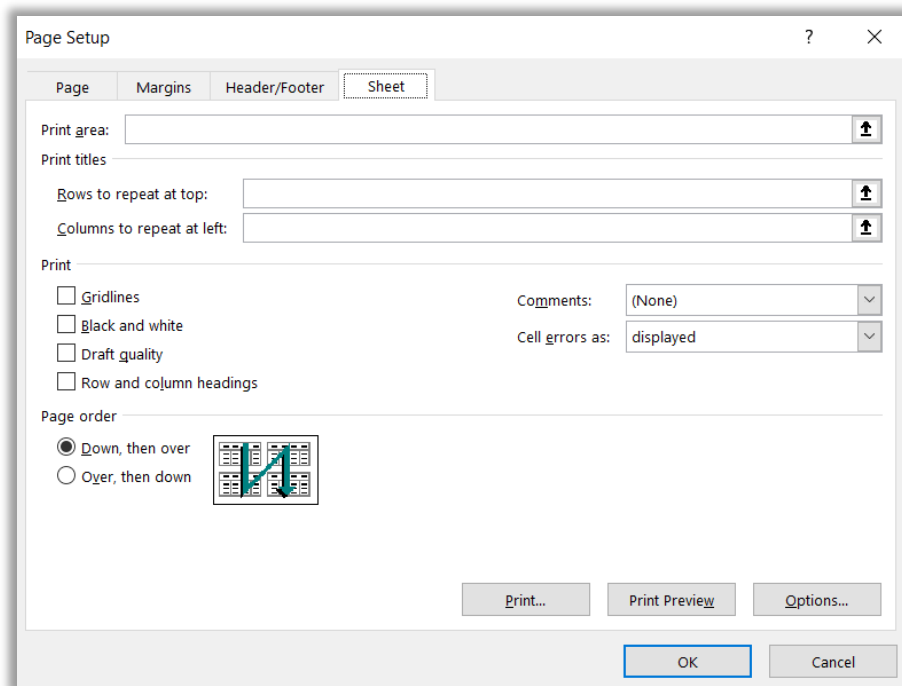


Application: Excel – Setting Print Titles

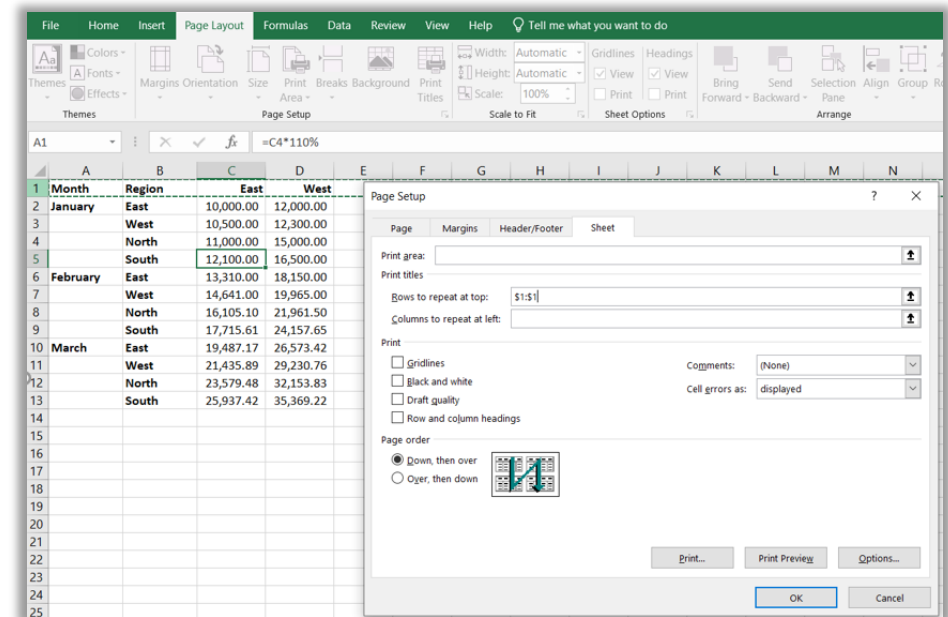
Print Titles are rows and columns that are repeated at the top and left of every page when printing a large spreadsheet.

1. Click in the worksheet that you want to print.
2. Ensure you are at the top of the worksheet so the headings you want to repeat are visible on the screen.
3. Select **Page Layout > Print Titles**. The **Page Setup** dialog box will be displayed:



4. Click in the **Rows to repeat at top** field. Click into the worksheet and highlight the rows you want to repeat. It would be normal to include Row 1 but you can choose any continuing range of rows.

Tip: You do not have to highlight the entire row as this will be done automatically when you click in the row.



5. Select **OK**.



- Click in the **Columns to repeat at left** field. Click into the worksheet and highlight the columns you want to repeat. It would be normal to include Column A, but you can choose any continuing range of columns.

Tip: You do not have to highlight the entire column as this will be done automatically when you click in the column.

Removing Print Titles

Print Titles have to be removed by deleting the Row or Column references from the **Page Setup** dialog box.

- Select **Page Layout > Print Titles**. The **Page Setup** dialog box will be displayed.
- Delete the references from the **Row to repeat at top** and / or **Column to repeat at the left** fields.
- Select **OK**.

