

# Preview and Print a Workbook



Excel 2021

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# The Print Tab

You can access the commands and settings you will need to print your workbooks by selecting the **Print** tab in the **Backstage** view.

Print Tab Element	Allows You To
Print section	Access commands for selecting the number of copies you wish to print and for executing a print job.
Printer menu	Select the printer, device, or printer driver you wish to use.
Printer Properties link	Access the <b>Properties</b> dialog box for your selected printer, device, or printer driver.
Settings section	Configure general print settings, such as which worksheets to print, how to orient the printed pages, and what magnification level to use.
Page Setup link	Access the <b>Page Setup</b> dialog box, which enables you to configure the page layout of your worksheets.
Print preview pane	View a preview of how your workbook pages will look once printed.

**Print commands**

Print

Copies: 1

Printer: HP LaserJet Professional M1... Ready

**Printer menu**

**Printer properties**

Settings

Print Active Sheets

Pages: to

Print One Sided

Collated

Portrait Orientation

Letter

Normal Margins

No Scaling

**Page Setup**

1 of 5

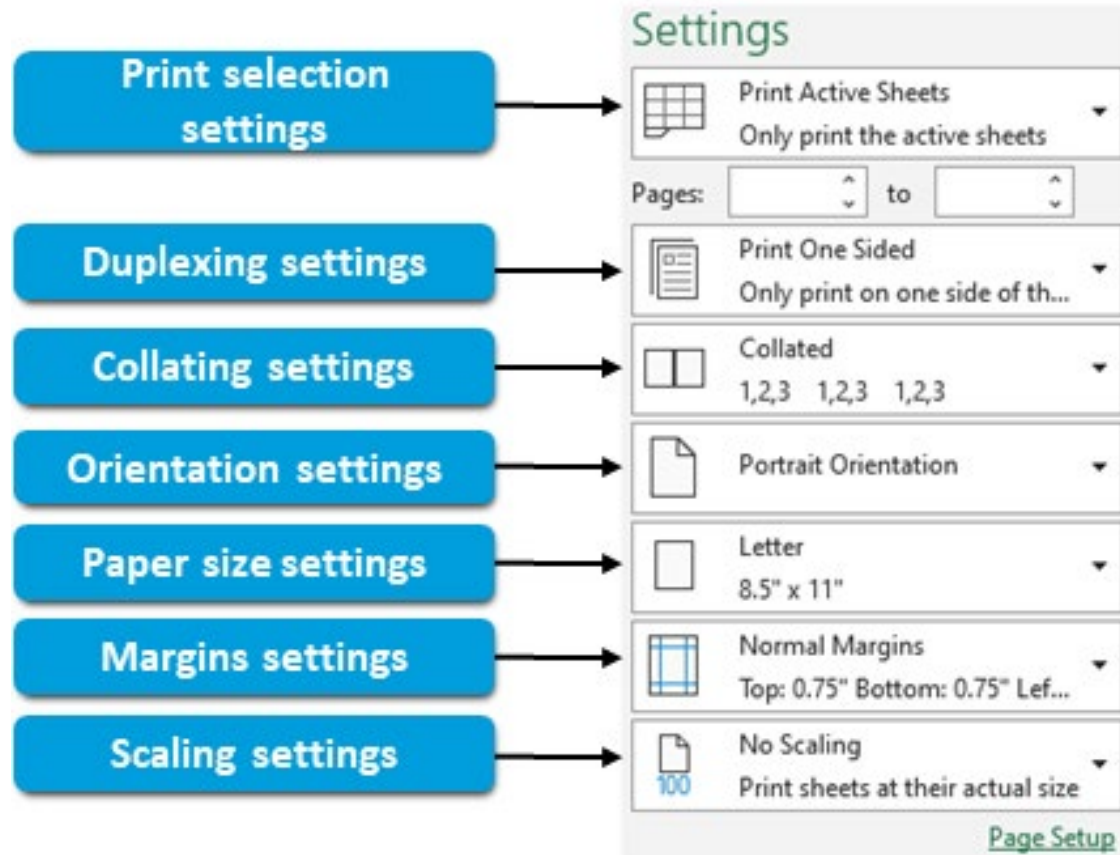
**Print preview pane**

Employee Name	Region	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Total
Ali	Northwest	\$115,500	\$84,000	\$84,000	\$187,110	\$468,610
Alfred	Northwest	\$115,500	\$130,000	\$104,700	\$187,800	\$538,000
Kovs I	Southwest	\$104,500	\$113,000	\$100,700	\$110,920	\$429,120
Indygn	South	\$7,500	\$113,000	\$88,000	\$81,470	\$292,970
Shir	North	\$185,000	\$170,000	\$105,000	\$124,210	\$584,210
Luc	Southwest	\$120,550	\$114,000	\$76,000	\$142,200	\$452,750
Gippen	Southwest	\$128,000	\$142,700	\$181,000	\$192,210	\$643,910
Milweva	South	\$115,000	\$170,000	\$104,000	\$102,270	\$591,270
Andriam	North	\$115,500	\$240,240	\$184,270	\$147,180	\$707,190
Wagar	Northwest	\$119,000	\$138,000	\$83,000	\$88,580	\$408,600
Ribeza	South	\$107,430	\$124,120	\$120,000	\$119,280	\$570,830
Archie	Southwest	\$154,000	\$118,000	\$88,000	\$171,800	\$531,800
Cloric	Southwest	\$281,120	\$196,500	\$74,000	\$124,800	\$676,920
Clara	Northwest	\$7,500	\$84,000	\$181,000	\$172,410	\$444,910
Miyasa	South	\$15,450	\$124,000	\$84,000	\$148,210	\$371,660
Bhara	Northwest	\$74,051	\$48,000	\$67,000	\$77,980	\$267,031
Byast	North	\$122,500	\$128,000	\$110,000	\$124,210	\$584,710
Ahonor	Northwest	\$104,500	\$113,000	\$100,700	\$147,240	\$465,440
King	South	\$15,500	\$113,000	\$84,000	\$108,110	\$420,610
Malyona	Southwest	\$125,000	\$170,000	\$103,000	\$107,110	\$505,110
Bkey	North	\$120,550	\$114,000	\$76,000	\$99,700	\$410,250
Worley	Southwest	\$128,000	\$142,700	\$181,000	\$192,210	\$643,910
Wadgton	North	\$38,500	\$102,200	\$84,000	\$171,480	\$396,180
Lucas	Northwest	\$114,500	\$141,800	\$87,100	\$104,300	\$447,700
Murphy	South	\$105,140	\$89,220	\$122,880	\$102,500	\$419,740
Palmer	South	\$200,600	\$201,200	\$122,880	\$105,500	\$630,180
Goodwin	Northwest	\$112,000	\$122,000	\$114,000	\$104,340	\$452,340
Wagley	North	\$87,360	\$105,000	\$207,880	\$137,800	\$538,040
Smith	South	\$75,000	\$121,100	\$101,880	\$88,200	\$386,180
Cumbe	North	\$144,800	\$143,880	\$184,000	\$171,100	\$643,780
Deblo	Southwest	\$123,410	\$110,810	\$133,840	\$99,210	\$467,270
Jones	Northwest	\$37,775	\$104,870	\$140,700	\$128,480	\$411,825
Rhodes	South	\$28,520	\$70,320	\$162,740	\$121,180	\$422,760
Jakson	Northwest	\$121,000	\$113,800	\$101,600	\$107,540	\$444,140
Nelis	North	\$105,560	\$220,350	\$127,400	\$166,540	\$620,850
Archer	Southwest	\$157,800	\$130,400	\$184,000	\$184,000	\$656,200
Almout	Southwest	\$25,800	\$155,100	\$110,000	\$118,470	\$409,370
Moore	South	\$124,400	\$148,870	\$109,280	\$124,400	\$506,950
Green	Northwest	\$141,710	\$84,720	\$122,210	\$104,150	\$452,800
Shir	North	\$115,500	\$89,200	\$118,400	\$154,000	\$477,100

# Print Settings

To ensure that your printed pages look exactly as you want them to, you'll likely need to adjust some of the print settings before you print.

