

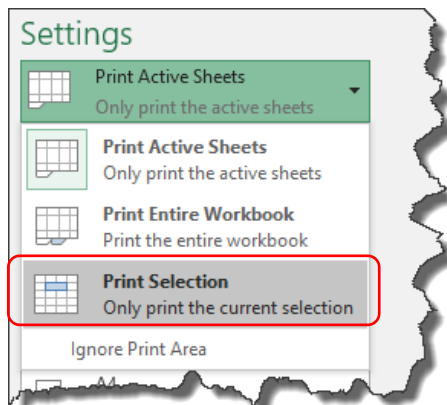


Printing a worksheet

Correct use of the print options will save your print credits. Unless you specify otherwise (see below), Excel will print the entire worksheet.

Printing part of a worksheet

1. Select the range of cells to be printed.
2. Click the **File** tab and choose **Print**. You will see a preview of your worksheet data, printer options and settings.
3. Click **Print Selection**, located under **Settings**. Check the print preview.

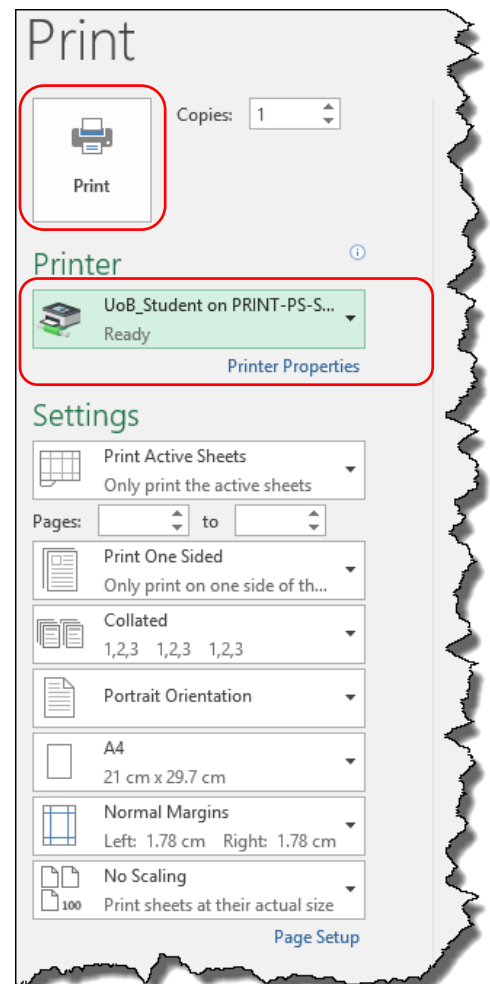


Adjustments can be made using the options listed under **Settings**. Additional settings are available by clicking on **Page Setup**.

Printer information

Check the selected printer starts **UoB_Student on PRINT-PS-STU**

If you want to print in colour, click **Printer Properties**, then click the **Color** tab and select **Color**.



Note:

When you are printing at the University, it is best to select **Printer Properties** to change settings like single or double sided printing, or colour and black and white printing.

Printing an entire worksheet

1. Click the **File** tab and choose **Print**. You will see a preview of your worksheet data and settings.
2. Click **Print Active Sheets**, located under **Settings**. Check the print preview. Adjustments can be made using the options listed under settings. Additional settings are available by clicking on **Page Setup**. See above for printer information.