

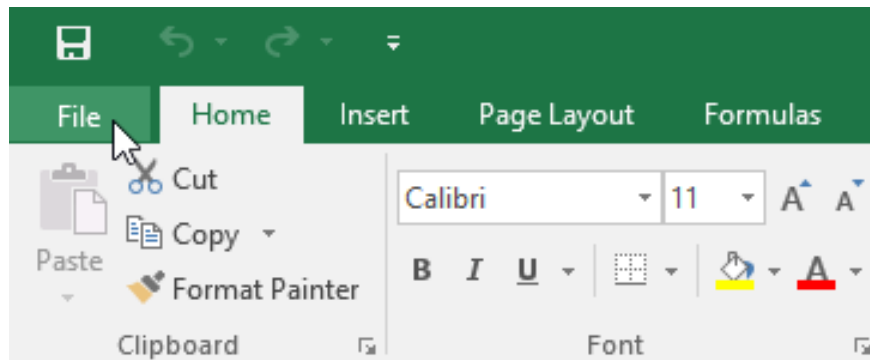
Excel 2019 (Part 11): Layout and Printing

Once you've selected your page layout settings, it's easy to preview and print your workbook from Excel using the Print panel.

You might sometimes want to print your workbook to view and share your data offline. Once you've selected your page layout settings, it's easy to preview and print your workbook from Excel using the Print panel .

How to access the Print control panel

1. Select the **File** tab. The **Backstage view** will appear.



2. Select **Print**. The **Print** control panel will appear.



Info

New

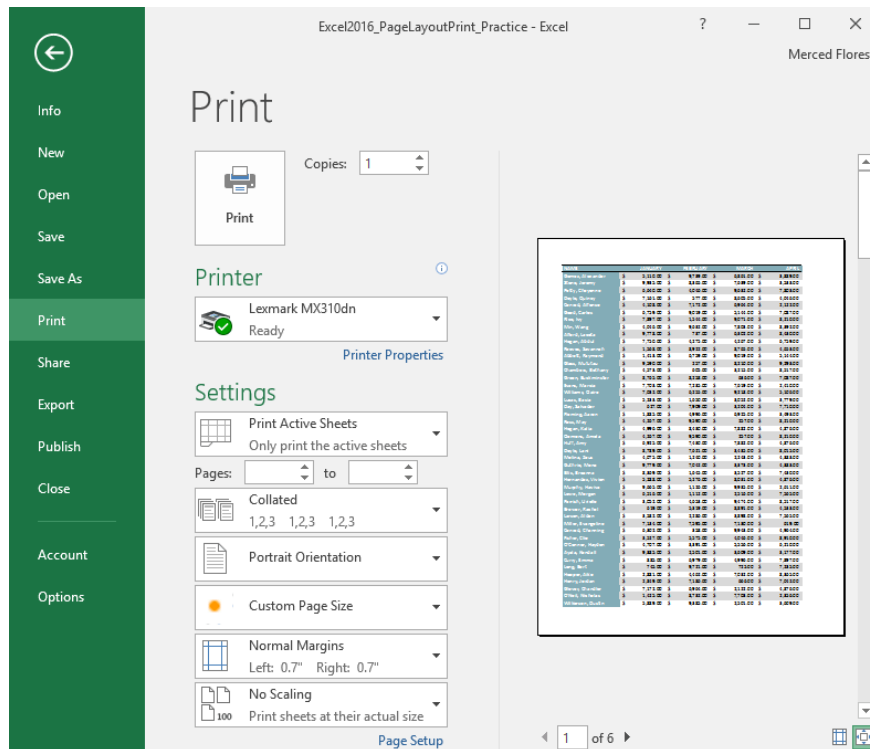
Open

Save

Save As

Print

This is the **Print** control panel :



How to print a workbook

1. Navigate to the **Print** control panel , then select your desired printer.

Print



Print

Copies:

1



Printer



Lexmark MX310dn

Ready



Fax

Ready



Lexmark MX310dn

Ready



Microsoft Print to PDF

Ready



Microsoft XPS Document Writer

Ready



Officejet 7110 series @ GCF-Server

Ready



Print to PDF (Mac Desktop)

