



Module 9 : Print

9.1 Print

Excel allows you to print entire workbooks, worksheets, partial worksheets, or specific data.

Before you print, it is highly recommended that you view your worksheet using a Page Layout view, which will show exactly where the worksheet ends. For this, you simply go to the View tab, and select Page Layout, or click on the quick access button on the bottom of the page.

To print a partial worksheet, click on the worksheet you want to print and select the range of data you want to print.

To print an entire worksheet, click on the worksheets (any cell) to activate it.

To print a workbook, it does not matter what worksheet you have activated. Then, click File, then Print, or press CTRL+P.

In Settings, you can choose to print the selection, the active sheet or sheets, or the entire workbook.

Finally, click Print.

9.2 Video Instruction

How to Print in Excel - 1m48s

9.3 Task

Estimated Time: 10 minutes

Download the worksheet that accompanies this video by clicking below. Once downloaded, practise printing in Excel using the video above as a reference.

[Download Worksheet](#)

[Tweet "I just completed Module 9 of the Microsoft Excel for Beginners Course"]
