Microsoft Excel 2010 – Level 1

12 – Printing

PRINTING

INFOCUS

Despite the so-called paperless office there is still a great deal of printing going on from computer applications such as Microsoft Excel. The skill to be able to convert what you have on your screen into a format and presentation that is suitable for paper is an important one to have and is the main focus of this session.

In this booklet you will:

- ✓ gain an understanding of printing in *Excel*
- ✓ learn how to preview print jobs before actually printing them
- ✓ learn how to select a printer for printing
- ✓ learn how to print a range in a workbook
- ✓ learn how to print an entire workbook
- ✓ learn how to specify the number of copies to print
- ✓ gain an overview of the *Print* options

UNDERSTANDING PRINTING

Printing, in its simplest form, means producing a paper copy of what you have created on the computer screen. Early forms of printing required typesetting, printing presses and ink. These days printing only requires a printer which converts the electronic version into letters and other graphics on a page. Before you commit to printing to paper, there are a few things to consider.

Resisting the Urge to Print

These days printers are very cheap, easy to install and easy to use. While computers were supposed to reduce the amount of paper and introduce a paperless age, in reality they have made it easy to go through pages and pages of paper while we review and modify the data. If you take some time to think the following things through, you may well reduce the volume of paper that you go through.

Draft versus Final

The first thing to consider is **why** you are printing. If you just want to review the layout and proof the numbers, there is a good case for printing only a **draft** copy of the data. This uses less ink and in some cases prints more quickly than a best-quality copy. If you have a colour printer, then you can often choose to print in greyscale, saving the more expensive colour ink for later. If it's the **final** copy that you want to print, then you should make sure you've previewed the output so that you don't waste precious ink, time, paper and patience.

When Printing isn't Printing

Traditionally, printing referred to creating a **hard copy** of the data, meaning a copy of the data on paper. These days, printing can also be used to create an electronic version of the data, known as a **soft copy**. For example, you can print to the Microsoft XPS Document Writer and create an **XPS** version of the file.

Knowing What to Print

Before attempting to print from Excel you need to be aware and understand exactly what you are printing. Do you want to print only a part (a **range**) of the worksheet, perhaps the entire worksheet, or maybe all of the worksheets in a workbook? As a default Excel assumes that you wish to print everything in the current (known as **active**) worksheet and that's what you'll get if you choose the simplest and easiest way to print in Excel.

Knowing Where to Print

Even though it may appear like it, printing is not handled by Excel, but rather through **Microsoft Windows**. With Windows you *install* printers on your computer – these computers may be sitting on the table next to your computer, or may even be a fair distance away in another room or on another floor and connected via your network. Once a printer has been installed in Windows on your computer it will become available for printing your Excel data. One of the installed printers on your computer will be set up as the **default printer**. The **default** printer is the printer that appears in the **Print** dialog box when you select **File** > **Print**. It's the printer that will be used unless you select another one.

Knowing When to Print

When you tell Excel to print it must somehow convert what appears on a screen in columns and rows into a logical, legible equivalent on paper. Naturally, if your data spans across dozens of columns it won't print easily on one sheet of A4 paper. As a consequence there will be breaks in the printing as it spans across several pieces of paper – and these breaks may not necessarily occur where you want them. So before you print anything on paper it is a good idea to use **Print Preview** to see on the screen exactly how the data will print before you send it to the printer. **Print Preview** provides a way of seeing how the data will look when it's printed without actually printing it. You should always check **Print Preview** before sending any data to a printer.

PREVIEWING BEFORE YOU PRINT

You would hope that what you see on your screen is what you get when you print out on paper – and generally this is the case. But what happens if you have a large number of rows, or many columns, or wide columns? How will Excel render this to paper? If you are not sure of how your worksheet data will print it is a good idea to

Try This Yourself:

Open File

Before starting this exercise you MUST open the file E816 Printing_1.xlsx…

1 Click on the *File* tab then select **Print** to display the *Print* tab in the *Backstage view*

The Print options are displayed on the left and Print Preview on the right. Print Preview shows you how the worksheet data will appear when printed on paper…

