
MICROSOFT EXCEL 2003

PREVIEWING & PRINTING SPREADSHEETS

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LESSON 1 - PRINTING

PREVIEWING A WORKSHEET



Discussion

Before printing, you can preview a worksheet. The **Print Preview** feature displays the worksheet as it will appear when printed, including all aspects of the layout. You can use print preview to check the appearance of your printed worksheet before printing it; thereby allowing you to make any additional changes.

The default view in print preview displays the full page, making the print difficult to read. You can, however, increase the magnification of the worksheet by zooming print preview, which makes the data easier to read. When the mouse pointer is positioned over the worksheet, it changes into a magnifying glass. When you click the worksheet with the magnifying glass, the magnification increases so that you can read the area of the worksheet you clicked. When you click the worksheet again, the magnification returns to full page view.

If your worksheet spans several pages, you can use the **Next** and **Previous** buttons in print preview to view the other pages.



You can print directly from print preview by clicking the **Print** button.




You can also open print preview from the Print dialog box by selecting the **Preview** button.



After closing print preview, dotted lines may appear on the worksheet. These lines indicate page breaks. You can hide the page breaks by selecting the **Tools** menu, the **Options** command, and the **View** page; then deselect the **Page breaks** option under **Window options**.



Procedures

1. Click the **Print Preview** button  on the **Standard** toolbar.
2. Click the area of the worksheet you want to magnify.
3. Click anywhere in the worksheet to return to full page view.
4. Select **Next** to view the next page in a multiple page printout.
5. Select **Previous** to view the previous page in a multiple page printout.
6. Select **Close**.

PRINTING THE CURRENT WORKSHEET



Discussion

You can use the **Print** button on the **Standard** toolbar to quickly print the current worksheet. When you point to the **Print** button, the ScreenTip displays the name of the current printer. When you use the **Print** button, the current worksheet is sent directly to your default printer, utilizing the current print settings. This feature is useful when you want to print one copy of a worksheet quickly.



If you want to change print settings, you must use the Print dialog box. Print settings include specifying which printer to use, which pages to print, what to print, and how many copies you want to be printed. You can open the Print dialog box by selecting the **File** menu and the **Print** command.



In addition to printing a worksheet, you can e-mail a copy of a worksheet or workbook to another person by selecting the **File** menu, the **Send To** command, and the desired **Mail Recipient** command. Depending upon your mail application, you can send the entire workbook as an attachment to a message, or you can send a worksheet as the message itself.



Procedures

1. Click the **Print** button  on the **Standard** toolbar.

PRINTING A SELECTED RANGE



Discussion

You can print just a selected worksheet range. This option, available in the Print dialog box, is useful if you made changes only to a specific range after the entire worksheet had been printed. Other options in the Print dialog box allow you to print only the active sheet(s) or the entire workbook.

You can print multiple, non-adjacent ranges by holding the **[Ctrl]** key to select the desired cells. Each range, however, will print on a separate page.



You can print multiple, non-adjacent ranges on one page by first hiding the rows and columns you do not want to print. You can then select one contiguous print range that includes all the cells you do want to print.



Procedures

1. Select the range you want to print.
2. Hold [**Ctrl**] and select additional ranges, if desired.
3. Select the **File** menu.
4. Select the **Print** command.
5. Select the **Selection** option under **Print what**.
6. Select **Preview** to preview the printout.
7. Select **Print**.

PRINTING A PAGE RANGE



Discussion

The **Page(s)** option in the Print dialog box allows you to print only specified pages of a worksheet. This option is useful when you have made corrections to certain pages, and you want to print only those corrected pages rather than the entire worksheet.



Procedures

1. Select the **File** menu.
2. Select the **Print** command.
3. Enter the page number from which you want to start printing in the **From** spin box.
4. Enter the page number at which you want to stop printing in the **To** spin box.
5. Select **OK**.

PRINTING MULTIPLE COPIES



Discussion

You may want to print multiple copies of a worksheet at one time. In the Print dialog box, you can select the number of copies you want to print.

If the **Collate** option is enabled, Excel will print all pages of each copy before starting the next copy. Otherwise, Excel prints all copies of the first page of the printout, then all copies of the second page, etc.



Procedures

1. Select the **File** menu.
2. Select the **Print** command.
3. Select the desired print range.
4. Enter the number of copies you want to print in the **Number of copies** spin box.
5. Select **OK**.