It is important to keep in mind that the print settings buttons appear with different text depending on your current selection, so the command buttons will not always match the following figure.



# Print Settings

Print Settings Command	Allows You To
Print selection settings	Decide among printing all worksheets in a workbook, printing the currently selected worksheet, or printing the currently selected cell or range. If you have defined a print area, you can also choose to ignore that in favor of whatever setting you select from this command.
Pages and to spin boxes	Select which range of pages to print. The content that appears on each page and the number of printable pages for a workbook depends on your other print settings.
Duplexing settings	Decide between one-sided and two-sided printing if your printer supports that functionality.
Collating settings	Decide between collating and not collating your pages. Collated print jobs print each copy of a multiple-page document in sequential order, so each copy is in the correct page order. Non-collated print jobs print all copies of the first page and then all copies of the second page, and so on.
Orientation settings	Decide between the portrait and landscape orientations for your printed pages.
Paper size settings	Decide what size paper to print on. These settings depend on your printer's capabilities.
Margins settings	Set the margin size for your printed pages.
Scaling settings	Determine whether or not Excel changes the magnification level of your printed data and how it applies magnification to printed pages.

# Page Orientation

A page layout setting that determines the general, overall layout of each printed page. Pages can either print in the portrait orientation, where the page is taller than it is wide, or in the landscape orientation, where the page is wider than it is tall.

Portrait orientation

Sales Ledg

Employee Name	Region	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Total
Silva	Northeast	\$115,500	\$68,000	\$84,000	\$187,110	\$452,110
Maddox	Northeast	\$113,500	\$120,550	\$243,740	\$197,830	\$675,640
Kovari	Southwest	\$104,500	\$113,000	\$100,700	\$110,925	\$429,125
Lindegren	South	\$79,500	\$113,500	\$88,000	\$41,470	\$342,470
Sykes	North	\$125,000	\$170,000	\$105,000	\$192,215	\$592,215
Lee	Southwest	\$120,550	\$274,060	\$76,000	\$142,320	\$612,930
Gilgamos	Southwest	\$128,000	\$243,740	\$181,500	\$92,215	\$645,475
Matthews	South	\$113,000	\$293,225	\$84,000	\$102,270	\$592,525
Anderson	North	\$113,500	\$243,240	\$184,275	\$147,180	\$688,195
Wagner	Northeast	\$113,000	\$138,500	\$63,000	\$88,950	\$403,450
Roberts	South	\$274,130	\$294,120	\$120,500	\$118,335	\$807,085
Avelone	Southwest	\$156,000	\$115,500	\$88,500	\$171,050	\$531,050
Clarke	Southwest	\$251,120	\$86,500	\$76,000	\$136,480	\$550,100
Chen	Northeast	\$77,500	\$95,000	\$151,500	\$172,410	\$496,410
Nguyen	South	\$154,500	\$122,000	\$84,000	\$149,215	\$509,715
Basara	Northeast	\$74,075	\$68,500	\$87,900	\$77,950	\$298,425
Bryant	North	\$122,500	\$128,000	\$110,000	\$194,215	\$554,715
Antonov	Northeast	\$104,500	\$113,000	\$100,700	\$147,330	\$465,530
King	South	\$79,500	\$113,500	\$88,000	\$195,015	\$476,015
Maddox	Southwest	\$125,000	\$170,000	\$105,000	\$127,215	\$527,215
Busby	North	\$120,550	\$274,060	\$76,000	\$99,700	\$570,310
Husley	Southwest	\$128,000	\$243,740	\$181,500	\$147,325	\$680,565
Washington	North	\$98,500	\$293,225	\$84,000	\$171,650	\$647,375
Levine	Northeast	\$154,380	\$141,650	\$97,100	\$104,220	\$497,350
Harala	South	\$109,140	\$99,320	\$132,880	\$102,900	\$444,260
Pinkett	South	\$220,605	\$201,290	\$132,180	\$250,580	\$804,655
Gonzalez	Northeast	\$112,000	\$122,030	\$114,300	\$156,240	\$504,670
Langley	North	\$87,340	\$253,100	\$271,550	\$137,880	\$749,870
Smith	South	\$93,390	\$191,100	\$101,380	\$85,420	\$471,290
Carmichael	North	\$146,850	\$84,955	\$184,060	\$171,110	\$586,975
Debois	Southwest	\$123,410	\$110,510	\$135,540	\$99,215	\$468,675
Zhou	Northeast	\$97,775	\$106,870	\$140,700	\$128,480	\$473,825
Pomero	South	\$98,130	\$170,225	\$162,740	\$121,180	\$552,275
Johanson	Northeast	\$121,060	\$113,680	\$104,550	\$97,540	\$437,830
Nolan	North	\$109,340	\$220,900	\$251,430	\$166,340	\$748,010
Jacobs	Southwest	\$131,880	\$124,400	\$182,040	\$154,000	\$592,320
Lambert	Southwest	\$258,390	\$155,100	\$110,320	\$118,470	\$642,280
Mason	South	\$104,400	\$145,870	\$109,350	\$128,440	\$518,060
Garcia	Northeast	\$141,710	\$94,770	\$132,270	\$104,180	\$472,930
Sarno	North	\$113,500	\$99,220	\$178,450	\$254,100	\$645,370

Landscape orientation

Sales Ledger

Employee Name	Region	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Total	Average	Highest
Silva	Northeast	\$115,500	\$68,000	\$84,000	\$187,110	\$452,110	\$113,027.50	\$187,110.00
Maddox	Northeast	\$113,500	\$120,550	\$243,740	\$197,830	\$675,640	\$168,910.00	\$243,740.00
Kovari	Southwest	\$104,500	\$113,000	\$100,700	\$110,925	\$429,125	\$107,281.25	\$113,000.00
Lindegren	South	\$79,500	\$113,500	\$88,000	\$41,470	\$342,470	\$85,617.50	\$113,500.00
Sykes	North	\$125,000	\$170,000	\$105,000	\$192,215	\$592,215	\$148,053.75	\$192,215.00
Lee	Southwest	\$120,550	\$274,060	\$76,000	\$142,320	\$612,930	\$153,232.50	\$274,060.00
Gilgamos	Southwest	\$128,000	\$243,740	\$181,500	\$92,215	\$645,475	\$161,368.75	\$243,740.00
Matthews	South	\$113,000	\$293,225	\$84,000	\$102,270	\$592,525	\$148,131.25	\$293,225.00
Anderson	North	\$113,500	\$243,240	\$184,275	\$147,180	\$688,195	\$172,048.75	\$243,240.00
Wagner	Northeast	\$113,000	\$138,500	\$63,000	\$88,950	\$403,450	\$100,862.50	\$138,500.00
Roberts	South	\$274,130	\$294,120	\$120,500	\$118,335	\$807,085	\$201,771.25	\$294,120.00
Avelone	Southwest	\$156,000	\$115,500	\$88,500	\$171,050	\$531,050	\$132,762.50	\$171,050.00
Clarke	Southwest	\$251,120	\$86,500	\$76,000	\$136,480	\$550,100	\$137,525.00	\$251,120.00
Chen	Northeast	\$77,500	\$95,000	\$151,500	\$172,410	\$496,410	\$124,102.50	\$172,410.00
Nguyen	South	\$154,500	\$122,000	\$84,000	\$149,215	\$509,715	\$127,428.75	\$154,500.00
Basara	Northeast	\$74,075	\$68,500	\$87,900	\$77,950	\$298,425	\$74,606.25	\$87,950.00
Bryant	North	\$122,500	\$128,000	\$110,000	\$194,215	\$554,715	\$138,678.75	\$194,215.00
Antonov	Northeast	\$104,500	\$113,000	\$100,700	\$147,330	\$465,530	\$116,382.50	\$147,330.00
King	South	\$79,500	\$113,500	\$88,000	\$195,015	\$476,015	\$119,003.75	\$195,015.00
Maddox	Southwest	\$125,000	\$170,000	\$105,000	\$127,215	\$527,215	\$131,803.75	\$170,000.00
Busby	North	\$120,550	\$274,060	\$76,000	\$99,700	\$570,310	\$142,577.50	\$274,060.00
Husley	Southwest	\$128,000	\$243,740	\$181,500	\$147,325	\$680,565	\$170,141.25	\$243,740.00
Washington	North	\$98,500	\$293,225	\$84,000	\$171,650	\$647,375	\$161,843.75	\$293,225.00
Levine	Northeast	\$154,380	\$141,650	\$97,100	\$104,220	\$497,350	\$124,337.50	\$154,380.00
Harala	South	\$109,140	\$99,320	\$132,880	\$102,900	\$444,260	\$111,065.00	\$132,880.00
Pinkett	South	\$220,605	\$201,290	\$132,180	\$250,580	\$804,655	\$201,163.75	\$250,580.00
Gonzalez	Northeast	\$112,000	\$122,030	\$114,300	\$156,240	\$504,670	\$126,167.50	\$156,240.00
Langley	North	\$87,340	\$253,100	\$271,550	\$137,880	\$749,870	\$187,467.50	\$271,550.00