Ready



Send To OneNote 16

Ready



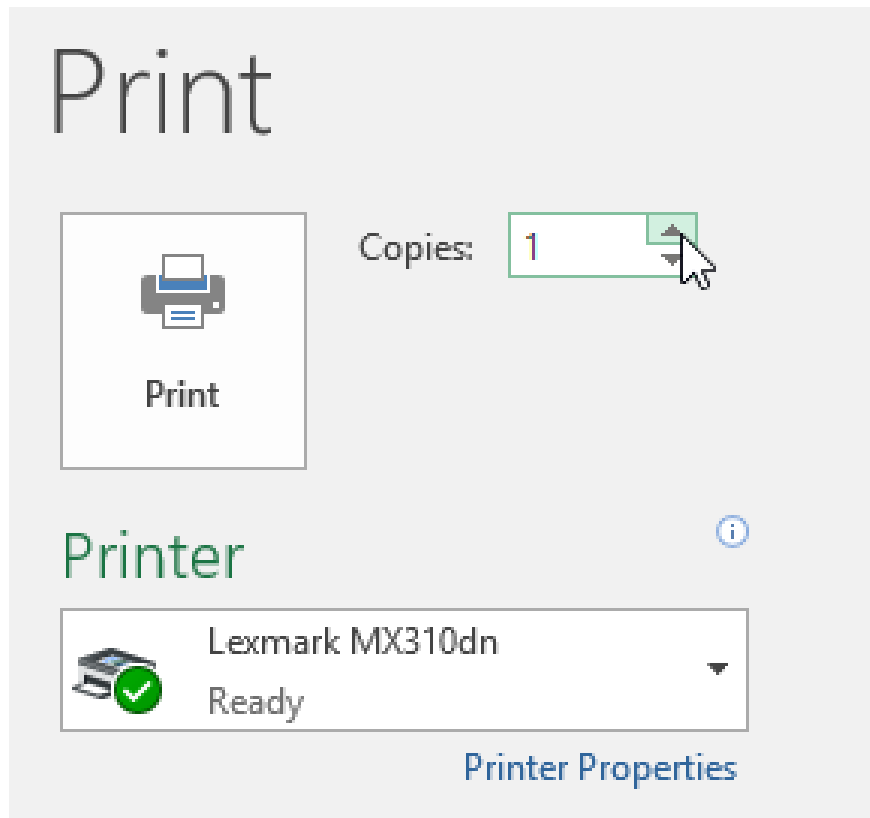
Send To OneNote 2013

Ready

Add Printer...

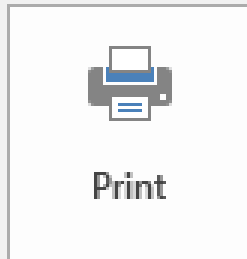
Print to File

2. Enter the number of copies you want to print.



3. Select any additional settings if needed.


Print



Copies:


Printer




 Lexmark MX310dn
Ready

[Printer Properties](#)