2 Click on the *Zoom to Page* tool to zoom in

You can use the scroll bars, if necessary, to move around the page when zoomed in. Clicking on the Zoom to Page tool will zoom in and out…
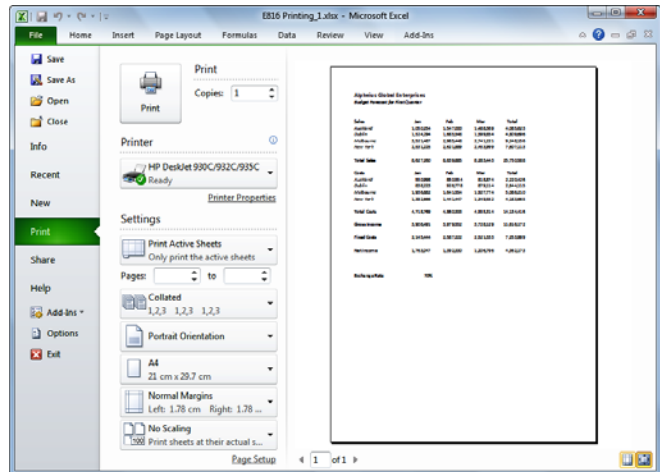
3 Click on the *Zoom to Page* tool to zoom out

4 Click on the *Show Margins* tool to see grey lines which represent where the page margins are
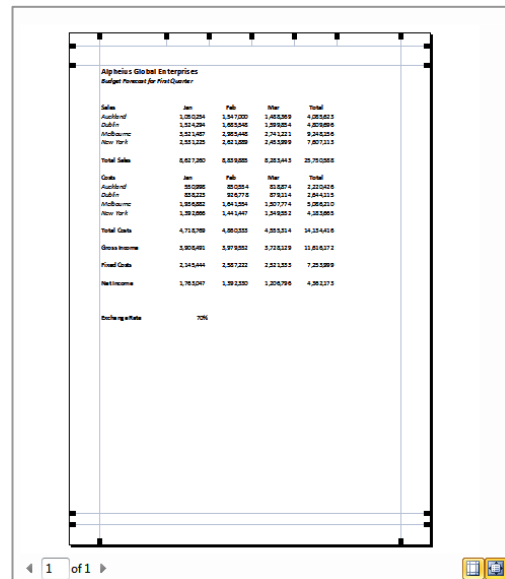
We won't actually print at this point so let's exit out…

5 Click on the *File* tab (or any other tab in the ribbon) to close the preview and return to the worksheet

1

4

For Your Reference…

To *preview* before printing:
1. Click on the **File** tab and select **Print**

Handy to Know…

• After you have previewed or printed you may notice dotted lines in your worksheet – these lines are page boundaries that indicate where pages will break.

SELECTING A PRINTER

When you perform any printing operation Excel must be told which printer to use. Unless you specify otherwise Excel will use the Windows **default printer** or the last printer you specified while working in the current session of Excel. Should you wish to use a different printer you can do so using the **Printer** drop list which allows you to choose from any printer installed in Windows.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file E816 Printing_1.xlsx…

1. Click on the **File** tab on the ribbon, then select **Print** to see the **Print** tab in the **Backstage view**

2. Click on the **Printer** drop arrow to see a list of available printers

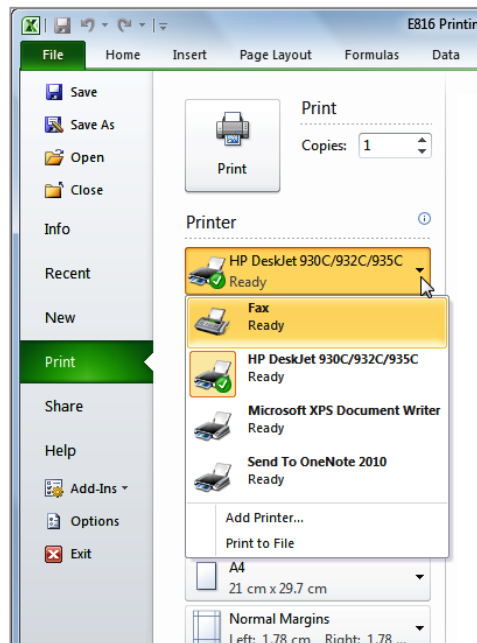3. Click on the name of the printer that you specifically wish to use

   You will need to ensure that the printer you have chosen is online and ready to use – a green tick next to the printer icon indicates that it is ready.

