UFHealth
INFORMATION TECHNOLOGY TRAINING

Office

Excel 2016
Printing and Setup

training@health.ufl.edu

Microsoft Excel 2016: Printing and Setup

1.5 hour

Printing sounds like a simple concept, until that Excel data set just WON'T fit on that printed page! In this workshop we will work with the print preview; set paper size, page orientation, margins, headers and footers; learn how to print titles, gridlines, and column headings; work with the views Page Layout and Page Break Preview; change the document scaling to force the printout into a certain number of pages; and use print areas and page breaks to adjust what goes on each page. This basic workshop assumes some experience with Microsoft Excel.

Customizing the Quick Access Toolbar 1

Page Setup 1

- Page Tab 2
  - Orientation 2
  - Scaling 2
  - Paper size 3
  - Print quality 3
  - First page number 3
- Margins Tab 3
  - Center on page 3
- Header/Footer Tab 4
  - Custom Header/Footer 4
  - Header/Footer Elements (Custom Toolbar) 5
- Sheet Tab 6
  - Print area 6
  - Print Titles 6
  - Gridlines 7
  - Black and white 7
  - Draft quality 7
  - Row and column headings 7
  - Comments 7
  - Cell errors as 7
  - Page Order 7

Page Breaks 8

Page Break Preview 8

Class Exercise 9

UF UNIVERSITY of FLORIDA

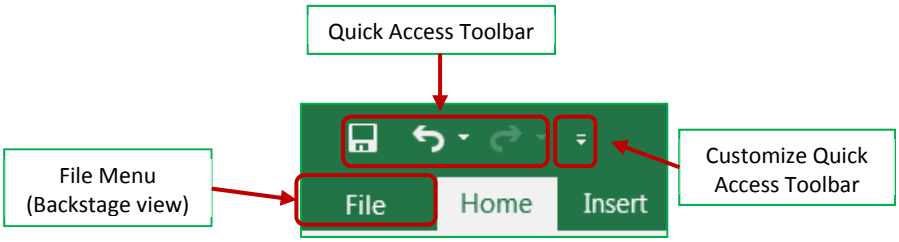
Pandora Rose Cowart
Education/Training Specialist
UF Health IT Training

C3-013 Communicore
PO Box 100152
Gainesville, FL 32610-0152

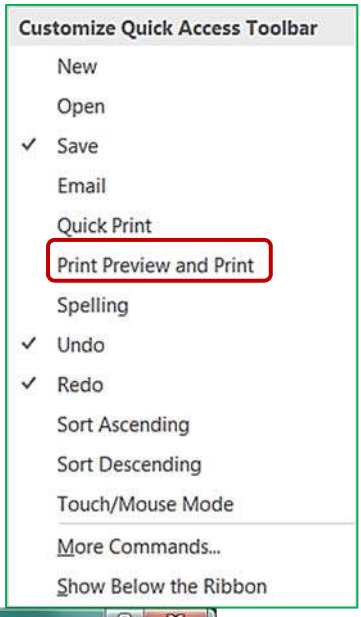
(352) 273-5051
prcowart@ufl.edu
http://training.health.ufl.edu