Settings

 **Print Active Sheets**
Only print the active sheets

Pages: to

 Collated
1,2,3 1,2,3 1,2,3

 Portrait Orientation

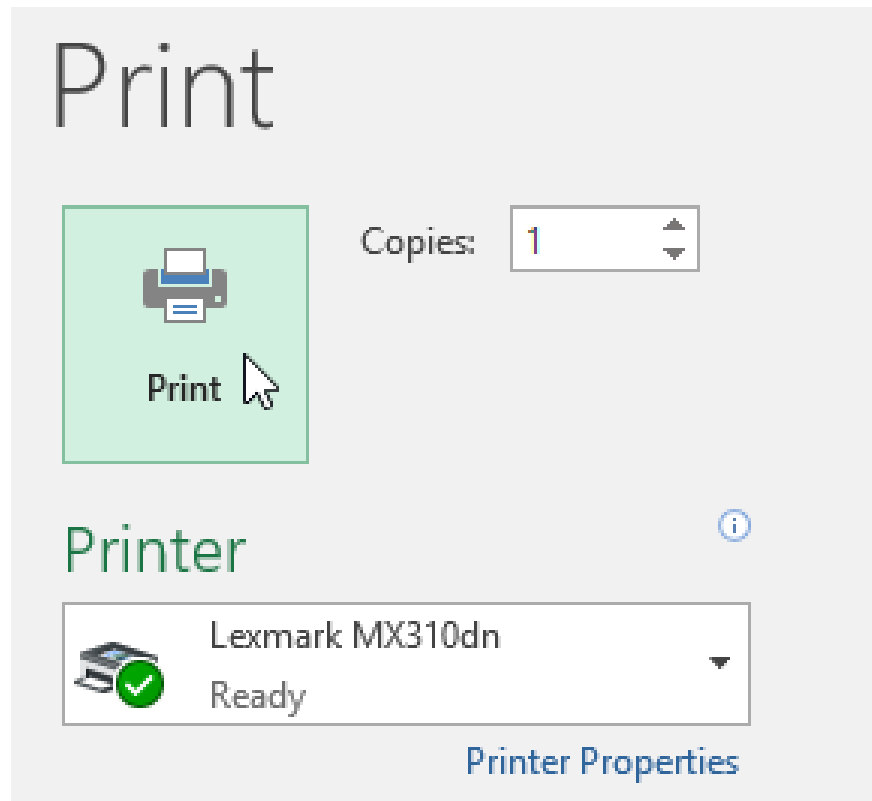
 Custom Page Size

 Normal Margins
Left: 0.7" Right: 0.7"

 No Scaling
Print sheets at their actual size

[Page Setup](#)

4. Click **Print**.

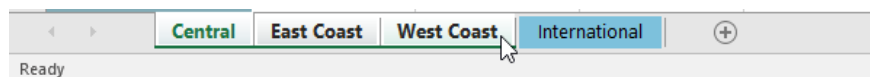


Select the printing area

Before you print your Excel workbook, it's important to decide exactly what information you want to print. For example, if you have many worksheets in your workbook, you'll need to decide whether you want to print the entire workbook or just the active worksheets. Sometimes you might also only want to print certain content from your workbook.