# Margins

Page margins are invisible boundaries that define where particular content can be displayed on printed worksheets. Margins determine how much space there is between the worksheet content and the edge of the paper. Excel provides you with a set of common margin configurations to choose from, and it allows you to customize margin sizes to suit your needs. Margins can define where worksheet data, headers, and footers are arranged on printed pages. The **Margins** tab on the **Page Setup** dialog box also provides you with options for centering your content vertically or horizontally on the page.

The diagram illustrates the placement of margins on a printed worksheet. Five blue callout boxes with arrows point to the corresponding margins of a table titled "Sales Ledg".

- Header margin:** Points to the top of the table header.
- Top margin:** Points to the space above the top of the table.
- Side margin:** Points to the left side of the table.
- Bottom margin:** Points to the space below the bottom of the table.
- Footer margin:** Points to the bottom of the table.

Employee Name	Region	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Total
Siva	Northeast	\$115,500	\$65,500	\$84,000	\$187,110	\$452,110
Maddox	Northeast	\$113,500	\$120,550	\$242,740	\$197,830	\$675,640
Kovs I	Southwest	\$104,500	\$112,000	\$100,700	\$110,925	\$428,125
Uindgren	South	\$79,500	\$112,500	\$88,000	\$61,470	\$342,670
Stiles	North	\$125,000	\$170,000	\$105,000	\$192,215	\$592,215
Lea	Southwest	\$120,550	\$274,060	\$76,000	\$142,220	\$612,830
Gigamos	Southwest	\$128,000	\$242,740	\$151,500	\$92,215	\$615,475
Methews	South	\$113,000	\$292,225	\$84,000	\$102,270	\$591,495
Anderson	North	\$113,500	\$242,240	\$184,275	\$147,150	\$668,165
Wagner	Northeast	\$118,000	\$128,500	\$62,000	\$88,950	\$400,450
Pberitz	South	\$274,130	\$295,120	\$120,500	\$118,235	\$808,085
Arellone	Southwest	\$156,000	\$115,500	\$88,500	\$171,050	\$531,050
Clarke	Southwest	\$251,120	\$86,500	\$74,000	\$124,480	\$536,200
Chen	Northeast	\$77,500	\$95,000	\$151,500	\$172,410	\$496,410
Nguyen	South	\$154,500	\$122,000	\$84,000	\$149,215	\$509,715
Burns	Northeast	\$74,075	\$65,500	\$67,900	\$77,950	\$285,425
Bryant	North	\$122,500	\$128,000	\$110,000	\$194,215	\$554,715
Antonov	Northeast	\$104,500	\$112,000	\$100,700	\$147,220	\$465,500
King	South	\$79,500	\$112,500	\$88,000	\$192,215	\$472,215
Morton	Southwest	\$125,000	\$170,000	\$105,000	\$127,215	\$530,215
Biley	North	\$120,550	\$274,060	\$76,000	\$99,700	\$570,310
Hudley	Southwest	\$128,000	\$242,740	\$151,500	\$147,225	\$670,585
Waddington	North	\$98,500	\$292,225	\$84,000	\$171,650	\$646,375
Levine	Northeast	\$154,320	\$141,650	\$97,100	\$104,220	\$497,390
Harris	South	\$109,140	\$99,220	\$122,880	\$102,900	\$434,240
Flisak	South	\$220,605	\$201,290	\$122,180	\$250,580	\$800,755
Gonzalez	Northeast	\$112,000	\$122,030	\$114,300	\$156,240	\$514,670
Laagley	North	\$87,340	\$253,100	\$271,550	\$132,880	\$743,870
Smith	South	\$93,980	\$191,100	\$101,280	\$85,420	\$472,000
Carmine	North	\$146,850	\$84,955	\$184,040	\$171,110	\$596,955
Dubois	Southwest	\$129,410	\$110,510	\$125,540	\$99,215	\$474,675
Zhou	Northeast	\$97,775	\$106,870	\$140,700	\$128,480	\$473,825
Pomero	South	\$98,130	\$170,225	\$162,740	\$121,190	\$552,345
Johanson	Northeast	\$121,010	\$112,680	\$105,580	\$97,540	\$437,810
Nolan	North	\$109,340	\$220,900	\$257,400	\$168,340	\$756,010
Jacobs	Southwest	\$131,880	\$124,400	\$182,040	\$154,000	\$592,320
Lambert	Southwest	\$258,300	\$155,100	\$110,220	\$118,670	\$643,000
Moore	South	\$134,400	\$145,870	\$109,250	\$126,440	\$516,260
Garcia	Northeast	\$141,710	\$94,770	\$122,270	\$104,190	\$472,940
Suito	North	\$119,500	\$82,220	\$178,450	\$254,100	\$641,370

# Print Preview

The print preview is displayed in the right pane of the **Print** screen in the **Backstage** view. You can access this by selecting **File** → **Print** or by selecting either the **Print** or the **Print Preview** button in the **Page Setup** dialog box.

Print Preview Element	Description
Preview image	Displays how the currently selected page will print on paper.
Navigation controls	Enables you to navigate through and inspect each page in the current print job.
Show Margins button	Toggles the display of page margins on and off.
Zoom to Page button	Toggles between two magnification levels for viewing the print preview.