Updated: 10/17/2016

Customizing the Quick Access Toolbar

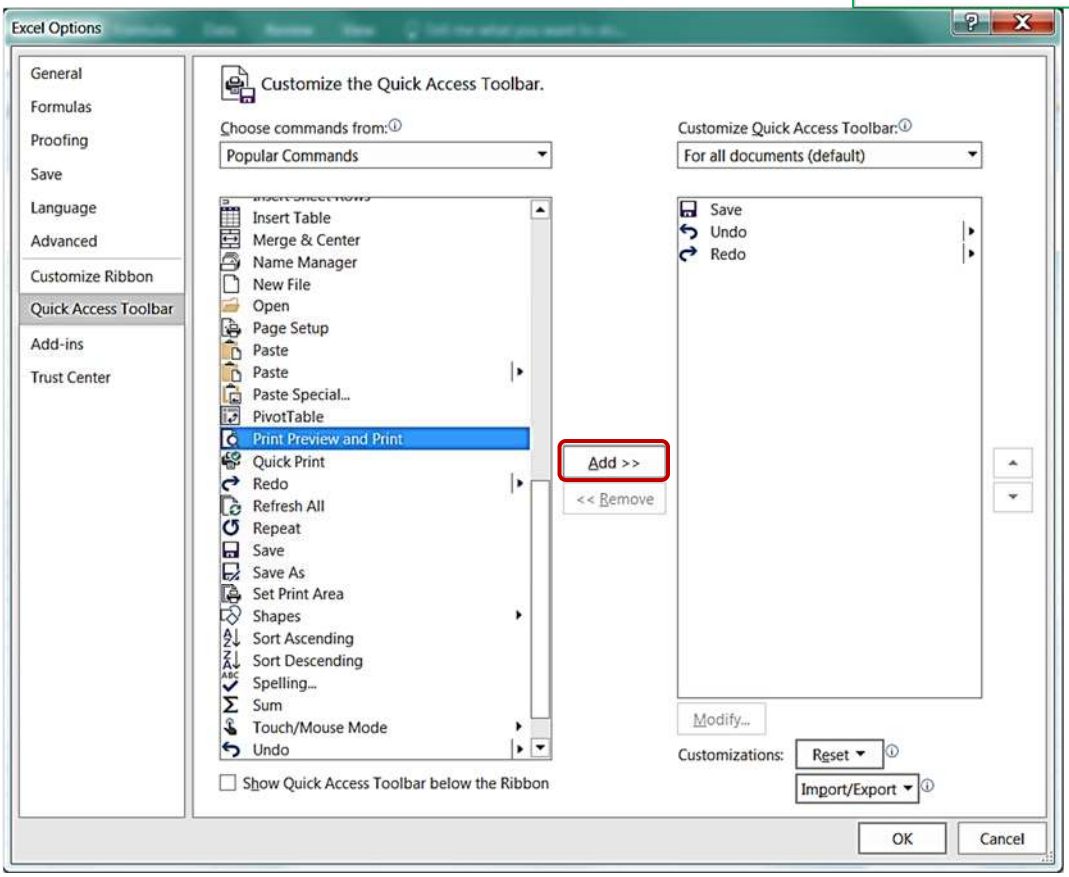


The upper left hand corner of the Excel Window has a **Quick Access Toolbar**. This is a very convenient location to place commonly used buttons. By default, this toolbar has **Save**, **Undo**, and **Redo**. For this *Printing and Setup* workshop we would like to add the **Print Preview** button to the toolbar.



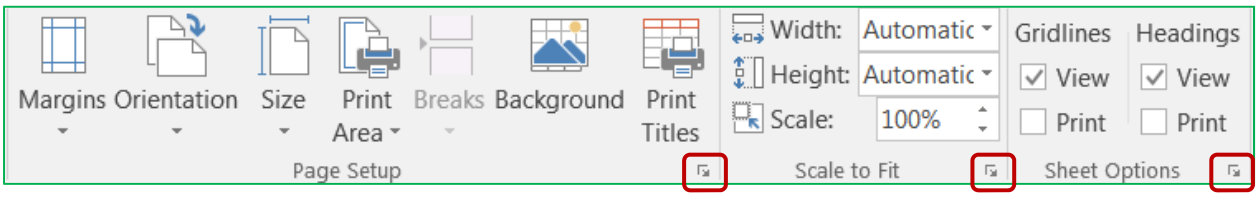
There is a drop down button ( ) at the end of the Quick Access Toolbar that will help you decide which buttons to display. This drop down list displays several common choices, including our **Print Preview and Print**. When you choose a list item, Excel will place the button on the toolbar.

If you don't see the option you would like, you can choose **More Commands**. This will open the Excel Options window. From the Customize Section, choose the command you would like to see and choose the **Add > >** button.



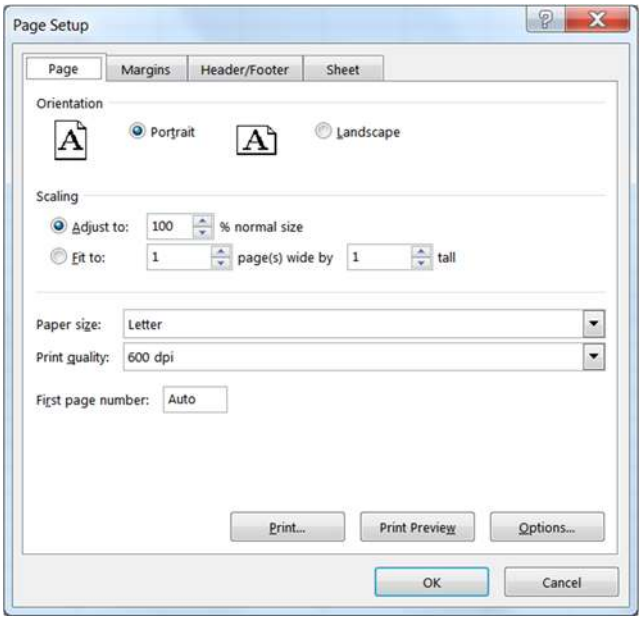
Page Setup

There are several of ways to customize your printouts in Microsoft Excel. Many of these options can be found on



the **Page Layout** tab in the ribbon.

All of the page setup options can be found through the **Page Setup** window. You can view this window by clicking any of the launch dialog box ("More") buttons in the bottom right of any of the sections shown here. You can also open the window by clicking on the **Page Setup** button in the Print Preview.



Page Tab

The first tab in the Page Setup window allows you to change some general page options.