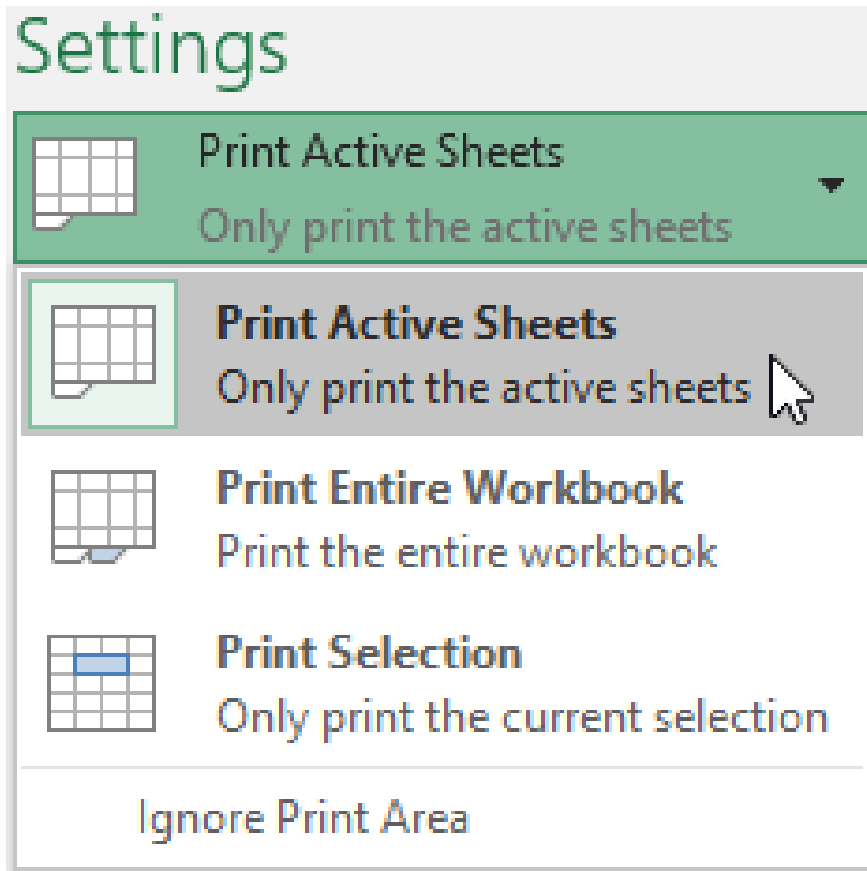
How to print the active spreadsheet

1. A worksheet is considered active when it is selected.

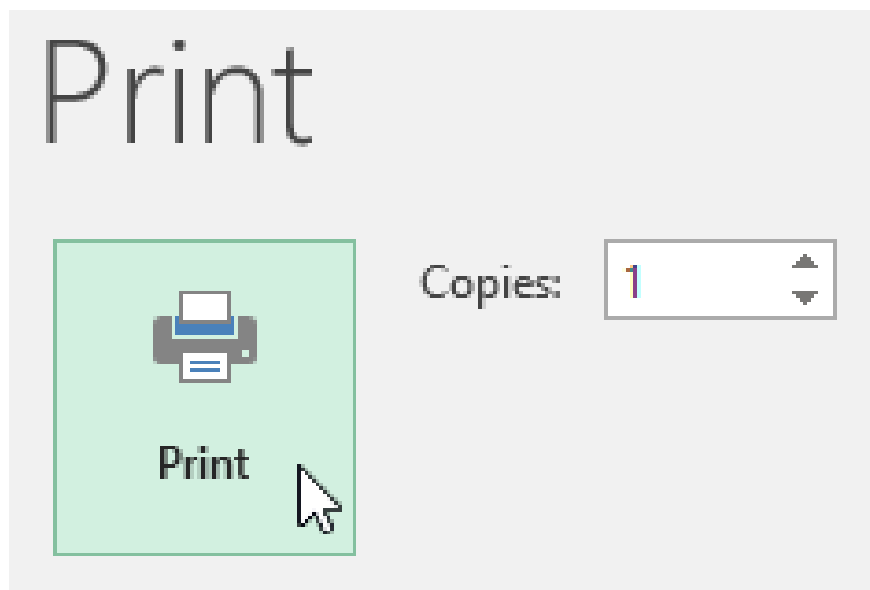


2. Select the worksheets you want to print. To print multiple worksheets, click on the first worksheet, hold down the **Ctrl** key on your keyboard, and then click on any other worksheets you want to select.