   You could print at this point, or return to your document, but we will continue the next exercise from here
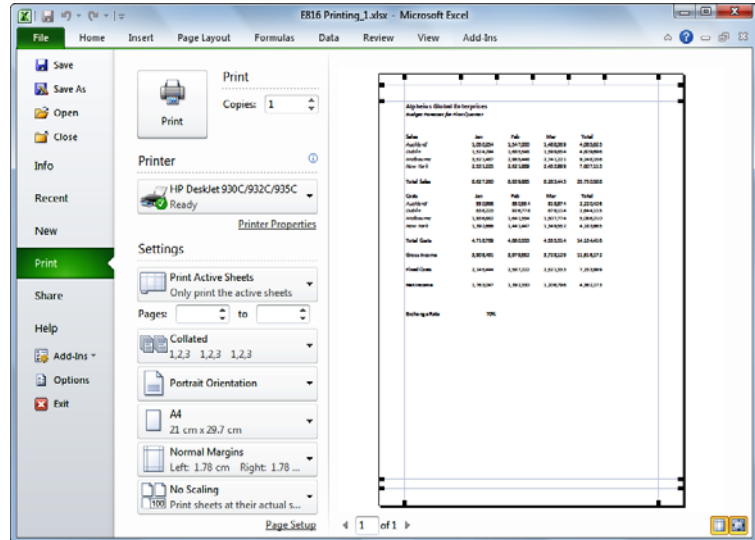
For Your Reference…

To select a specific printer:
1. Click on the **File** tab and select **Print**
2. Click on the **Printer** drop arrow and click on the desired printer

Handy to Know…

- The list of printers on your computer will differ from the one shown above. The list of printers will show all printers *installed* for use on your computer and could include the printer on your desk as well as the one connected via the network two floors below where you currently are.

PRINTING A RANGE

Unless you specify otherwise Excel assumes that you wish to print everything that is currently in the active worksheet when you choose one of the print commands. You can elect to print only a *specified range* in the worksheet by selecting the range prior to accessing the print commands and then working through the options in the *Print* tab of the *Backstage* view.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file E816 Printing_1.xlsx…

1 Click on the *File* tab in the ribbon to return to the document view, then click on the *Medium* worksheet tab to see a slightly larger worksheet

2 Click on *A1*, hold down [Shift] and click on *D24* to select the range *A1* to *D24*

3 Click on the *File* tab in the ribbon and select **Print** to see the *Print* tab in the *Backstage view*

All of the worksheet cells appear in the preview, indicating that all of the data on the worksheet will print…

4 Click on the drop arrow ▼ for *Print Active Sheets* in *Selection* and click on *Print Selection*
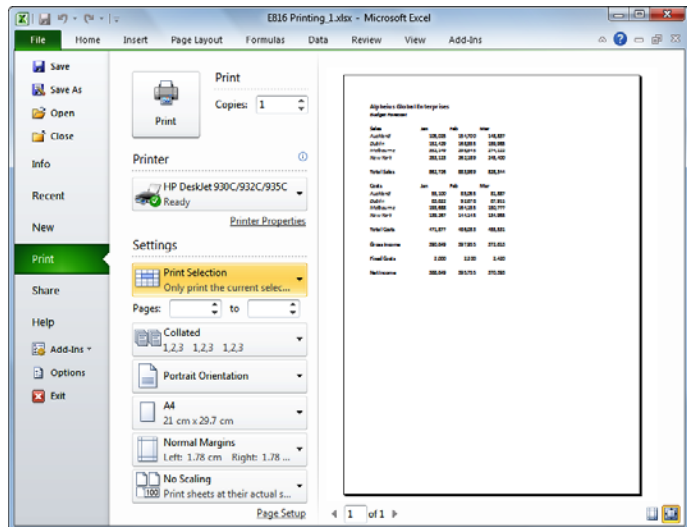
Now the preview shows only the selected range of cells.