**Sales Ledger**

Employee Name	Region	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Total
Olms	Northeast	\$115,500	\$145,500	\$84,000	\$187,110	\$432,110
Maddox	Northeast	\$113,500	\$120,500	\$243,740	\$197,800	\$675,540
Kovacs	Southwest	\$104,500	\$112,000	\$100,700	\$110,240	\$427,440
LeDige	South	\$73,500	\$172,800	\$88,000	\$41,470	\$375,770
Oleary	North	\$125,000	\$170,000	\$108,000	\$192,210	\$595,210
Lee	Southwest	\$120,550	\$274,000	\$76,000	\$142,320	\$612,870
Gilgus	Southwest	\$128,000	\$242,740	\$161,400	\$92,210	\$624,350
Mohr	South	\$113,000	\$292,225	\$84,000	\$102,270	\$591,595
Hederson	North	\$113,500	\$242,240	\$134,270	\$147,300	\$637,310
Wagner	Northeast	\$113,000	\$128,500	\$93,000	\$88,900	\$423,400
Pobert	South	\$274,130	\$254,120	\$120,500	\$118,320	\$767,070
Arbore	Southwest	\$156,000	\$115,500	\$88,500	\$171,000	\$531,000
Clark	Southwest	\$251,120	\$96,500	\$74,000	\$134,400	\$556,020
Chen	Northeast	\$77,500	\$65,000	\$161,400	\$172,410	\$475,910
Meyers	South	\$154,500	\$142,000	\$84,500	\$148,210	\$529,210
Burns	Northeast	\$74,075	\$45,500	\$87,900	\$77,900	\$285,375
Dyant	North	\$122,500	\$128,500	\$110,000	\$194,210	\$555,210
Antonov	Northeast	\$104,500	\$112,000	\$100,700	\$147,240	\$464,440
King	South	\$73,500	\$172,800	\$88,000	\$195,010	\$530,310
Melmon	Southwest	\$125,000	\$170,000	\$108,000	\$192,210	\$595,210
Baker	North	\$120,550	\$274,000	\$76,000	\$142,320	\$612,870
Healy	Southwest	\$128,000	\$242,740	\$161,400	\$92,210	\$624,350
Wainwright	North	\$80,500	\$292,225	\$84,000	\$171,000	\$630,725
Levine	Northeast	\$154,300	\$141,400	\$87,100	\$104,200	\$487,000
Harris	South	\$103,140	\$99,220	\$122,880	\$102,900	\$428,140
Melace	South	\$220,605	\$201,290	\$123,380	\$250,595	\$895,870
Gonzalez	Northeast	\$112,000	\$122,000	\$114,000	\$156,400	\$504,400
Lagley	North	\$87,340	\$253,100	\$271,400	\$132,880	\$744,720
Smith	South	\$53,300	\$181,100	\$101,380	\$88,420	\$424,200
Cummins	North	\$146,850	\$84,920	\$184,040	\$171,110	\$586,920
DeVoe	Southwest	\$123,400	\$110,210	\$125,540	\$99,210	\$458,360
Bose	Northeast	\$97,775	\$104,870	\$142,700	\$128,480	\$473,825
Pomero	South	\$90,130	\$170,320	\$142,740	\$121,180	\$504,370
Jackson	Northeast	\$121,000	\$112,480	\$104,540	\$97,440	\$435,460
Nolan	North	\$103,340	\$120,900	\$125,400	\$166,340	\$516,000
Jacob	Southwest	\$191,880	\$124,400	\$182,040	\$154,000	\$652,320
Lebeck	Southwest	\$253,300	\$151,100	\$110,340	\$118,270	\$633,010
Moran	South	\$134,400	\$142,870	\$109,360	\$124,440	\$511,070
Garcia	Northeast	\$141,710	\$164,770	\$122,270	\$104,190	\$532,940
Dillo	North	\$113,500	\$89,220	\$178,480	\$254,100	\$635,300

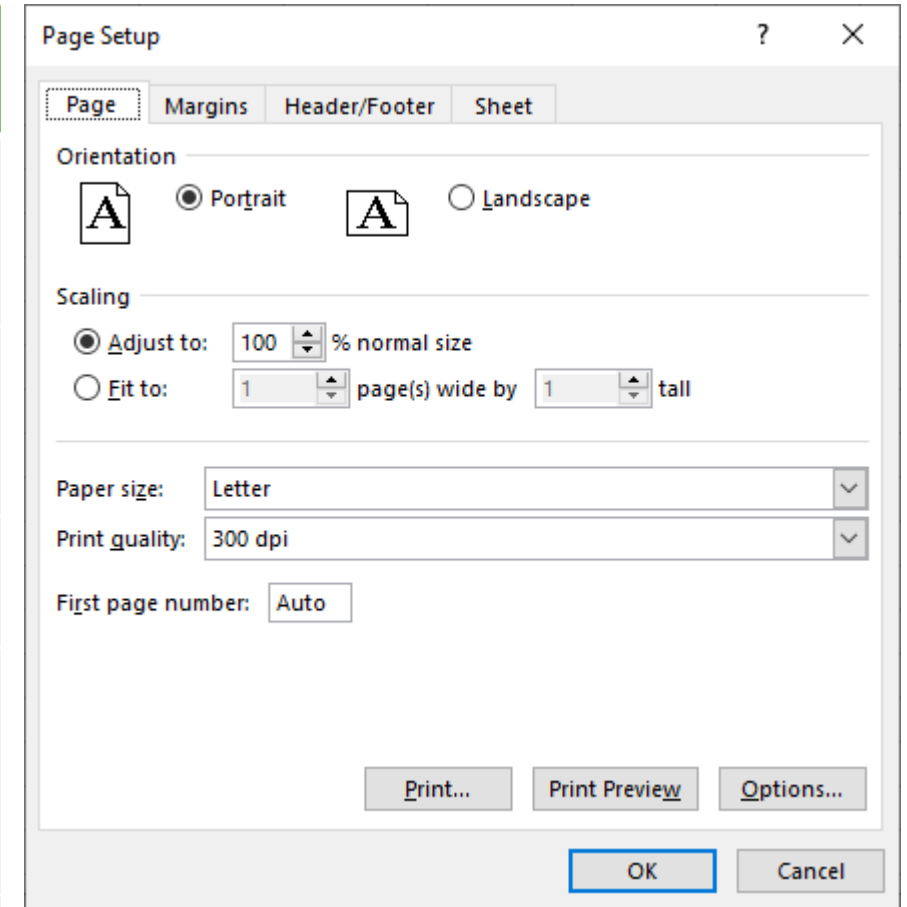
# Set Up the Page Layout



# The Page Setup Dialog Box

The **Page Setup** dialog box provides you with more options for configuring your workbooks for printing than the print settings in the **Backstage** view.

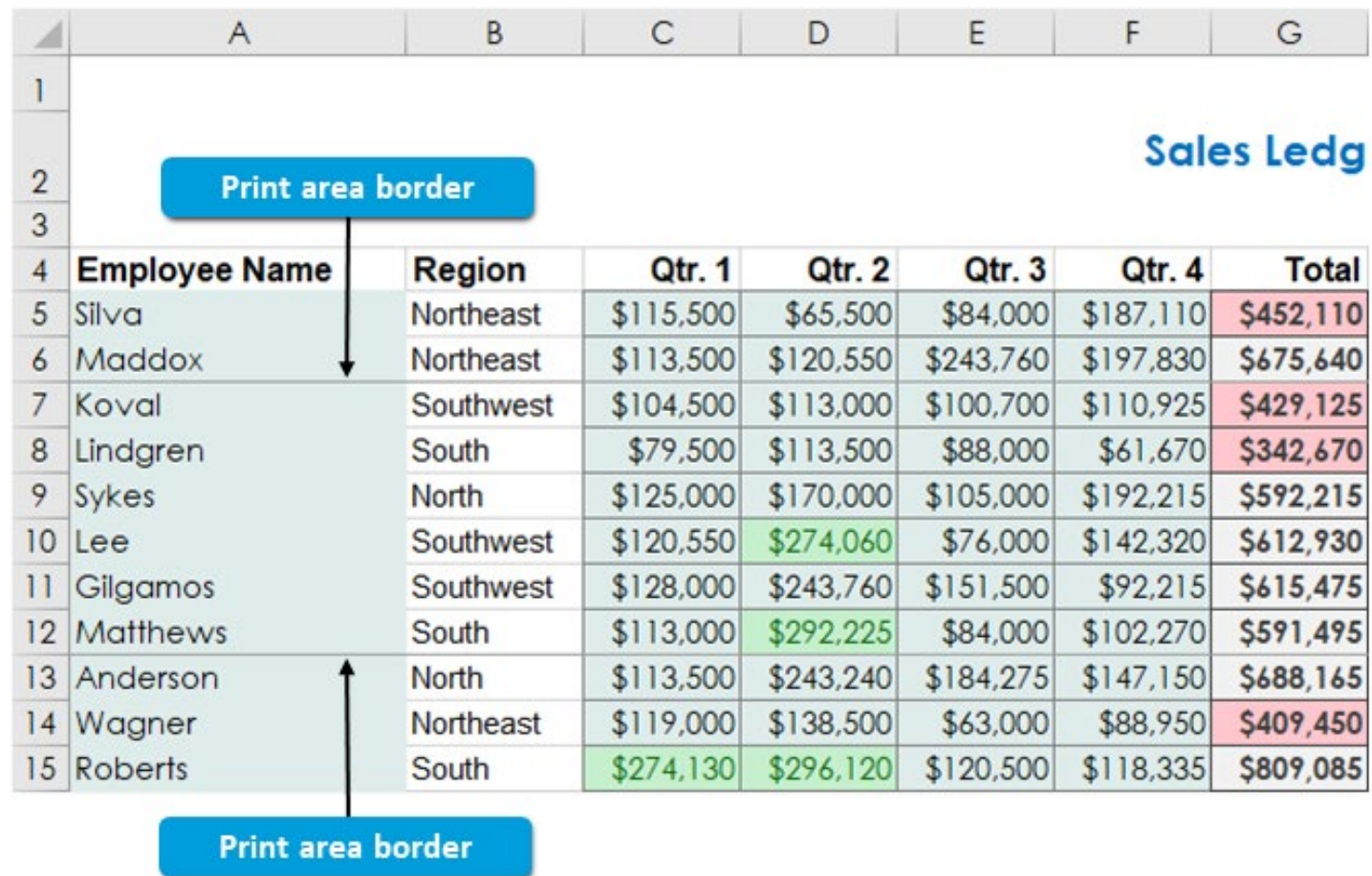
Page Setup Dialog Box Element	Provides You with Access To
Page tab	Commands to set page orientation and magnification level, the paper size, the print quality, and which page to start printing from.
Margins tab	Commands to adjust page, header, and footer margins and to determine how to center content on printed pages.
Header/Footer tab	Commands for inserting, modifying, and deleting headers and footers.
Sheet tab	Commands for defining a print area, determining which rows and columns print on every page, determining which page elements print on paper, and defining the order in which pages print.
Options button	The <b>Properties</b> dialog box for the currently selected printer, device, or printer driver. This command appears on all of the <b>Page Setup</b> dialog box tabs.