3. Navigate to the **Print control panel**.



4. Select **Print Active Sheets** from the Print Range drop-down menu .

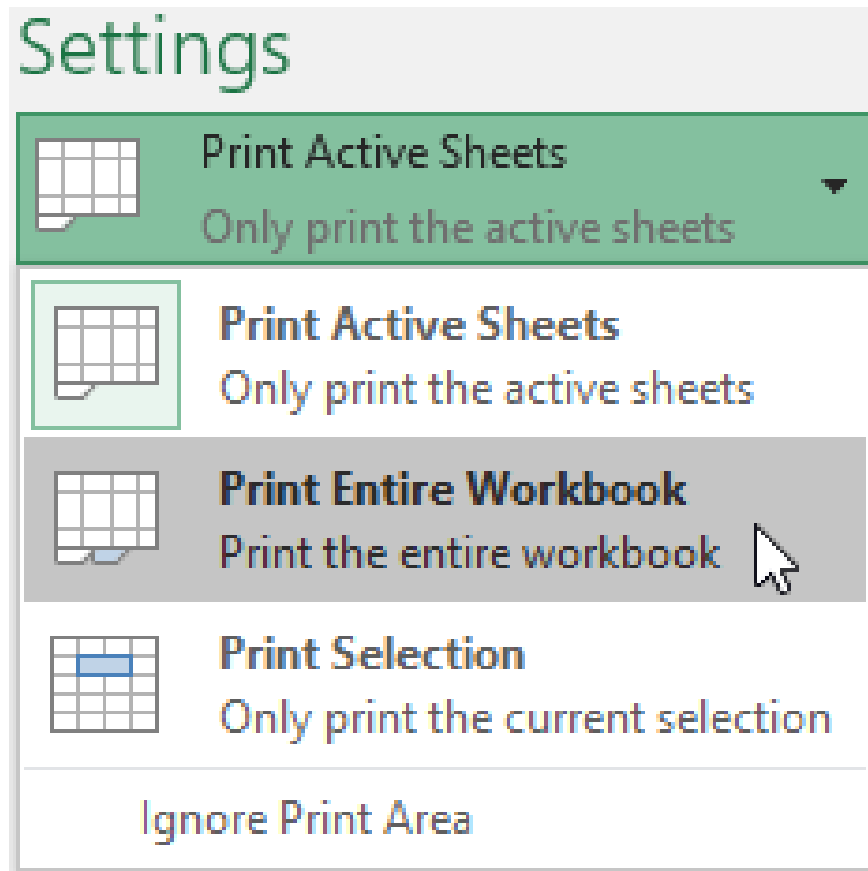


5. Click the **Print** button.

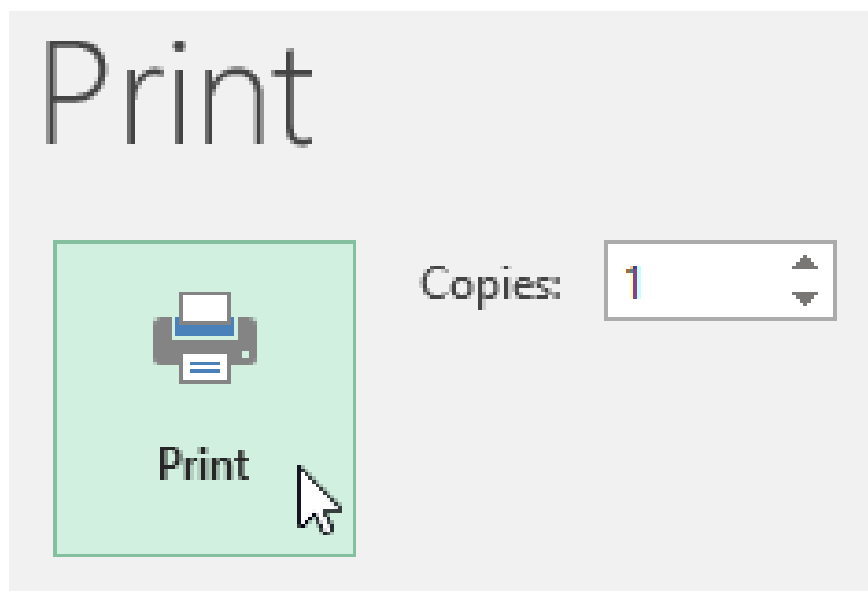
How to print the entire workbook

1. Navigate to the **Print** control panel.

2. Select **Print Entire Workbook** from the Print Range drop-down menu .



3. Click the **Print** button.



How to print a selection

For example, this would print the profiles of the top 40 salespeople from the Central spreadsheet.