LESSON 2 - USING PAGE SETUP

SETTING MARGIN AND CENTERING OPTIONS



Discussion

Margins define the printed area on a page. They control the amount of blank space between the printed data and the top, bottom, left, and right edges of the paper. By default, margins are measured in inches. The larger the margin measurement, the smaller the available area for printed data. For example, if all the margins are set to .5 inch, there is a half-inch of blank space around the printed data; but if all the margins are set to .25 inch, there is a quarter-inch of blank space around the printed data. The page with half-inch margins will have more blank space around the printed data and, as a result, a smaller available area for printed data. You can select different dimensions for the top, bottom, left, and right margins, if desired.

If the worksheet you are printing is smaller than the available area for printed data, the worksheet will not appear centered when printed. Rather than adjusting the top and left margins to center the worksheet, you can use the **Center on page** options to center a worksheet horizontally, vertically, or both horizontally and vertically, relative to the set margins.



Procedures

1. Select the **File** menu.
2. Select the **Page Setup** command.
3. Select the **Margins** tab.
4. Enter the desired margin measurements.
5. To center the worksheet between the left and right margin settings, select the **Horizontally** option.
6. To center the worksheet between the top and bottom margin settings, select the **Vertically** option.
7. Select **OK**.

CHANGING THE PAGE ORIENTATION



Discussion

In Excel, you can print your worksheet in either portrait or landscape orientation. In portrait orientation (the default), the shorter edge of the paper is at the top of the page. In landscape orientation, the longer edge of the paper is at the top of the page.

Since worksheets are often wider than they are long, they often fit better on a page with a landscape orientation.



Other options on the **Page** tab in the Page Setup dialog box allow you to change the paper size and print quality.



Procedures

1. Select the **File** menu.
2. Select the **Page Setup** command.
3. Select the **Page** tab.
4. Under **Orientation**, select the **Portrait** or **Landscape** option.
5. Select **OK**.

CREATING HEADERS AND FOOTERS



Discussion

Headers print at the top and footers print at the bottom of every page in a printout. Headers and footers usually contain descriptive text, such as titles, dates, and/or page numbers.

Excel has several built-in headers and footers from which you can choose. These standard options include the sheet name, date, time, page number, file name, and preparer's name. Excel refers to the **Author** field on the **Summary** page of the Properties dialog box to determine the preparer's name.



The **Summary** page of the Properties dialog box can be accessed by selecting the **File** menu, the **Properties** command, and then the **Summary** tab in the Properties dialog box.



Page numbering is automatically set to start at **1**. You can change the starting number by selecting the **File** menu, the **Page Setup** command, and the **Page** tab; then enter the desired starting number in the **First page number** box.



Procedures

1. Select the **File** menu.
2. Select the **Page Setup** command.
3. Select the **Header/Footer** tab.

4. Select the **Header** or **Footer** list, as desired.
5. Select the desired header or footer text.
6. Select **OK**.











CUSTOMIZING HEADERS AND FOOTERS



Discussion

In addition to Excel's default headers and footers, you can create customized headers and footers. You can type text (such as a title or name for the worksheet) in any of the three boxes in either the Header or Footer dialog box. The three boxes correspond to the left, center, and right sections of the printed page. Text entered into one of these boxes is aligned accordingly on the page.

Excel also provides buttons that allow you to format header and footer text and to insert worksheet and file information. The buttons available in the Header and the Footer dialog boxes are listed in the following table:

Button	Description
	Allows you to format header and footer text
	Inserts the page number
	Inserts the total number of pages
	Inserts the date
	Inserts the time
	Inserts the path and file name
	Inserts the file name
	Inserts the sheet name
	Inserts a picture
	Allows you to format an inserted picture



Procedures

1. Select the **File** menu.
2. Select the **Page Setup** command.

3. Select the **Header/Footer** tab.
4. Select **Custom Header** or **Custom Footer**, as desired.
5. Select the desired section box.
6. Type the desired text, if applicable.
7. Click any button to insert the corresponding code or picture, if applicable.
8. Select **OK** to close the Header or Footer dialog box.
9. Select **OK** to close the Page Setup dialog box.

CHANGING PRINT GRIDLINES



Discussion

Gridlines are the horizontal and vertical lines that define the cells in the worksheet window. They make a worksheet easier to read because they separate the rows and columns. You can print a worksheet with or without the gridlines. If you enable the **Gridlines** option, the lines will print on the entire worksheet.



To add lines only in specific areas of a printed worksheet, you can use the **Borders** feature.



Gridlines will not print, even if the **Gridlines** option is selected, if the **Draft quality** option is selected on the **Sheet** page of the Page Setup dialog box.