# The Print Area

The Print Area feature enables you to select specific cells and ranges to print from your workbooks. Once you've set a print area, only those cells within the print area will print.

You can access the **Print Area** options by selecting **Page Layout** → **Print Area**.



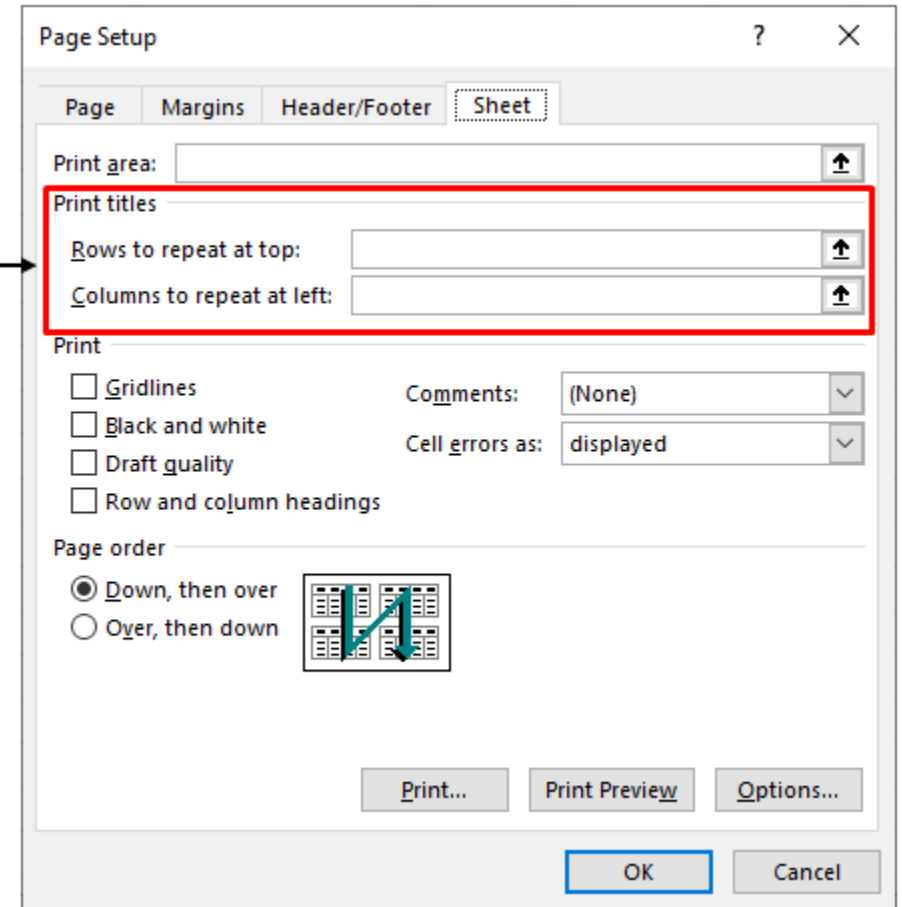
	A	B	C	D	E	F	G
1							
2							<b>Sales Ledg</b>
3							
4	<b>Employee Name</b>	<b>Region</b>	<b>Qtr. 1</b>	<b>Qtr. 2</b>	<b>Qtr. 3</b>	<b>Qtr. 4</b>	<b>Total</b>
5	Silva	Northeast	\$115,500	\$65,500	\$84,000	\$187,110	\$452,110
6	Maddox	Northeast	\$113,500	\$120,550	\$243,760	\$197,830	\$675,640
7	Koval	Southwest	\$104,500	\$113,000	\$100,700	\$110,925	\$429,125
8	Lindgren	South	\$79,500	\$113,500	\$88,000	\$61,670	\$342,670
9	Sykes	North	\$125,000	\$170,000	\$105,000	\$192,215	\$592,215
10	Lee	Southwest	\$120,550	\$274,060	\$76,000	\$142,320	\$612,930
11	Gilgamos	Southwest	\$128,000	\$243,760	\$151,500	\$92,215	\$615,475
12	Matthews	South	\$113,000	\$292,225	\$84,000	\$102,270	\$591,495
13	Anderson	North	\$113,500	\$243,240	\$184,275	\$147,150	\$688,165
14	Wagner	Northeast	\$119,000	\$138,500	\$63,000	\$88,950	\$409,450
15	Roberts	South	\$274,130	\$296,120	\$120,500	\$118,335	\$809,085

# The Print Titles Command

Excel 2021 includes a feature that enables you to determine which rows and columns will print on every page: the **Print Titles** command. By using this feature, you can save your worksheet viewers from having to flip back to the first page to understand the data they're looking at.

Selecting **Page Layout** → **Print Titles** opens the **Page Setup** dialog box with the **Sheet** tab automatically selected. This is where you can enter row and column references to determine which cells appear on all printed pages

Select rows or columns to print on every page

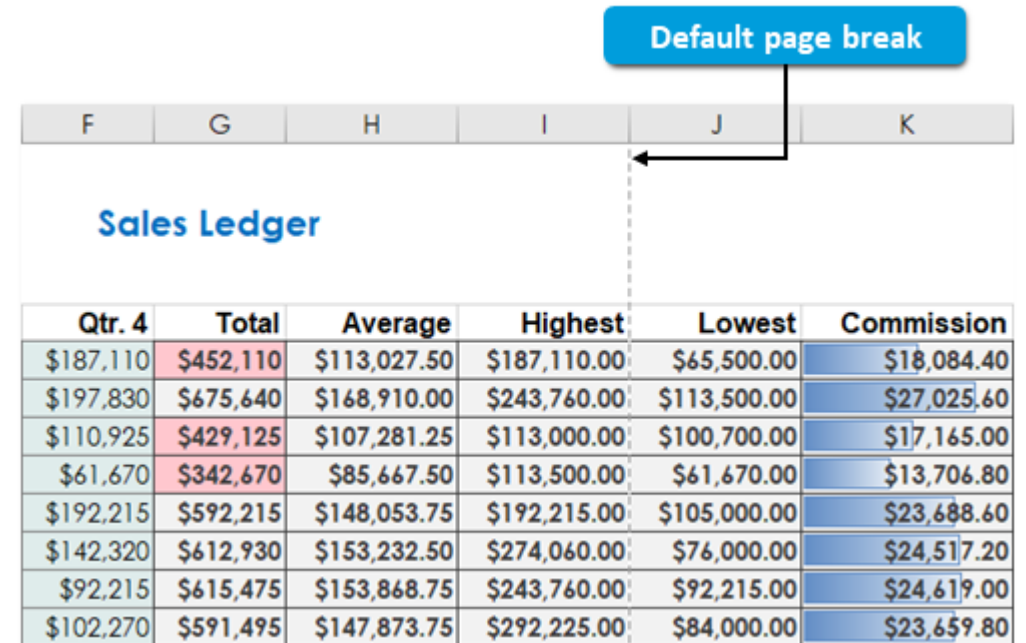


# Page Breaks

Page breaks are, essentially, boundaries that divide worksheet pages for printing purposes only. Excel 2021 enables you to insert and delete specific page breaks and to remove all page breaks on a given worksheet. Default page breaks appear as dashed lines on Excel worksheets, whereas manual page breaks appear as solid lines.