1. Select the cells you want to print.


	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	NAME	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
2	James Alexander	\$ 5,110.00	\$ 9,739.00	\$ 6,861.00	\$ 3,889.00	\$ 6,292.00	\$ 8,518.00	\$ 5,110.00	\$ 9,739.00	\$ 6,861.00	\$ 3,889.00	\$ 6,292.00	\$ 8,518.00	\$ 80,811.00
3	Rhonda Jennings	\$ 9,935.00	\$ 8,365.00	\$ 7,039.00	\$ 3,533.00	\$ 9,665.00	\$ 1,126.00	\$ 9,935.00	\$ 8,365.00	\$ 7,039.00	\$ 3,533.00	\$ 9,665.00	\$ 1,126.00	\$ 80,525.00
4	Nancy Cheyenne	\$ 6,640.00	\$ 4,046.00	\$ 9,632.00	\$ 7,893.00	\$ 6,076.00	\$ 5,130.00	\$ 6,640.00	\$ 4,046.00	\$ 9,632.00	\$ 7,893.00	\$ 6,076.00	\$ 5,130.00	\$ 76,654.00
5	Tracy Whitney	\$ 7,161.00	\$ 577.00	\$ 8,605.00	\$ 4,046.00	\$ 9,632.00	\$ 7,893.00	\$ 2,516.00	\$ 7,565.00	\$ 6,256.00	\$ 7,703.00	\$ 7,235.00	\$ 7,619.00	\$ 76,719.00
6	Harold Williams	\$ 4,688.00	\$ 7,172.00	\$ 5,964.00	\$ 2,122.00	\$ 5,543.00	\$ 6,292.00	\$ 4,688.00	\$ 7,172.00	\$ 5,964.00	\$ 2,122.00	\$ 5,543.00	\$ 6,292.00	\$ 76,329.00
7	Wood Curtis	\$ 6,759.00	\$ 9,019.00	\$ 5,144.00	\$ 7,087.00	\$ 1,568.00	\$ 8,922.00	\$ 358.00	\$ 9,943.00	\$ 4,964.00	\$ 7,032.00	\$ 6,355.00	\$ 9,218.00	\$ 76,269.00
8	Eric Ivy	\$ 7,897.00	\$ 1,544.00	\$ 9,971.00	\$ 8,310.00	\$ 7,790.00	\$ 4,275.00	\$ 7,430.00	\$ 7,892.00	\$ 4,876.00	\$ 3,052.00	\$ 4,653.00	\$ 9,474.00	\$ 76,114.00
9	Bill Wang	\$ 4,046.00	\$ 9,632.00	\$ 7,039.00	\$ 8,202.00	\$ 745.00	\$ 9,721.00	\$ 9,442.00	\$ 2,244.00	\$ 1,963.00	\$ 5,110.00	\$ 9,739.00	\$ 6,861.00	\$ 76,058.00
10	Richard Lavetta	\$ 9,778.00	\$ 737.00	\$ 6,302.00	\$ 8,430.00	\$ 7,882.00	\$ 4,676.00	\$ 9,474.00	\$ 8,517.00	\$ 5,233.00	\$ 4,267.00	\$ 9,990.00	\$ 257.00	\$ 76,341.00
11	Hugh Abdul	\$ 7,750.00	\$ 4,275.00	\$ 4,267.00	\$ 6,759.00	\$ 9,019.00	\$ 5,144.00	\$ 7,639.00	\$ 3,533.00	\$ 9,665.00	\$ 3,052.00	\$ 4,653.00	\$ 9,474.00	\$ 76,230.00
12	Heaven Satterth	\$ 1,544.00	\$ 8,310.00	\$ 8,765.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00	\$ 2,244.00	\$ 1,963.00	\$ 5,061.00	\$ 7,032.00	\$ 6,255.00	\$ 9,218.00	\$ 76,157.00
13	Robbie Raymond	\$ 1,413.00	\$ 6,759.00	\$ 9,019.00	\$ 5,144.00	\$ 8,550.00	\$ 5,731.00	\$ 1,413.00	\$ 6,759.00	\$ 9,019.00	\$ 5,144.00	\$ 8,550.00	\$ 5,731.00	\$ 71,231.00
14	Ellis Marilee	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 9,299.00	\$ 6,804.00	\$ 1,492.00	\$ 3,779.00	\$ 9,426.00	\$ 3,588.00	\$ 6,640.00	\$ 4,046.00	\$ 9,632.00	\$ 72,736.00