You will need to ensure that the printer is online and ready to use…

5 Click on **[Print]** to print the range

For Your Reference…

To print a *specific range*:
1. Select the range to print
2. Click on the *File* tab and select **Print**
3. Ensure that *Print Selection* is selected in *Settings*
4. Click on **[Print]**

Handy to Know…

- When you use the *Print Selection* option in the *Print* tab anything currently selected in the workbook will be printed. You can therefore select multiple ranges and have them printed to produce more complex print jobs.

PRINTING AN ENTIRE WORKBOOK

Unless you specify otherwise Excel assumes that you want to print all of the data in the current or active worksheet. You can also elect to print all of the worksheets in the workbook. This is handy particularly if your workbook is made up of a multiple of smaller worksheets. *Printing an entire workbook* is controlled from the *Print* tab in the *Backstage view*.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file E816 Printing_2.xlsx…

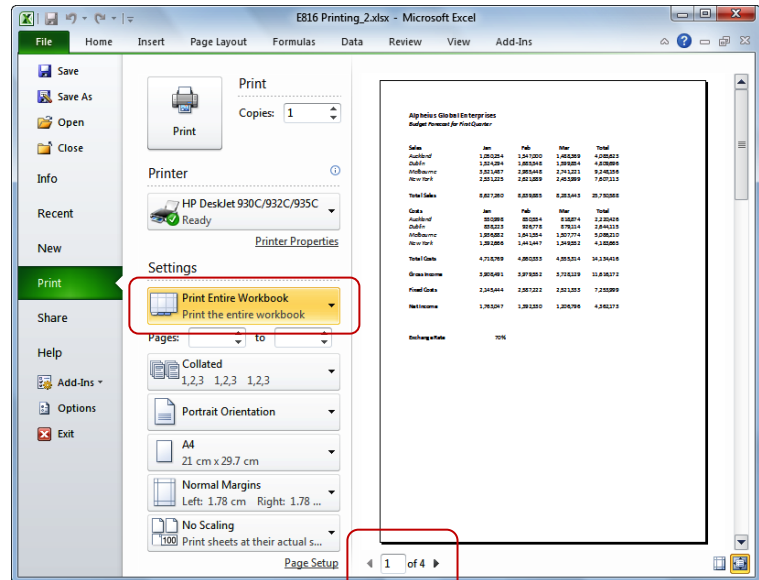1. Click on the *File* tab on the ribbon, then click on **Print** to see the *Print* tab of the *Backstage view*

2. Click on the drop arrow for *Print Active Sheets* in *Settings* and select *Print Entire Workbook*

   This can be a paper-wasting activity so it is a good idea to preview the pages first. Notice that the status bar shows pages 1 of 4…
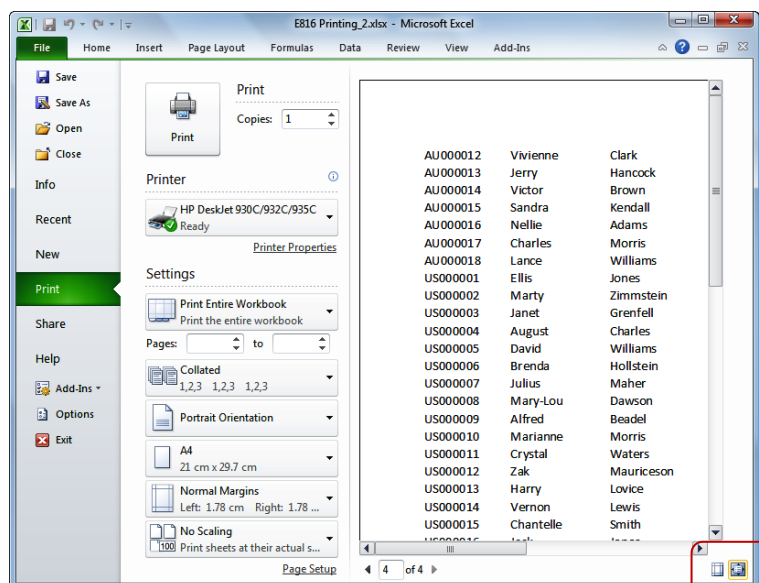
3. Click several times on *Next Page* in the *Preview* to see the other pages

4. Click on the *Zoom to Page* tool several times to zoom in and out

   You could print now if you were satisfied with the preview of the data, but we'll conserve paper…

5. Click on the *File* tab (or any other tab) in the ribbon to close the *Print* options and return to the worksheet

2

4

For Your Reference…

To *print* the *entire workbook*:

1. Click on the *File* tab and select **Print**
2. Click on *Print Entire Workbook* in *Settings*
3. Click on **[Print]**

Handy to Know…

- When you choose to print the entire workbook, all of the worksheets that contain data will be printed. If there is an empty worksheet in the workbook it will not be printed.