Page breaks are worksheet-specific, so you need to set them for each worksheet in a workbook individually. When you insert page breaks, Excel divides the pages by creating page breaks above and to the left of the selected cell.

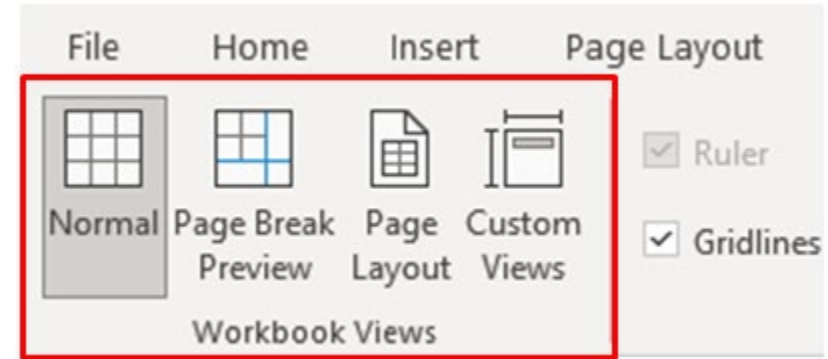
You can access the page break commands by selecting **Page Layout** → **Breaks**, or by using the Page Break Preview view.



Qtr. 4	Total	Average	Highest	Lowest	Commission
\$187,110	\$452,110	\$113,027.50	\$187,110.00	\$65,500.00	\$18,084.40
\$197,830	\$675,640	\$168,910.00	\$243,760.00	\$113,500.00	\$27,025.60
\$110,925	\$429,125	\$107,281.25	\$113,000.00	\$100,700.00	\$17,165.00
\$61,670	\$342,670	\$85,667.50	\$113,500.00	\$61,670.00	\$13,706.80
\$192,215	\$592,215	\$148,053.75	\$192,215.00	\$105,000.00	\$23,688.60
\$142,320	\$612,930	\$153,232.50	\$274,060.00	\$76,000.00	\$24,517.20
\$92,215	\$615,475	\$153,868.75	\$243,760.00	\$92,215.00	\$24,619.00
\$102,270	\$591,495	\$147,873.75	\$292,225.00	\$84,000.00	\$23,659.80

# Workbook Views

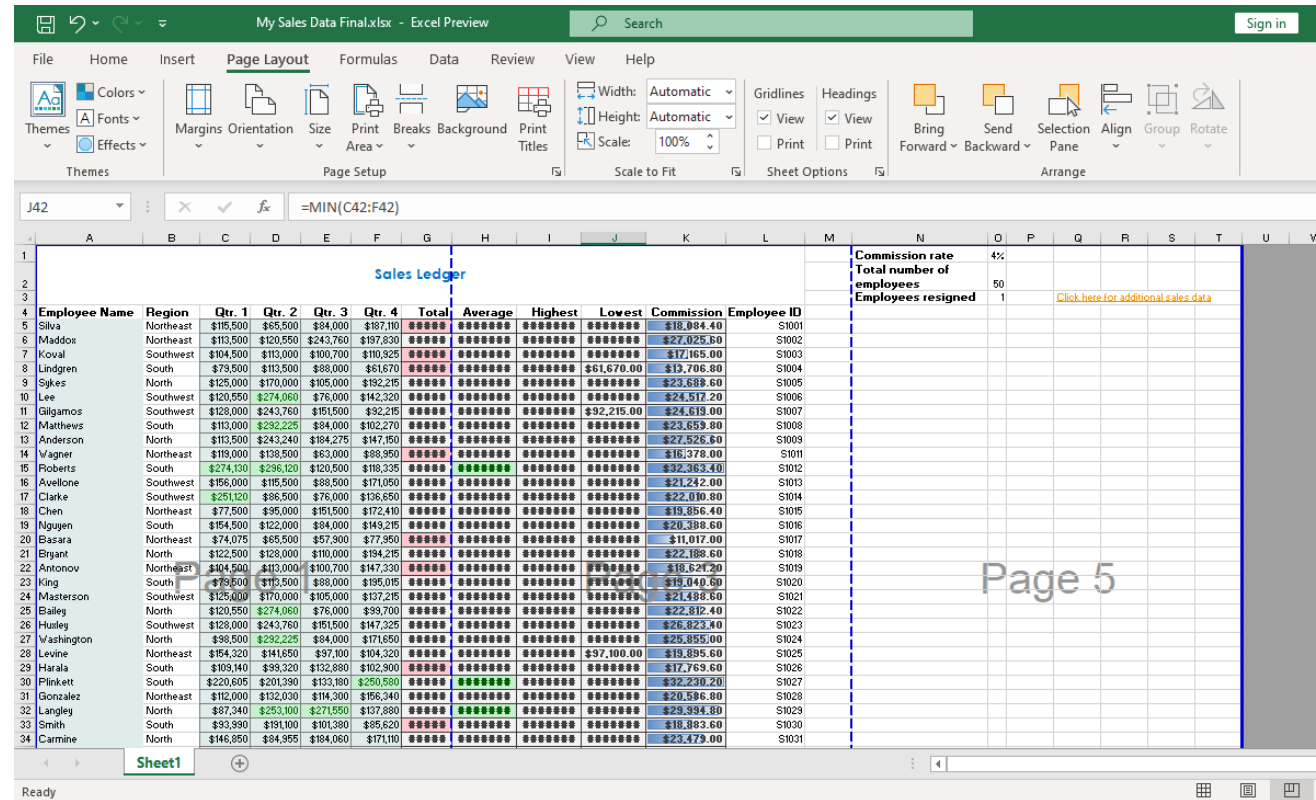
**Workbook views:** Specific configurations that affect the way Excel displays an open workbook. Workbook views are meant to configure the Excel environment to be easier to work with for a number of different tasks.



- Workbook views can affect the placement and layout of worksheets and the Excel UI, and can affect whether or not particular elements, such as page breaks, appear.
- They are meant to configure the Excel environment to be easier to work with for several different tasks. Aside from including several preconfigured views, Excel 2021 provides you with the ability to create custom workbook views.
- You can access the commands you will use to change your workbook views in the **Workbook Views** group on the **View** tab.
- The Normal view is the default because it is designed to be the best all-around view for most workbook tasks.

# The Page Break Preview View

The Page Break Preview view is ideal for inserting, deleting, and arranging page breaks on your Excel worksheets and for defining print areas. In this view, default page breaks appear as blue dashed lines, whereas manual page breaks appear as solid blue lines. To arrange page breaks when in this view, simply drag them to the desired location. Once you move a default page break, it becomes a manual page break.



When you set a print area in the Page Break Preview view, only cells within the print area will appear in full colour. Cells outside the print area appear greyed out. You can manually adjust the boundaries of print areas in this view just as you can manually adjust page breaks. When you right-click any cell in the Page Break Preview view, the context menu that appears contains commands for working with page breaks and print areas.

# Configure Headers and Footers

 Microsoft



Excel 2021

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# Headers and Footers

Headers and footers are small content placeholders that display additional information or images in certain Excel views and on printed pages. Headers appear along the top of the page, whereas footers appear along the bottom. They are not considered part of the worksheets themselves and cannot be referenced by formulas and functions. Headers and footers are worksheet-specific, so you have to configure them for each worksheet in a workbook individually.

