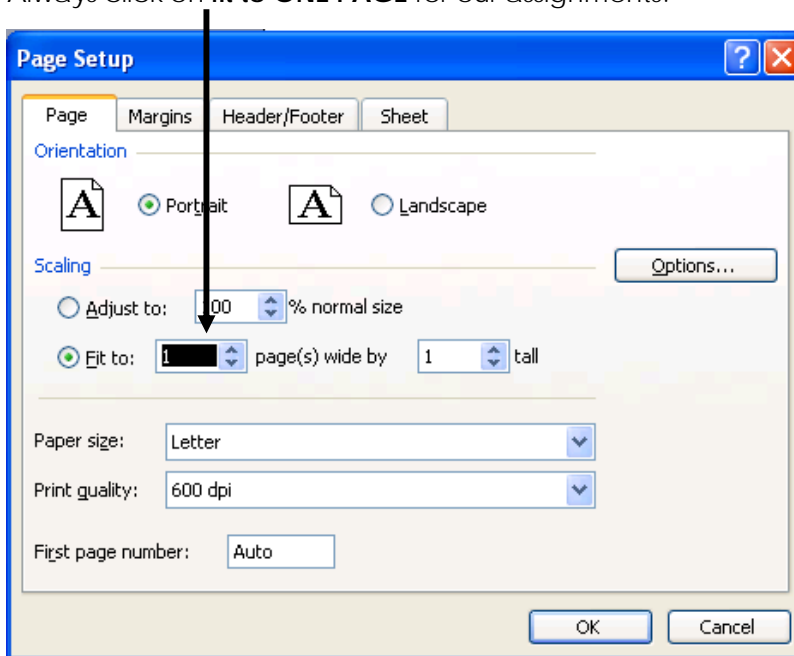

PRINTING in EXCEL

In order to correctly print a spreadsheet, you must access the Page Setup dialog box. This can be done by clicking on the **PRINT PREVIEW** button on the **QAT** and select **PAGE SETUP**.

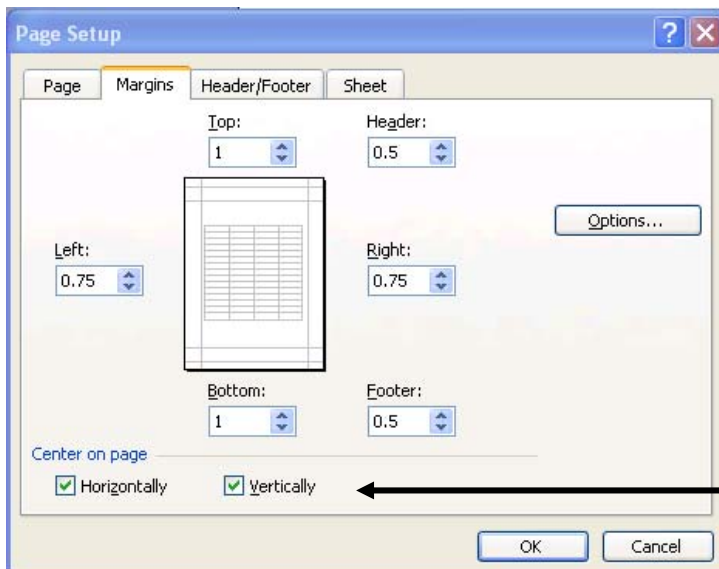


The PAGE SETUP has FOUR tabs. You will use each one.

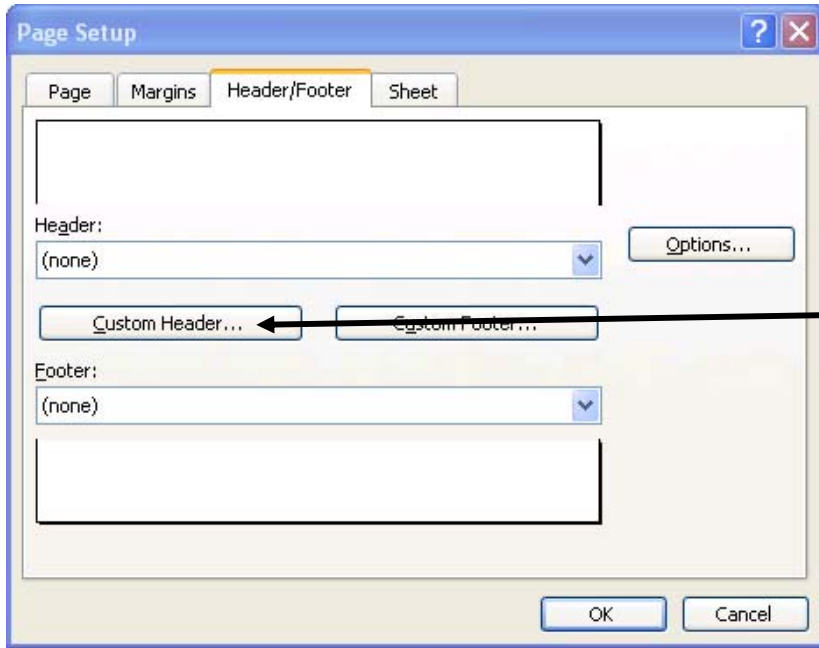
The **PAGE TAB** lets you change the page orientation. Always click on **fit to ONE PAGE** for our assignments.



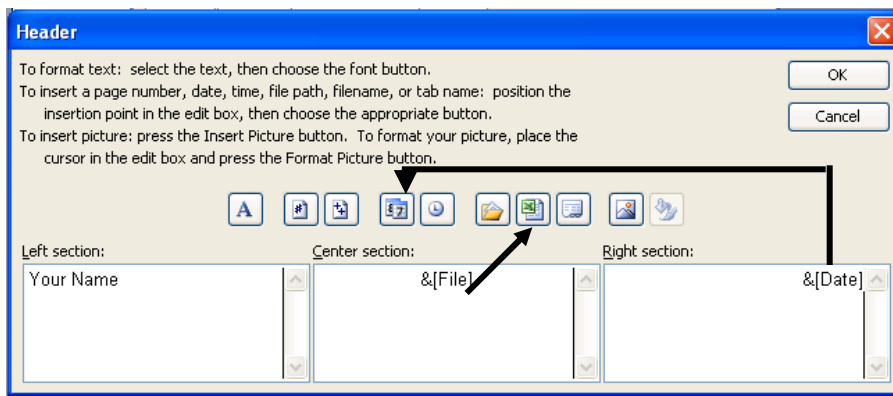
MARGIN TAB lets you center your spreadsheet vertically and horizontally by clicking these boxes.



HEADER/FOOTER TAB: The only thing you will actually type is your name. Click on the icons for the file name and date. The file name and date will appear as a code, but will print correctly.



Click here first



SHEET TAB:
Click these two boxes

