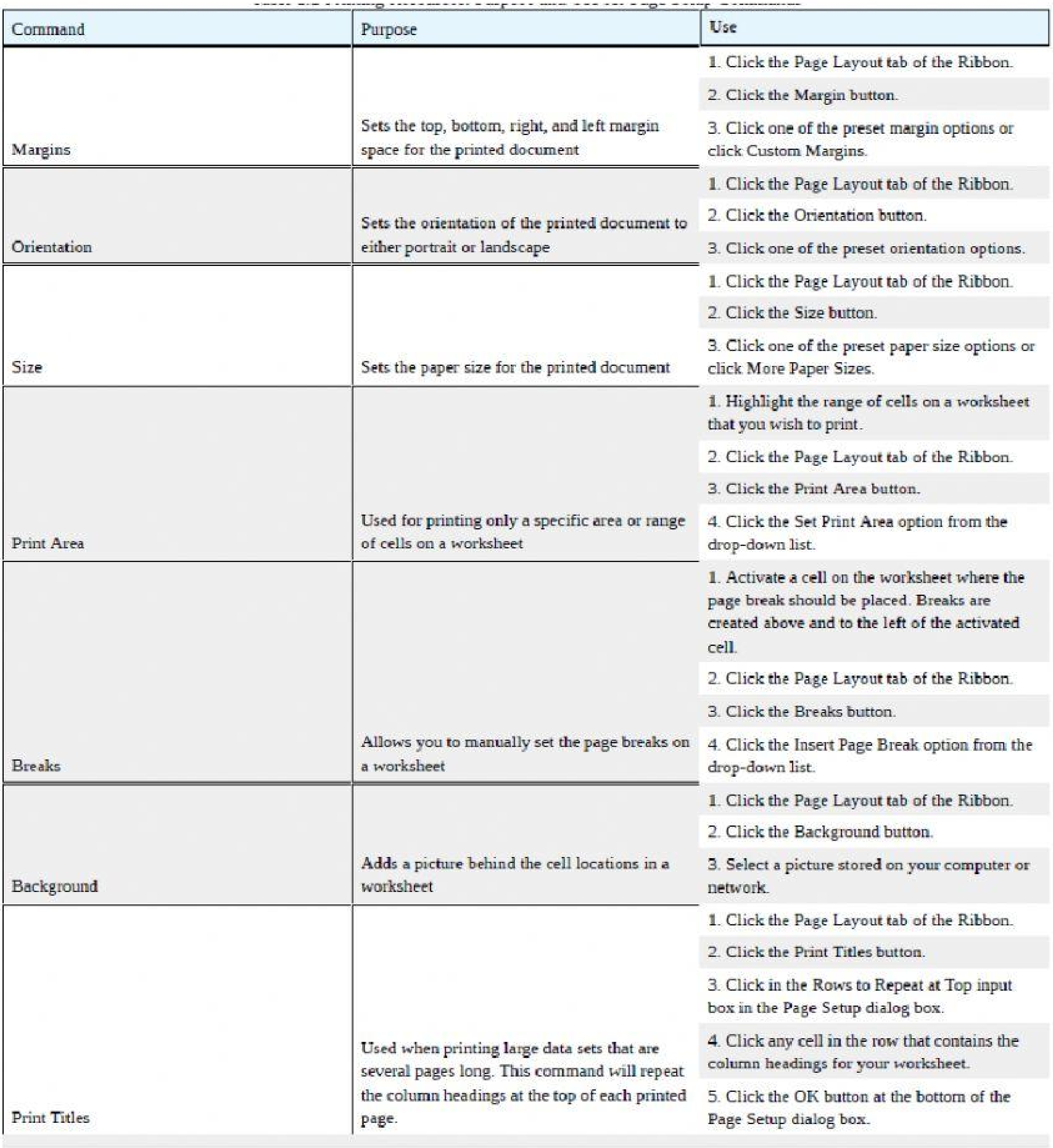
Width: Automatic
Height: Automatic
Scale: 100%
Gridlines: ☑ View ☐ Print
Headings: ☑ View ☐ Print

Top: 0.75
Header: 0.3
Left: 0.25
Right: 0.25
Bottom: 0.75
Footer: 0.3

Center on page
☑ Horizontally
☑ Vertically

1

Below is a list of commands that you need to learn well so you can be very familiar with them.