Diagram illustrating Headers and Footers in an Excel worksheet. The worksheet displays a table titled "Sales Ledger" with columns for Employee Name, Region, Qtr. 1, Qtr. 2, Qtr. 3, Qtr. 4, Total, Average, Highest, Lowest, Commission, and Employee ID. The table is filtered to show data for "Devloptech Industries" and "US Sales" for the date "1/22/2021".

Employee Name	Region	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Total	Average	Highest	Lowest	Commission	Employee ID
Silva	Northeast	\$115,500	\$45,500	\$8,400	\$187,110	\$459,110	\$113,027.50	\$187,110.00	\$45,500.00	\$18,064.40	S1001
Maddox	Northeast	\$113,500	\$120,850	\$242,750	\$177,500	\$654,600	\$163,650.00	\$242,750.00	\$113,500.00	\$27,069.40	S1002
Kovall	Southeast	\$104,500	\$110,000	\$100,700	\$110,000	\$425,200	\$106,300.00	\$110,000.00	\$100,700.00	\$17,144.40	S1003
Langdon	South	\$78,500	\$110,500	\$88,000	\$41,470	\$342,670	\$85,667.50	\$110,500.00	\$41,470.00	\$13,706.40	S1004
Sales	North	\$125,000	\$170,000	\$103,500	\$192,215	\$590,715	\$147,678.75	\$192,215.00	\$103,500.00	\$23,488.40	S1005
Lee	Southeast	\$100,550	\$272,040	\$16,000	\$142,200	\$530,790	\$132,697.50	\$272,040.00	\$74,000.00	\$24,517.20	S1006
Ogden	Southeast	\$128,000	\$242,750	\$181,500	\$92,215	\$644,465	\$161,116.25	\$242,750.00	\$128,000.00	\$24,419.40	S1007
Matthews	South	\$113,000	\$282,225	\$94,000	\$100,270	\$589,500	\$147,375.00	\$282,225.00	\$94,000.00	\$23,488.40	S1008
Anderson	North	\$113,500	\$242,240	\$184,275	\$147,180	\$687,195	\$171,798.75	\$242,240.00	\$113,500.00	\$27,526.40	S1009
Wagner	Northeast	\$119,000	\$138,500	\$43,000	\$88,580	\$409,080	\$102,270.00	\$138,500.00	\$43,000.00	\$14,378.00	S1010
Roberts	South	\$274,150	\$292,150	\$120,500	\$119,345	\$806,145	\$201,536.25	\$292,150.00	\$119,345.00	\$32,369.40	S1011
Archer	Southeast	\$156,000	\$116,800	\$88,500	\$171,000	\$532,300	\$133,075.00	\$171,000.00	\$88,500.00	\$23,342.40	S1012
Clarke	Southeast	\$251,120	\$96,500	\$74,000	\$136,680	\$558,300	\$139,575.00	\$251,120.00	\$74,000.00	\$22,410.80	S1013
Chan	Northeast	\$77,500	\$65,000	\$181,500	\$172,410	\$496,410	\$124,102.50	\$172,410.00	\$65,000.00	\$19,856.40	S1014
Meyers	South	\$154,500	\$122,000	\$84,400	\$149,215	\$509,115	\$127,278.75	\$154,500.00	\$84,400.00	\$20,388.40	S1015
Davis	Northeast	\$14,015	\$65,800	\$47,500	\$77,500	\$204,815	\$51,203.75	\$65,800.00	\$47,500.00	\$11,017.40	S1016
Byrant	North	\$122,500	\$128,000	\$110,000	\$194,215	\$554,715	\$138,678.75	\$128,000.00	\$110,000.00	\$23,488.40	S1017
Antosov	Northeast	\$104,500	\$110,000	\$100,700	\$147,300	\$462,500	\$115,625.00	\$110,000.00	\$100,700.00	\$18,421.20	S1018
King	South	\$78,500	\$112,500	\$88,000	\$195,015	\$474,015	\$118,503.75	\$112,500.00	\$78,500.00	\$14,040.40	S1019
Mason	Southeast	\$125,000	\$170,000	\$103,500	\$127,215	\$525,715	\$131,428.75	\$170,000.00	\$103,500.00	\$24,388.40	S1020
Black	North	\$100,550	\$274,000	\$16,000	\$142,215	\$532,765	\$133,191.25	\$274,000.00	\$100,550.00	\$24,419.40	S1021
Healy	Southeast	\$128,000	\$242,750	\$181,500	\$92,215	\$644,465	\$161,116.25	\$242,750.00	\$128,000.00	\$24,419.40	S1022

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# The Page Layout View

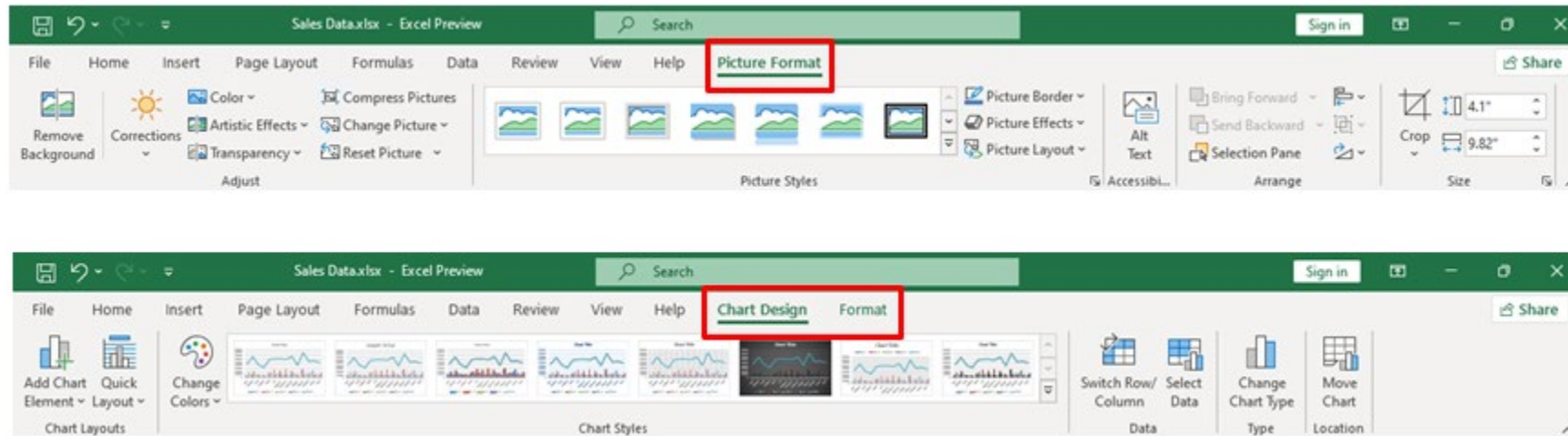
The Page Layout view displays worksheets as they would print on separate pages based on the current print settings. When you select the Page Layout view, Excel also automatically displays rulers along the top and left sides of the UI to assist with the placement of on-screen objects. Page Layout view displays all header and footer placeholders, which enables you to graphically create, edit, and delete headers and footers. When you select a header or a footer placeholder while in the Page Layout view, Excel displays the **Header & Footer** tab, providing you with access to the various commands you can use to create and customize headers and footers.

The screenshot shows the Microsoft Excel interface in Page Layout view. The ribbon is set to 'View', and the 'Page Layout' tab is selected. The worksheet contains a 'Sales Ledger' table and a 'Commission rate' table. The 'Sales Ledger' table has columns for Region, Qtr. 1, Qtr. 2, Qtr. 3, Qtr. 4, Total, Average, Highest, Lowest, Commission, and Employee ID. The 'Commission rate' table has columns for Commission rate, Total number of employees, and Employees resigned.