SPECIFYING THE NUMBER OF COPIES

In this age of computing it is still amazing how many people print a copy of a report from Excel and then rush down to the photocopier to make five more copies. This is really strange given that whenever you print from Excel the *Print* dialog box provides you with the opportunity of specifying how many copies you want to print – and each one will be an original!

Try This Yourself:

Continue using the previous file with this exercise, or open the file E816 Printing_2.xlsx…

1. Click on the *Small* worksheet tab

2. Click on the *File* tab on the ribbon, then select **Print** to display the *Print* tab in the *Backstage view*

   Ensure that your printer is online and ready to print…

3. Select *Print Active Sheets* in *Settings*

4. Click in *Copies* in *Print* to select the value, then type **2**

5. Click on **[Print]** to print 2 copies of the worksheet
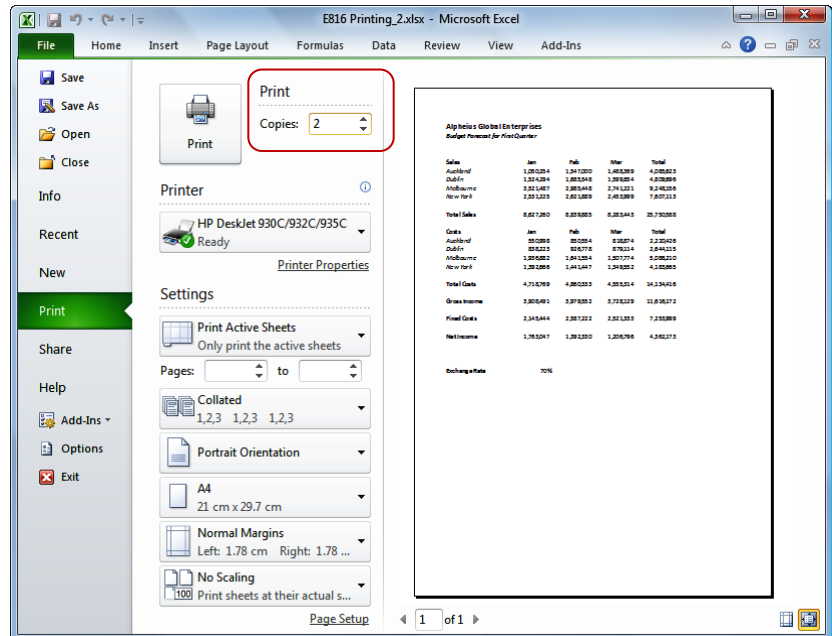
For Your Reference…

To *print multiple copies*:

1. Click on the *File* tab on the ribbon, then select **Print**
2. Type how many copies you want in *Copies* and click on **[Print]**

Handy to Know…

- The up and down arrows in the *Copies* option are known as *spinners*. Each time you click on them Excel enters the next sequential number into the box for you.