Orientation

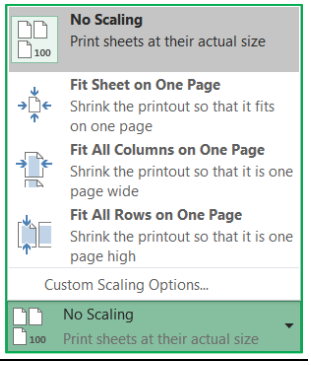
This option lets you set your print out to Portrait or Landscape. The image portrays the actual direction of the paper.

This is also a button on the **Page Layout** Tab and in the **Print Settings** in the print preview.

Scaling

This option can be used to change the "zoom" of the printout with the ***Adjust to:*** option or force the number of pages the printout must fit within using the ***Fit to:*** option. Like the zoom in the worksheet, you can adjust this option from 10% to 400%.

Scaling is also available on the **Page Layout** tab in the **Scale to Fit** section. The ***Width*** and ***Height*** options are the same as the *Fit to:* option allows you to specify how many pages wide or tall you want your printout to be. The **Scale** option is the same as to the *Adjust to:* option, it allows you to change the zoom percentage of the printout.

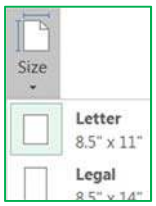


The **Scaling** option in the print preview offers four options.

- No Scaling – Scale to 100%
- Fit Sheet on One Page – Scale Width of only One Page
- Fit All Columns on One Page – Scale Height of only One Page
- Fit all rows on One Page – Scale whole printout to fit everything on one page.

Paper size

This option allows you to choose paper sizes such as Letter, and Legal. This option can also be changed by using the **Size** button on the **Page Setup** section of the **Print Layout** tab, and in the **Print Settings** in the print preview.

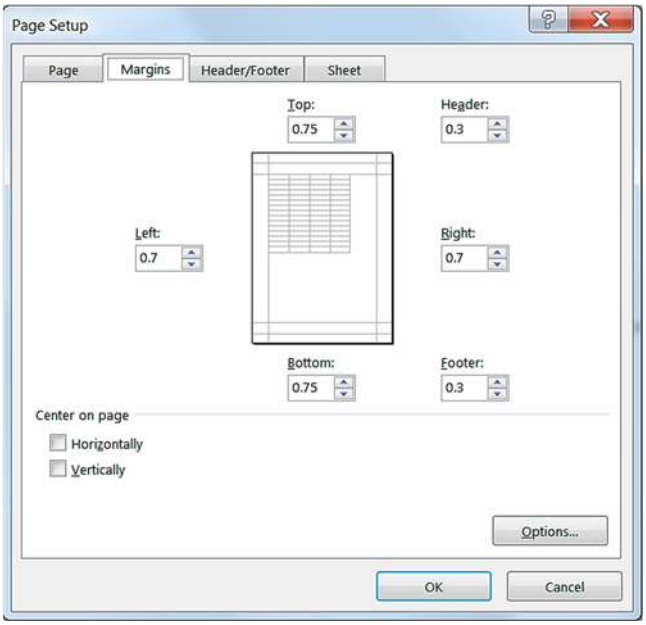


Print quality

This option allows you to specify the print quality of your worksheet. The higher the resolution (dots per inch – dpi), the better the quality of your printout. This option can only be changed in the **Page Setup** window.

First page number

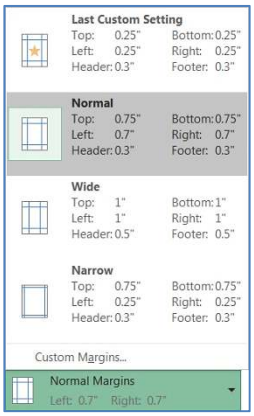
By default, a printout starts on page one, but this option allows you to start on a different number. You might do this if you have a cover page, or if you're adding it to another report. This option can only be changed in the **Page Setup** window.



Margins Tab

Margins are the distance between your data and the edge of the page. Here on the second tab of **the Page Setup** window you can adjust the ***Top***, ***Bottom***, ***Left***, and ***Right*** margins to an accuracy of a hundredth of an inch.

A preset list of **Margins** can also be found on the **Page Setup** section of the **Page Layout** tab and in the print preview menu. If you choose *Custom Margins…*, Excel will open the **Margins** page of the **Page Setup** window.



Header is the text that appears at the top of each printed page, and *Footer* is the text that appears at the bottom of every page. These do not show in the Normal view of the worksheet, but can be seen in the Print Preview and the Page Layout View.

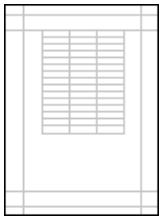
Keep the distance of the **Header:** and **Footer:** margins smaller than the **Top:** and **Bottom:** margins to prevent overlapping the data.

Center on page

This option allows you to adjust how the data will be placed within the set margins.

No Centering

Centered Horizontally



Centered Vertically

Horizontally & Vertically

Click here to download full PDF material