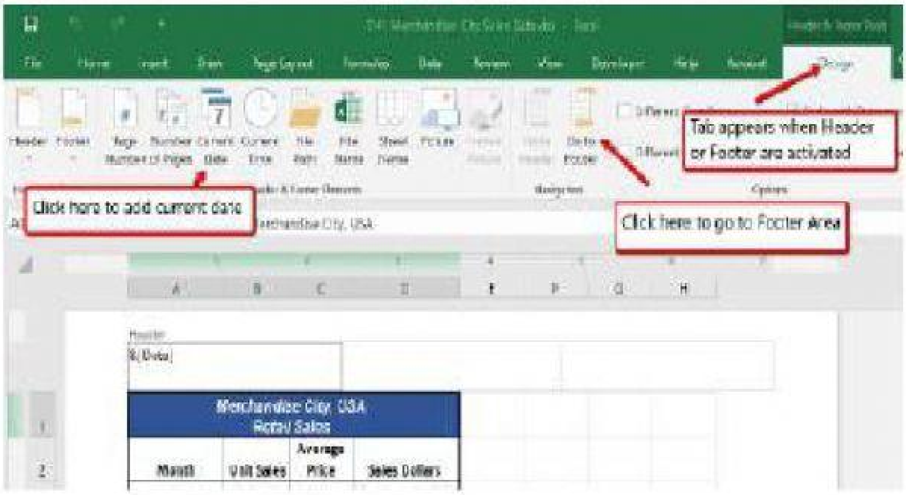


Command	Purpose	Use
Margins	Sets the top, bottom, right, and left margin space for the printed document	1. Click the Page Layout tab of the Ribbon. 2. Click the Margin button. 3. Click one of the preset margin options or click Custom Margins.
Orientation	Sets the orientation of the printed document to either portrait or landscape	1. Click the Page Layout tab of the Ribbon. 2. Click the Orientation button. 3. Click one of the preset orientation options.
Size	Sets the paper size for the printed document	1. Click the Page Layout tab of the Ribbon. 2. Click the Size button. 3. Click one of the preset paper size options or click More Paper Sizes.
Print Area	Used for printing only a specific area or range of cells on a worksheet	1. Highlight the range of cells on a worksheet that you wish to print. 2. Click the Page Layout tab of the Ribbon. 3. Click the Print Area button. 4. Click the Set Print Area option from the drop-down list.
Breaks	Allows you to manually set the page breaks on a worksheet	1. Activate a cell on the worksheet where the page break should be placed. Breaks are created above and to the left of the activated cell. 2. Click the Page Layout tab of the Ribbon. 3. Click the Breaks button. 4. Click the Insert Page Break option from the drop-down list.
Background	Adds a picture behind the cell locations in a worksheet	1. Click the Page Layout tab of the Ribbon. 2. Click the Background button. 3. Select a picture stored on your computer or network.
Print Titles	Used when printing large data sets that are several pages long. This command will repeat the column headings at the top of each printed page.	1. Click the Page Layout tab of the Ribbon. 2. Click the Print Titles button. 3. Click in the Rows to Repeat at Top input box in the Page Setup dialog box. 4. Click any cell in the row that contains the column headings for your worksheet. 5. Click the OK button at the bottom of the Page Setup dialog box.

Headers and Footers.

When you print worksheets from Excel, it is common to add headers and footers the printed document. Information in the header and footer could include the date, page number, file name, company name, person who created the worksheet. This is important because if there is a query then the queries can be addressed directly to that person.

1. **Click** the **Insert** Ribbon and *click* **Header& Footer** at the right end of the ribbon, which is found in the **Text** group. You will see the **Design** tab added to the **Ribbon;** this is used for creating the headers and footers for the **printed** worksheet. Also this will convert the view of the worksheet from **Normal** to **Page Layout**. This *page Layout* view makes adding *Headers & Footers* easy and provides key features to incorporate.
2. *Click* on the **Current Date** icon to add the *date* to the *left* section of the worksheet **Header**. The & **(Date**) symbols which will toggle to a **Date format** when you click outside of this area.


Design
Current Date
Go to Footer
A
B
C
D
E
F
G
H
Header
&[Date]
Merchandise City, USA
Retail Sales
Month
Unit Sales
Average Price
Sales Dollars

Tab appears when Header or Footer are activated

Click here to add current date

Click here to go to Footer area

3.*Type* your **name** in the **centre section** of the **Header**.