Region	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Total	Average	Highest	Lowest	Commission	Employee ID
Northeast	\$115,500	\$65,500	\$84,000	\$187,110	\$452,110	\$113,027.50	\$187,110.00	\$65,500.00	\$18,084.40	S1001
Northeast	\$113,500	\$120,550	\$243,760	\$197,830	\$675,640	\$168,910.00	\$243,760.00	\$113,500.00	\$27,025.60	S1002
Southwest	\$104,500	\$113,000	\$100,700	\$110,925	\$429,125	\$107,281.25	\$113,000.00	\$100,700.00	\$17,165.00	S1003
South	\$79,500	\$113,500	\$88,000	\$61,670	\$342,670	\$85,667.50	\$113,500.00	\$61,670.00	\$13,706.80	S1004
North	\$125,000	\$170,000	\$105,000	\$192,215	\$592,215	\$148,053.75	\$192,215.00	\$105,000.00	\$23,688.60	S1005

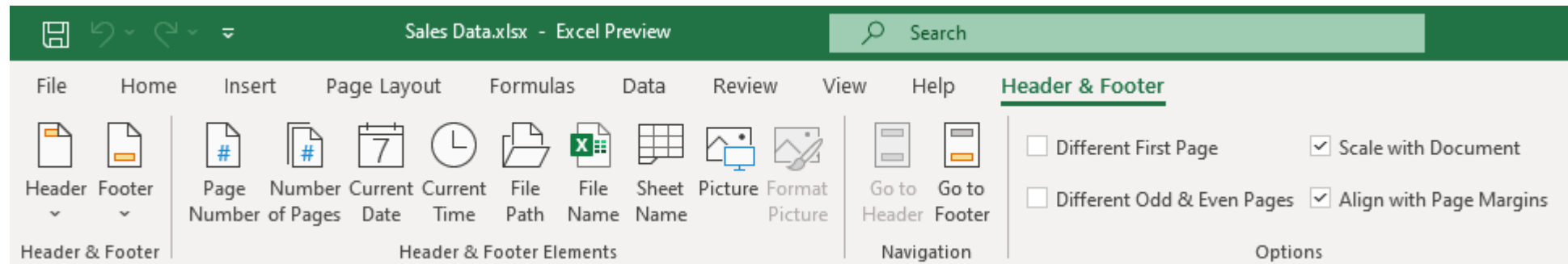
Commission rate	Total number of employees	Employees resigned

# Contextual Tabs



The **Header & Footer** tab is one example of a contextual tab. Contextual tabs are specialized, temporary ribbon tabs that display commands for working with a particular type of worksheet content. Contextual tabs appear when you select the associated content type, such as a graph or an image, and they close when you change your selection. Contextual tabs can contain one or multiple other tabs that contain command groups like any of the other ribbon tabs.

# The Header & Footer Contextual Tab

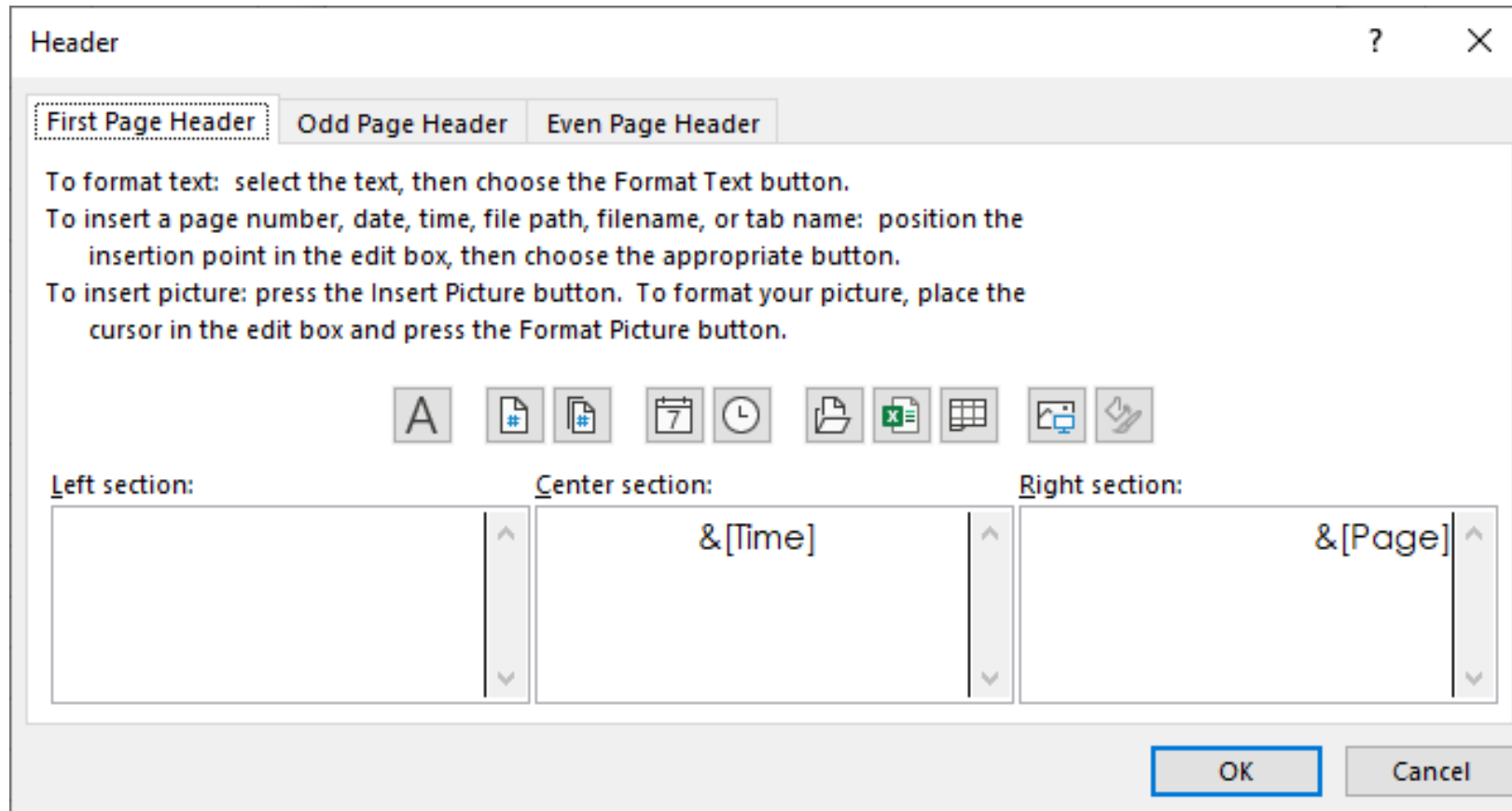


When you select a header or footer placeholder in Page Layout view, Excel displays the **Header & Footer** contextual tab. From here, you have access to the commands you can use to work with headers and footers in the ribbon environment. These enable you to enter specific text or images to create unique customized headers and footers.

You can also immediately switch to Page Layout view and activate the **Header & Footer** contextual tab by selecting **Insert → Text → Header & Footer**.

# The Header and Footer Dialog Boxes

The **Header** and **Footer** dialog boxes are an alternative to using the **Header & Footer** contextual tab in Page Layout view. You can access these dialog boxes by selecting the **Custom Header** or **Custom Footer** buttons from the **Header/Footer** tab in the **Page Setup** dialog box.



# Header and Footer Options

There are several header and footer options that warrant covering in a bit more detail. These options provide you with a greater level of control over configuring your worksheet headers and footers. You can access these settings either from the **Header & Footer** contextual tab or on the **Header/Footer** tab of the **Page Setup** dialog box.

Header and Footer Option	Description
<b>Different First Page</b>	Tells Excel that you want to configure unique headers and footers for the first page of your document. This is useful, for example, if you want to include a document title.
<b>Different Odd &amp; Even Pages</b>	Tells Excel that you want to configure your headers and footers differently for odd and even pages.
<b>Scale with Document</b>	Selecting this option tells Excel to scale header and footer text up or down when scaling other worksheet content.
<b>Align with Page Margins</b>	Selecting this option automatically aligns headers and footers with the left and right page margins.