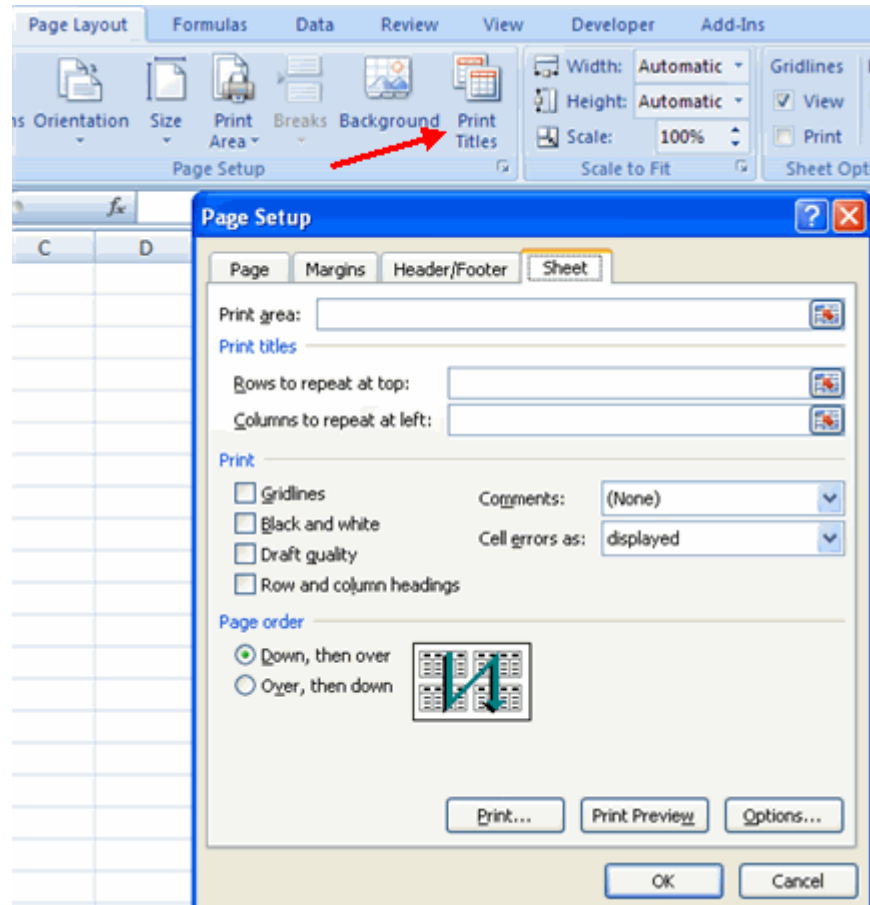


Excel 2007-Set Print Titles

The print titles function allows you to repeat the column and row headings at the beginning of each new page to make reading a multiple page sheet easier to read when printed. To Print Titles:

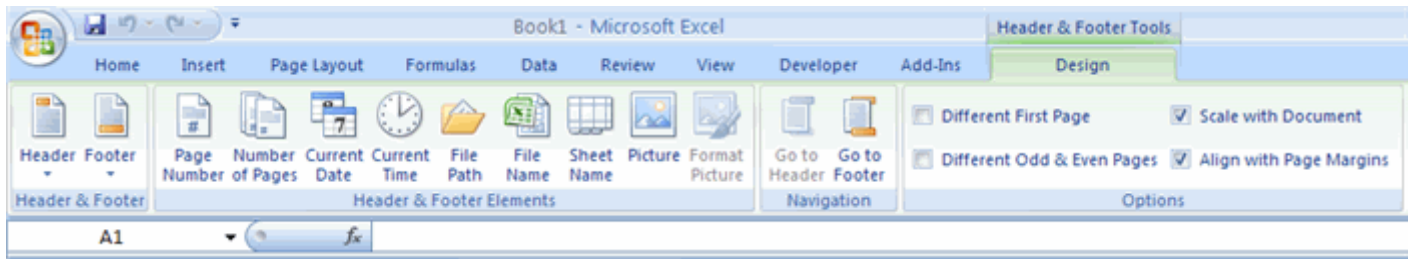
- Click the **Page Layout** tab on the Ribbon
- Click the **Print Titles** button
- In the **Print Titles** section, click the box to select the rows/columns to be repeated
- Select the row or column
- Click the **Select Row/Column Button**
- Click OK



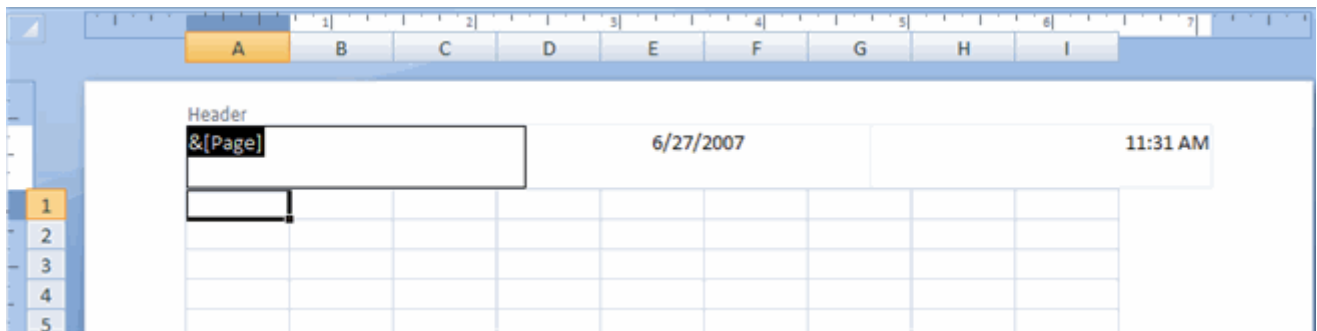
Create a Header or Footer

To create a header or footer:

- Click the **Header & Footer** button on the **Insert** tab
- This will display the **Header & Footer Design Tools Tab**
- To switch between the Header and Footer, click the **Go to Header** or **Go to Footer** button



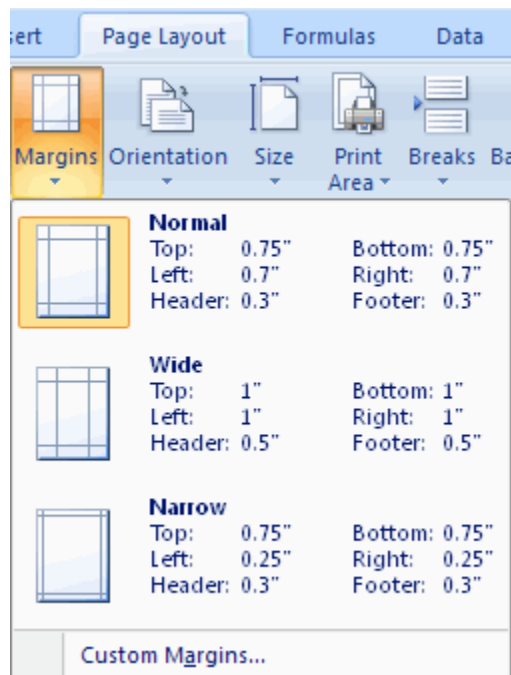
- To insert text, enter the text in the header or footer
- To enter preprogrammed data such as page numbers, date, time, file name or sheet name, click the appropriate button
- To change the location of data, click the desired cell



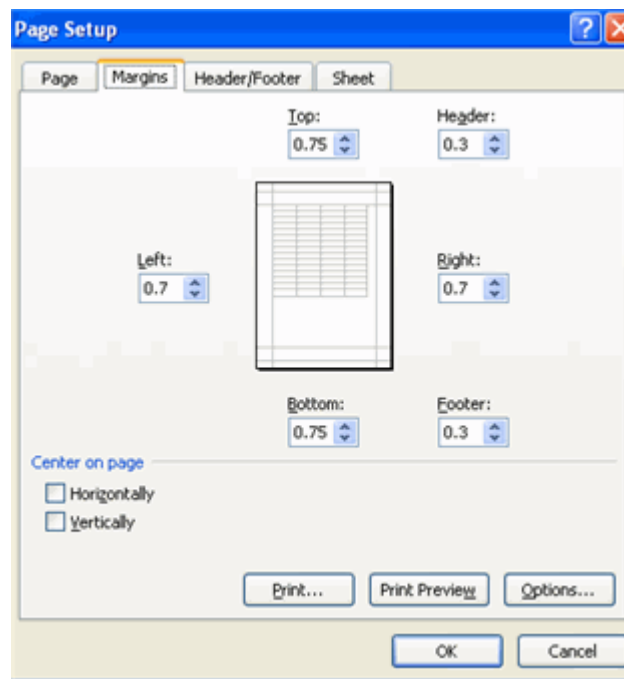
Set Page Margins

To set the page margins:

- Click the **Margins** button on the **Page Layout** tab
- Select one of the give choices, or



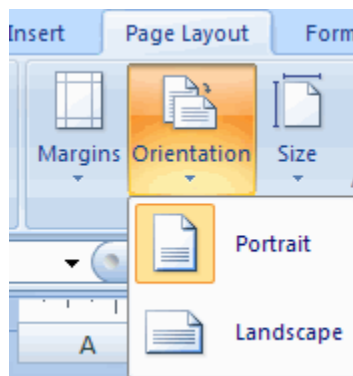
- Click **Custom Margins**
- Complete the boxes to set margins
- Click **OK**



Change Page Orientation

To change the page orientation from portrait to landscape:

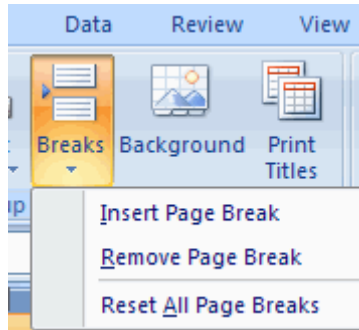
- Click the **Orientation** button on the **Page Layout** tab
- Choose **Portrait** or **Landscape**



Set Page Breaks

You can manually set up page breaks in a worksheet for ease of reading when the sheet is printed. To set a page break:

- Click the **Breaks** button on the **Page Layout** tab
- Click **Insert Page Break**



Print a Range

There may be times when you only want to print a portion of a worksheet. This is easily done through the Print Range function. To print a range:

- Select the area to be printed
- Click the **Print Area** button on the **Page Layout** tab
- Click **Select Print Area**