Procedures

1. Select the **File** menu.
2. Select the **Page Setup** command.
3. Select the **Sheet** tab.
4. Select or deselect the **Gridlines** option, as desired.
5. Select **OK**.

REPEATING ROW AND COLUMN LABELS





Discussion

When printing multiple pages of a worksheet, you may want the column or row labels to print on every printed page. For example, if the months of the year appear as row labels on a worksheet and the columns of numbers expand to more than one page, you may want the months of the year (row labels) to print on every page. Excel

can repeat the row labels at the top or the column labels at the left side of every page. When selecting rows or columns to repeat, you can select a single row or column or several adjacent rows or columns.



Procedures

1. Select the **File** menu.
2. Select the **Page Setup** command.
3. Select the **Sheet** tab.
4. Select the desired row or column **Collapse Dialog** button  under **Print titles**.
5. To repeat the labels in a single row or column, click anywhere in the row or column, or drag to select multiple rows or columns.
6. Click the **Expand Dialog** button .
7. Select **OK**.

SCALING A WORKSHEET



Discussion

Excel automatically inserts horizontal and vertical page breaks as needed to accommodate the selected paper size. You can force Excel to fit more or less data on a page by scaling the font size of the data.

Excel provides two scaling methods you can use to adjust the amount of print on a page. You can adjust the font size to a percentage of its original size. The default percentage is 100%, which uses the font sizes you have selected for your data. By changing the scaling to 75%, Excel adjusts each font size used to 3/4 of its original size.

Another scaling method is to specify the number of horizontal and vertical pages on which the worksheet should fit. Using this method, you can precisely control your printout. Excel then automatically selects the proper scaling percentage needed to fit the specified number of pages.



Scaling the worksheet does not affect the font size applied to the data; the worksheet data is scaled only for printing.



Procedures

1. Select the **File** menu.
2. Select the **Page Setup** command.
3. Select the **Page** tab.

4. Select the desired **Scaling** option.
5. Select additional options, as desired.
6. Select **OK**.

USING PAGE BREAK PREVIEW



Discussion

After viewing a worksheet in print preview, you may want to change where the automatic page breaks occur. The **Page Break Preview** feature allows you to move page breaks so that you can control which information is displayed on each page. You can manipulate both horizontal and vertical page breaks. If you adjust a page break to include more rows or columns on a page, Excel automatically scales the data on all the printed pages to fit the designated page.



When you use the **Page Break Preview** feature, the Welcome to Page Break Preview dialog box opens. You can select the **Do not show this dialog again.** option so that it does not open in the future.



You can also view and adjust page breaks by selecting the **Page Break Preview** button in the print preview window.



To remove a page break, select the cell to the right of a vertical page break or the cell below a horizontal page break, then select the **Insert** menu and then the **Remove Page Break** command.



Procedures

1. Select the **View** menu.
2. Select the **Page Break Preview** command.
3. Select **OK** to close the Welcome to Page Break Preview dialog box, if necessary.
4. Scroll to display the page break you want to change.
5. Drag the page break to the desired position.
6. Select the **View** menu.
7. Select the **Normal** command.

SETTING/REMOVING A PRINT AREA



Discussion

By default, Excel prints the entire worksheet. You can also designate a specific range of cells to print. This is called the print area. When you designate a print area, only that area is printed.

A print area can contain multiple ranges. When you include multiple, non-adjacent ranges in a print area, each range prints on a separate page, in the order in which it was selected. As a result, you can use the **Print Area** feature to print districts 5 and 6 on the first page and districts 1 and 2 on the second page.

The shortcut menu in page break preview provides commands for selecting a print area, adding to an existing print area, and resetting a print area. It also provides a command for resetting all page breaks, which removes any print area settings.

When using print areas, it is a good idea to set the row and/or column labels in the worksheet to repeat. You may also want to print page numbers in the header or footer. The print area is saved with the workbook.



You can specify print areas for each worksheet in a workbook and then print all the selected print areas by selecting the **Entire workbook** option in the Print dialog box.



You can also set the print area on the **Sheet** page in the Page Setup dialog box. You can also use the **File** menu and the **Print Area** command in normal view to set or clear the print area.



Procedures

1. Select the **View** menu.
2. Select the **Page Break Preview** command.
3. Select **OK** to close the Welcome to Page Break Preview dialog box, if necessary.
4. Select the first print area.
5. Right-click in the selection.
6. Select the **Set Print Area** command.
7. Select the next print area.
8. Right-click in the selection.
9. Select the **Add to Print Area** command.