15	Theresa Bethany	\$ 4,571.00	\$ 405.00	\$ 3,215.00	\$ 8,177.00	\$ 1,213.00	\$ 1,650.00	\$ 8,400.00	\$ 7,821.00	\$ 4,876.00	\$ 9,935.00	\$ 8,365.00	\$ 7,639.00	\$ 69,939.00
16	Steven Buckminster	\$ 8,765.00	\$ 8,258.00	\$ 836.00	\$ 7,087.00	\$ 1,568.00	\$ 8,922.00	\$ 8,765.00	\$ 8,258.00	\$ 836.00	\$ 7,087.00	\$ 1,568.00	\$ 8,922.00	\$ 70,472.00
17	Wendy Marcia	\$ 7,703.00	\$ 7,235.00	\$ 7,619.00	\$ 2,410.00	\$ 1,425.00	\$ 8,732.00	\$ 7,703.00	\$ 7,235.00	\$ 7,619.00	\$ 2,410.00	\$ 1,425.00	\$ 8,732.00	\$ 70,248.00
18	William Clare	\$ 7,032.00	\$ 6,255.00	\$ 9,218.00	\$ 5,166.00	\$ 2,881.00	\$ 4,462.00	\$ 7,032.00	\$ 6,255.00	\$ 9,218.00	\$ 5,166.00	\$ 2,881.00	\$ 4,462.00	\$ 69,908.00
19	Lucia Bessie	\$ 5,233.00	\$ 1,650.00	\$ 3,052.00	\$ 3,779.00	\$ 9,405.00	\$ 3,588.00	\$ 677.00	\$ 9,293.00	\$ 6,804.00	\$ 9,935.00	\$ 8,365.00	\$ 7,639.00	\$ 69,420.00
20	Ray Salvador	\$ 627.00	\$ 7,909.00	\$ 3,204.00	\$ 7,710.00	\$ 7,161.00	\$ 577.00	\$ 8,365.00	\$ 7,639.00	\$ 3,533.00	\$ 7,703.00	\$ 7,235.00	\$ 7,619.00	\$ 69,281.00
21	Herman Aaron	\$ 1,881.00	\$ 4,996.00	\$ 6,925.00	\$ 3,493.00	\$ 2,461.00	\$ 5,118.00	\$ 9,019.00	\$ 5,144.00	\$ 6,925.00	\$ 4,996.00	\$ 8,400.00	\$ 7,821.00	\$ 68,903.00
22	Joel May	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,750.00	\$ 4,275.00	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,750.00	\$ 4,275.00	\$ 68,690.00
23	Hugh Kella	\$ 4,996.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00	\$ 885.00	\$ 6,979.00	\$ 4,996.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00	\$ 885.00	\$ 6,979.00	\$ 68,096.00
24	William James	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,750.00	\$ 4,275.00	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,750.00	\$ 4,275.00	\$ 68,048.00
25	Ruff Amy	\$ 6,925.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00	\$ 1,885.00	\$ 4,996.00	\$ 6,925.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00	\$ 1,885.00	\$ 4,996.00	\$ 67,980.00
26	Tracy Lynn	\$ 8,789.00	\$ 7,621.00	\$ 3,435.00	\$ 8,015.00	\$ 5,248.00	\$ 840.00	\$ 8,789.00	\$ 7,621.00	\$ 3,435.00	\$ 8,015.00	\$ 5,248.00	\$ 840.00	\$ 67,896.00
27	Malina Zani	\$ 4,075.00	\$ 1,240.00	\$ 2,243.00	\$ 4,283.00	\$ 2,421.00	\$ 5,545.00	\$ 9,779.00	\$ 7,042.00	\$ 3,293.00	\$ 9,779.00	\$ 7,042.00	\$ 3,293.00	\$ 67,818.00
