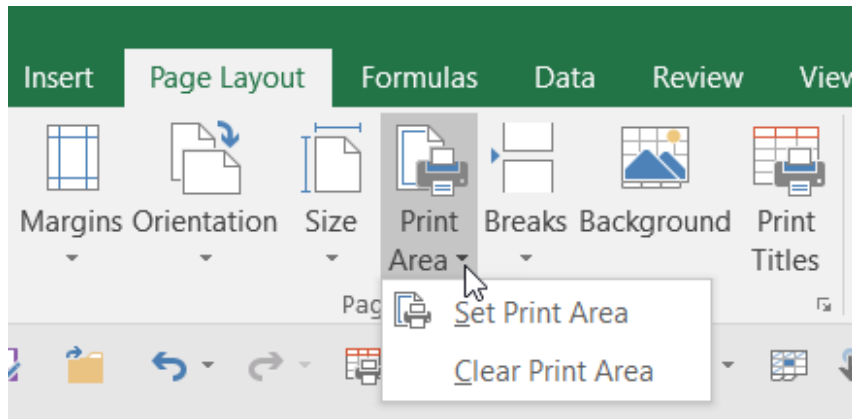


Application: Excel - Setting the Print Area

On occasions, you may need to print a specific selection of cells from a large Excel worksheet.

1. **Open** the Excel Worksheet, select the cells you want to print.
2. Select the **Print Area** drop-down from the **Page Layout** tab and choose **Set Print Area**.

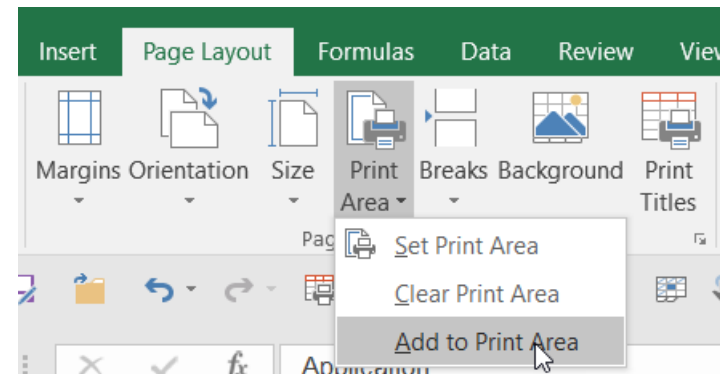


Tip: To create multiple print areas, hold down the **Ctrl** key and click the areas you want to print. Each print area prints on its own page.

3. Select **File > Print** (or **Ctrl+P**) to preview your selection.
4. Modify the **Orientation**, **Margins** or **Scaling** if required and select **Print**.

Additional adjacent cells may be added to a selected print area. To include cells that are not adjacent to the print area, a new print area will be created for those cells.

5. Select the cells to be added to the Print Area.
6. Select the **Print Area** drop-down from the **Page Layout** tab and choose **Add to Print Area**.



7. To remove all Print Area selections, choose **Clear Print Area**.