LESSON 3 - USING LARGE WORKSHEETS

INCREASING THE MAGNIFICATION



Discussion

You can increase the magnification of the worksheet. Magnifying a worksheet is similar to using a magnifying glass; it makes the cells and their contents appear larger. This option is useful when you want to view a small portion of the worksheet in greater detail. For example, with a worksheet containing annual sales, you may want to view only sales for the current quarter.

The default magnification is 100%. The larger the percentage, the larger the cells appear. For example, with a magnification of 200%, the cells appear twice as large as with a magnification of 100%.



Changing the magnification affects the screen display only. It does not affect the appearance of the printed worksheet.



You can also use the **Zoom** list on the **Standard** toolbar to change the magnification.



Procedures

1. Select the **View** menu.
2. Select the **Zoom** command.
3. Under **Magnification**, select the desired option.
4. Select **OK**.

DECREASING THE MAGNIFICATION



Discussion

You can decrease the magnification of the worksheet. Decreasing the magnification makes the cells appear smaller and allows more cells to appear in the window. This option is useful when you want to view a larger portion of the worksheet. For example, with a worksheet containing annual sales, you may want to view the sales for the entire year, or you may want to review the formatting or layout of the entire worksheet.

The default magnification is 100%. The smaller the magnification, the smaller the cells appear. For example, with a magnification of 50%, the cells appear half as large as with a magnification of 100%.



Changing the magnification affects the screen display only. It does not affect the appearance of the printed worksheet.



You can also use the **Zoom** list on the **Standard** toolbar to change the magnification.



Procedures

1. Select the **View** menu.
2. Select the **Zoom** command.
3. Under **Magnification**, select the desired option.
4. Select **OK**.

CHANGING THE MAGNIFICATION OF A RANGE



Discussion

You can magnify a selected range so that its size adjusts as needed to fit the worksheet window. It is useful to zoom selections when you want to view all the cells in a range at the same time. For example, with a worksheet containing annual sales, you may want to zoom in on the numbers that make up the annual sales.



Procedures

1. Select the range for which you want to change the magnification.
2. Select the **View** menu.
3. Select the **Zoom** command.
4. Select the **Fit selection** option.
5. Select **OK**.

SWITCHING TO FULL SCREEN VIEW



Discussion

You can view a worksheet without viewing screen elements such as toolbars and title bars using **Full Screen** view. This option allows you to display a large portion of a large worksheet. For example, you can use **Full Screen** view to display as much of an annual worksheet as possible, without changing the magnification.



When viewing the worksheet in **Full Screen** view, a **Full Screen** toolbar appears. If you close the **Full Screen** toolbar, you must select the **Full Screen** command from the **View** menu to return to **Normal** view.



Procedures

1. Select the **View** menu.
2. Select the **Full Screen** command.
3. To return to **Normal** view, click the **Close Full Screen** button on the **Full Screen** toolbar.

SPLITTING THE WINDOW



Discussion

If you need to view two or more areas of a large worksheet at the same time, you can split the workbook window into panes. Panes display different areas of the same worksheet. You can use panes to view different areas of the workbook that do not normally appear on the screen at the same time. For example, in a large worksheet containing sales for many regions, you can view the totals of each region in a separate pane.

You can split the workbook window into two or four panes. With two panes, you can have either horizontal or vertical panes. With four panes, the display is divided into four sections.

To split the window, you use the horizontal and vertical split boxes. The horizontal split box is located at the top of the vertical scroll bar. The vertical split box is located at the right end of the horizontal scroll bar. When you drag the split boxes, a line appears in the worksheet indicating where the split is located. You can drag the line to readjust the size of the panes.

When the window is split into panes, you can use the scroll bars to view different areas of the same worksheet. Horizontal panes have separate vertical scroll bars and share the same horizontal scroll bar. As a result, horizontal panes can scroll up and down independently but they scroll left and right simultaneously. Vertical panes have separate horizontal scroll bars and share the same vertical scroll bar. As a result, vertical panes can scroll right and left independently but they scroll up and down simultaneously. When you split the window into four panes, the vertical panes share a vertical scroll bar and the horizontal panes share a horizontal scroll bar.



Double-clicking the horizontal split bar splits the window above the active cell. Double-clicking the vertical split bar splits the window to the left of the active cell.