THE PRINT OPTIONS

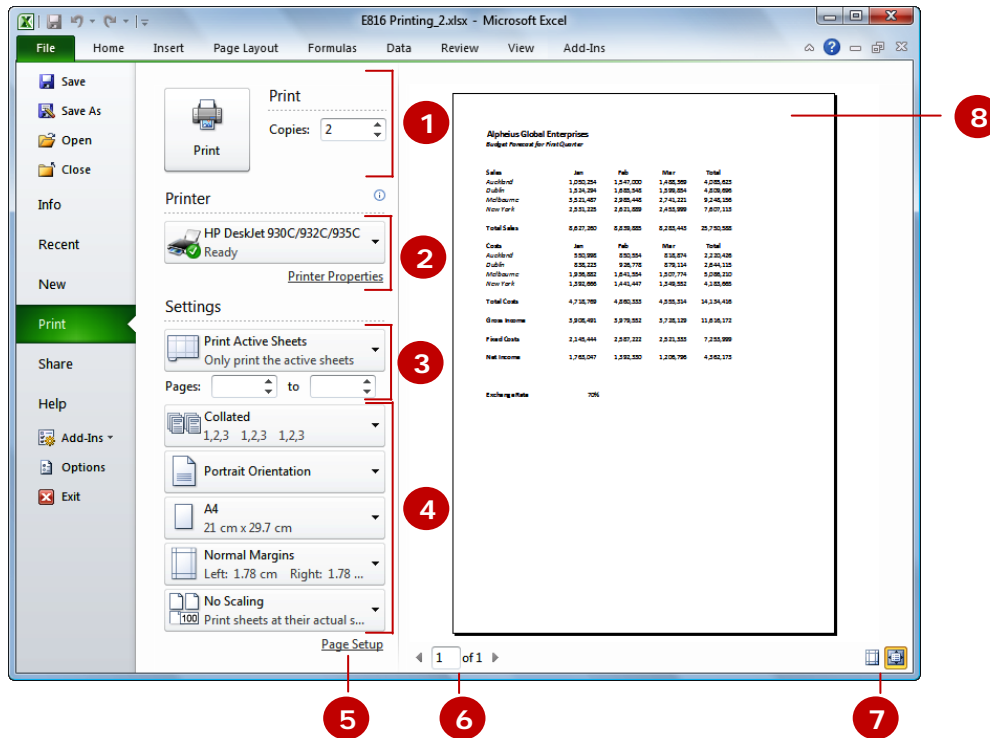There are many settings that you can use when printing to get the exact output that you need. You can print the worksheet or special features of the worksheet. You can print to a printer or to a file. You can print multiple pages per sheet or scale a page to fit a particular paper size. This page examines the controls in the *Print* tab of the *Backstage view*.

1	**Copies & Print button**	Allows you to specify how many copies of the data you want printed. Once you have set all the options (below), click on the *Print* button to print.
2	**Printer & Printer Properties**	Allows you to select from a list of installed printers and provides information about the current printer. *Printer Properties* gives access to the printer-specific properties, usually including printing quality, paper type selection (e.g. matt versus glossy) and maintenance.
3	**Print what & Page range**	Enables you to specify what part of the workbook to print. The default is the active worksheet, however, you can change this to be a range from the workbook, or the entire workbook. *Pages* allows you to specify exactly which pages of the report to print. Excel converts your column and row layout to fit on pages of paper – this feature allows you to specify which of those pages to print.
4	**Other print Settings**	*Collated* specifies the order in which the pages of a multi-page printout are printed (i.e. all of the page 1's, then the page 2's and so on, or print all of the pages for the first copy, then all of the pages again for the second copy, and so on). *Orientation* selects the direction the page will be printed on. *Page Size* enables you to select the page dimensions. *Margins* enables you to set the non-printable area. *Scaling* enables you to shrink the data to fit in a specified area (e.g. Fit Sheet on One Page).
5	**Page Setup**	Displays the *Page Setup* dialog box, enabling you to refine the options for the page even further.
6	**Page Navigation tools**	Use the arrows to navigate through the pages in a multi-page printout, thereby previewing each page before printing. You can also type a specific page number to display that page directly.
7	**Margins & Zoom tools**	Enables you to display margins in the preview and to zoom in and out of the page.
8	**Print Preview**	*Print Preview* allows you to preview your data on the screen, based on the settings specified.

CONCLUDING REMARKS

Congratulations!

You have now completed the **Printing** booklet. This booklet was designed to get you to the point where you can competently perform a variety of operations as listed in the objectives on page 2.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

Where To From Here…

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.
- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- visit CLD's e-learning zone on the Intranet
- read computer magazines - there are often useful articles about specific techniques
- if you have the skills and facilities, browse the Internet, specifically the technical pages of the application that you have just learnt
- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others
- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way
- and of course, there are also more courses and booklets for you to work through
- finally, don't forget to contact CLD's IT Training Helpdesk on **01243-752100**