4.*Place* the *mouse pointer* over the left section of the **Header** and *left click.*

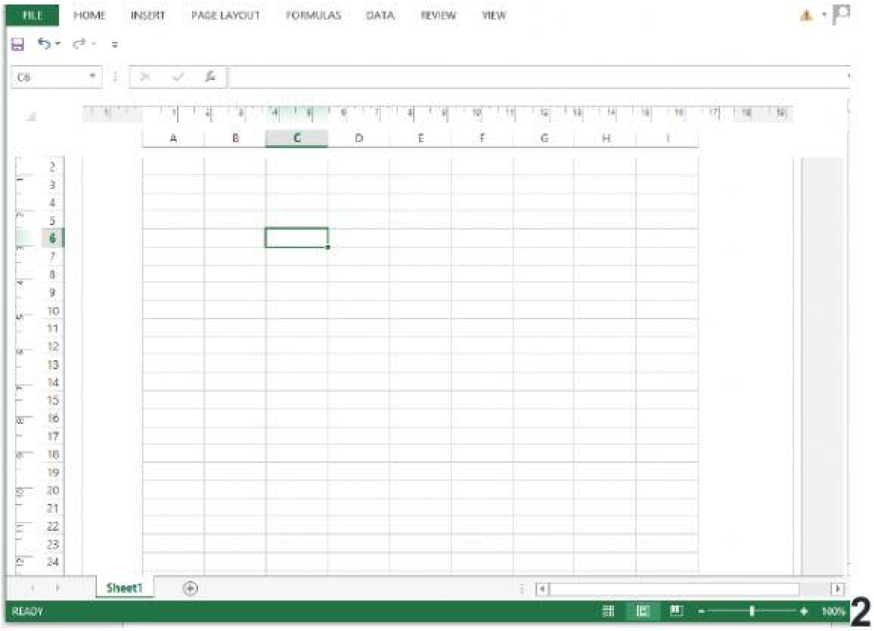
5.*Click* the *Go* to **Footer** button in the **Navigation** group of commands in the **Design** tab of the **Ribbon.**

6.*Place* the *mouse pointer* over the far right section of the *footer* and *left click*.

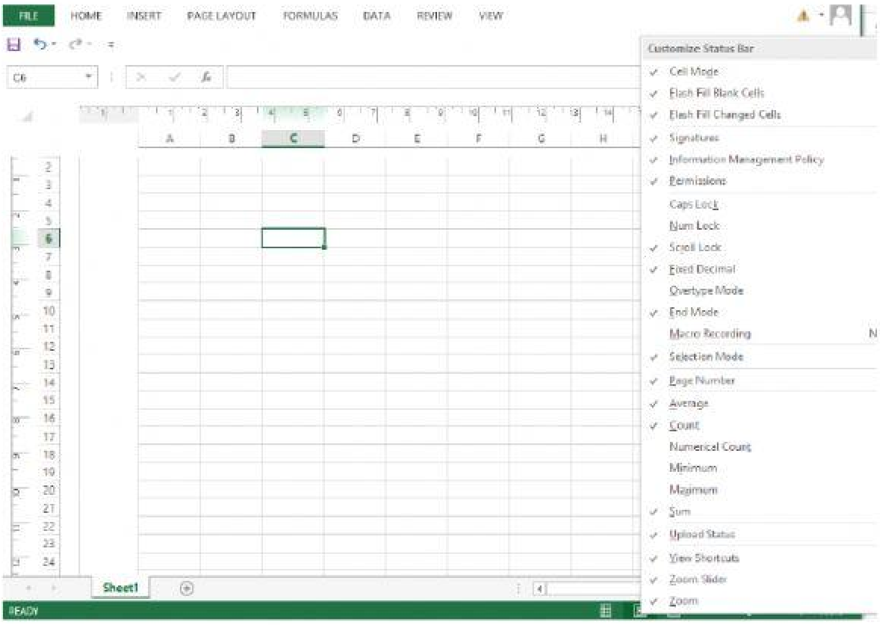
7.*Click* the **Page Number** button (you may need to click on **Design** tab again.)in the **Header & Footer Elements** group of commands in the **Design** tab of the **Ribbon**. This will *display* as **&(page**) until printed or until you return to **normal view**.

8.*Click* any cell location *outside* the *header & footer* area. The **Design** tab for *creating* **headers and footers** will disappear.

9. *Click* the **Normal** view *location* in the *lower right side* of the **Status Bar**.


FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
C6
A
B
C
D
E
F
G
H
I
Sheet1
READY
100%

2


FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
C6
Customize Status Bar
✓ Cell Mode
✓ Flash Fill Blank Cells
✓ Flash Fill Changed Cells
✓ Signatures
✓ Information Management Policy
✓ Permissions
Caps Lock
Num Lock
✓ Scroll Lock
✓ Fixed Decimal
Overtype Mode
✓ End Mode
Macro Recording
✓ Selection Mode
✓ Page Number
✓ Average
✓ Count
Numerical Count
Minimum
Maximum
✓ Sum
✓ Upload Status
✓ View Shortcuts
✓ Zoom Slider
✓ Zoom
Sheet1
READY

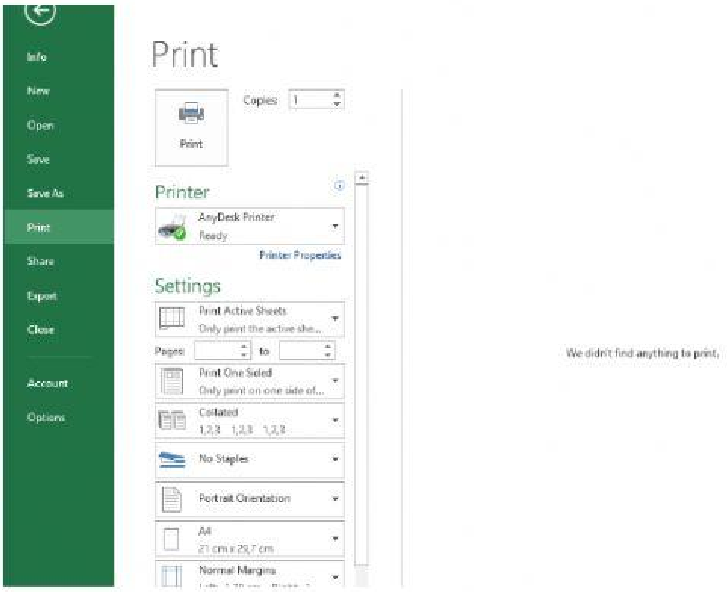
3

Priting Worksheet & Workbooks.

Once you have establish the printing settings for the worksheet in a workbook and added headers and footers,you are ready to print your worksheet.

1.*Cick* the **File** tab on the **ribbon**.

2. *Click* the **Print** options on the *left* of the **Backstage** view . On the *right side* of the *backstage* view, you will be able to see a **preview** of your **printed** worksheet before you **print**.


Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
Print
Print
Printer
Printer Properties
Settings
4

Copies: 1

AnyDesk Printer
Ready

Print Active Sheets
Only print the active she...

Pages: to

Print One Sided
Only print on one side of...

Collated
1,2,3 1,2,3 1,2,3

No Staples

Portrait Orientation

A4
21 cm x 29,7 cm

Normal Margins

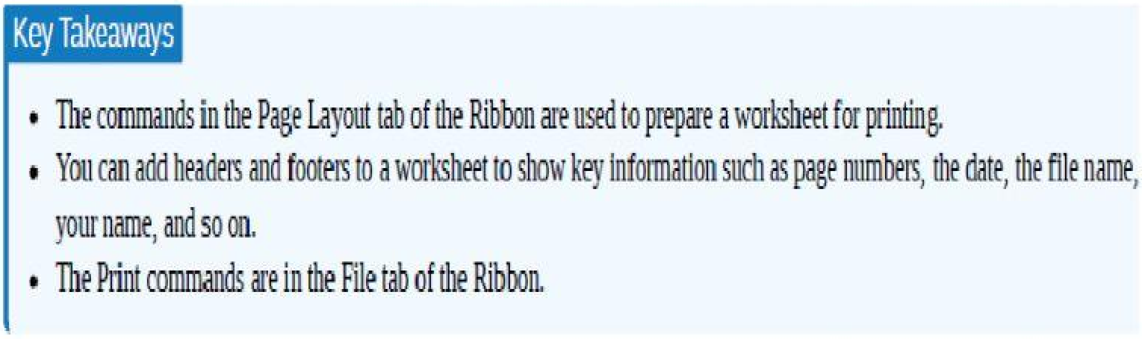
We didn't find anything to print.

3.*Click* the print **Active Sheets** button in the **Print** section of the **Backstage** view.4

4.If your *instructor* has asked you to *print* your work, *click* **Print** button.

5. *Click* the **Home tab** of the **Ribbon.**

6.**Save** and **close** the wrkbook.



Key Takeaways

- The commands in the Page Layout tab of the Ribbon are used to prepare a worksheet for printing.
- You can add headers and footers to a worksheet to show key information such as page numbers, the date, the file name, your name, and so on.
- The Print commands are in the File tab of the Ribbon.

Questions

1. From your command list explain the use for Margin?

2. Explain what does Print Area mean?

3.Where do you go when you have finished setting your prining area?

4.What are some of the headers and footers titles you could use? Name 3of them.