Procedures

1. To split the window into horizontal panes, drag the horizontal split box to the desired row.
2. To view different areas of the worksheet in the horizontal panes, click either vertical scroll bar.
3. To split the window into vertical panes, drag the vertical split box to the desired column.
4. To view different areas of the worksheet in the vertical panes, click either horizontal scroll bar.

REMOVING SPLIT WINDOWS



Discussion

You can remove the panes from a workbook window by double-clicking the horizontal or vertical split bar. You can remove the panes when you no longer need to view distant areas of the worksheet. For example, after you have viewed the regional totals in a large sales worksheet, you may want to view only the figures for one region.



Procedures

1. To remove horizontal panes, double-click the horizontal split bar.
2. To remove vertical panes, double-click the vertical split bar.

FREEZING THE PANES



Discussion

Occasionally a worksheet is so large, you cannot view the column or row headings and all the data at the same time. When this happens, it is difficult to view the headings for the data in the worksheet. For example, in a worksheet containing sales figures for several hundred sales representatives, you cannot view the column headings and the representatives at the bottom of the list at the same time. To solve this problem, you can freeze worksheet titles in panes. Freezing panes prevents the row and column headings from scrolling out of view as you navigate the worksheet. Frozen panes are indicated by a line below a row and a line to the right of a column.



Procedures

1. To freeze both row and column headings, place the active cell in the cell directly below the column headings you want to freeze and to the right of the row headings you want to freeze.
2. Select the **Window** menu.
3. Select the **Freeze Panes** command.

UNFREEZING THE PANES



Discussion

After you have frozen headings in a large worksheet, you can unfreeze the panes. Unfreezing removes the panes so that title rows or columns are no longer frozen on the screen.



Procedures

1. Select the **Window** menu.
2. Select the **Unfreeze Panes** command.

LESSON 4 - WORKING WITH VIEWS

USING VIEWS



Discussion

You can use views to save worksheet and/or print settings. Once you have stored settings in a view, you can use that view to display and/or print the worksheet with the selected settings. As a result, you do not have to manually change worksheet settings each time you want to display or print the worksheet differently.

Views allow you to experiment with different looks for your worksheet. For example, if you need to print different print areas of a worksheet in separate print jobs on a regular basis, you can create a view for each print area. Then, when you need to print a particular print area, you can simply select the appropriate view.

Any view you create includes the worksheet window size, position, and zoom setting; any hidden columns or rows; and all defined print settings.

CREATING A NORMAL VIEW



Discussion

The first view you create should be of the worksheet view before you change any settings. Creating a normal view allows you to easily restore the original worksheet settings. For example, if you zoom the third worksheet in a workbook to 200%, hide some columns and rows, and then save these settings as a view, you can use the normal view (if one has been saved) to quickly restore your default worksheet settings.



Procedures

1. Select the **View** menu.
2. Select the **Custom Views** command.
3. Select **Add**.
4. Type the desired name for the normal view.
5. Select **OK**.

CREATING A CUSTOM VIEW



Discussion

If you typically use display and print settings different from the normal view settings, you can create a custom view. For example, if you consistently view and print the third worksheet zoomed to 50% of normal magnification with a specific print area, you can create a view that stores these settings.

Views store display options (such as the cell pointer location and the size and position of the window), as well as print settings (such as the page setup options and print areas). When creating a view, you can choose to include the current print settings and/or the hidden row, column, and filter settings.

Views only apply to the worksheet in which they were created. You cannot apply a view created in one worksheet to another.



Because all the views for a workbook appear in the Custom Views dialog box, it is helpful to include the worksheet name with the custom view name.



Procedures

1. Modify the worksheet display and/or print settings as desired.
2. Select the **View** menu.
3. Select the **Custom Views** command.
4. Select **Add**.
5. Type the desired name for the custom view.
6. Select or deselect options as desired.
7. Select **OK**.

DISPLAYING A VIEW



Discussion

Once you have created a view, you can use the Custom Views dialog box to quickly switch to it. For example, if you have created a view in which the print settings are set to landscape with custom headers and footers, you can use the Custom Views dialog box to display the corresponding view.



Procedures

1. Select the **View** menu.
2. Select the **Custom Views** command.
3. Select the view you want to display.
4. Select **Show**.

DELETING A CUSTOM VIEW



Discussion

If you no longer use a custom view, you can delete it. Deleting a custom view permanently removes it from the workbook.



Procedures

1. Select the **View** menu.
2. Select the **Custom Views** command.
3. Select the view you want to delete in the **Views** list box.
4. Select **Delete**.
5. Select **Yes**.
6. Select **Close**.

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