28	Anthony Mona	\$ 9,779.00	\$ 7,042.00	\$ 3,293.00	\$ 4,383.00	\$ 3,425.00	\$ 5,545.00	\$ 9,779.00	\$ 7,042.00	\$ 3,293.00	\$ 4,383.00	\$ 3,425.00	\$ 5,545.00	\$ 67,094.00
29	Bill Brennan	\$ 8,369.00	\$ 1,645.00	\$ 3,527.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00	\$ 257.00	\$ 8,210.00	\$ 7,750.00	\$ 6,302.00	\$ 358.00	\$ 9,943.00	\$ 66,549.00
30	Harold Steven	\$ 2,286.00	\$ 5,276.00	\$ 8,032.00	\$ 4,876.00	\$ 1,885.00	\$ 4,996.00	\$ 619.00	\$ 5,239.00	\$ 3,891.00	\$ 4,996.00	\$ 8,400.00	\$ 7,821.00	\$ 66,481.00
31	Murphy Harvey	\$ 9,665.00	\$ 1,126.00	\$ 9,935.00	\$ 2,611.00	\$ 4,106.00	\$ 5,631.00	\$ 9,632.00	\$ 7,893.00	\$ 6,076.00	\$ 1,928.00	\$ 6,595.00	\$ 677.00	\$ 66,784.00
32	Wendy Morgan	\$ 8,518.00	\$ 1,122.00	\$ 2,516.00	\$ 7,565.00	\$ 6,256.00	\$ 8,794.00	\$ 6,516.00	\$ 1,122.00	\$ 2,516.00	\$ 7,565.00	\$ 6,256.00	\$ 8,794.00	\$ 66,518.00
33	Harold Ursula	\$ 2,052.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00	\$ 5,233.00	\$ 1,650.00	\$ 3,052.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00	\$ 5,233.00	\$ 1,650.00	\$ 66,154.00
34	James Rachel	\$ 3,582.00	\$ 2,286.00	\$ 3,898.00	\$ 7,565.00	\$ 6,256.00	\$ 8,794.00	\$ 4,046.00	\$ 9,632.00	\$ 7,893.00	\$ 4,648.00	\$ 619.00	\$ 5,319.00	\$ 64,848.00
35	Ellis Loungaine	\$ 7,161.00	\$ 7,195.00	\$ 7,130.00	\$ 619.00	\$ 5,319.00	\$ 6,891.00	\$ 7,882.00	\$ 4,876.00	\$ 1,885.00	\$ 666.00	\$ 6,210.00	\$ 5,994.00	\$ 64,621.00
36	James Rachel	\$ 6,302.00	\$ 358.00	\$ 9,943.00	\$ 4,964.00	\$ 9,778.00	\$ 737.00	\$ 6,302.00	\$ 358.00	\$ 9,943.00	\$ 4,964.00	\$ 9,778.00	\$ 737.00	\$ 64,164.00
37	James Channing	\$ 3,527.00	\$ 5,575.00	\$ 4,046.00	\$ 8,910.00	\$ 8,369.00	\$ 1,645.00	\$ 3,527.00	\$ 5,575.00	\$ 4,046.00	\$ 8,910.00	\$ 8,369.00	\$ 1,645.00	\$ 64,144.00
38	John Ohio	\$ 4,707.00	\$ 3,391.00	\$ 5,556.00	\$ 6,210.00	\$ 5,994.00	\$ 248.00	\$ 9,943.00	\$ 4,964.00	\$ 9,778.00	\$ 3,527.00	\$ 5,575.00	\$ 4,046.00	\$ 63,939.00
39	James Stephen	\$ 9,388.00	\$ 2,501.00	\$ 3,608.00	\$ 3,177.00	\$ 7,134.00	\$ 7,585.00	\$ 7,235.00	\$ 7,619.00	\$ 2,410.00	\$ 666.00	\$ 6,210.00	\$ 5,994.00	\$ 63,535.00
40	Joan Kendall	\$ 885.00	\$ 6,979.00	\$ 4,996.00	\$ 7,897.00	\$ 1,544.00	\$ 9,071.00	\$ 9,405.00	\$ 3,588.00	\$ 1,912.00	\$ 1,413.00	\$ 6,759.00	\$ 9,019.00	\$ 63,468.00


2. Navigate to the **Print control panel**.

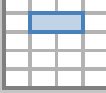
3. Select **Print Selection** from the Print Range drop-down menu .


Settings

 **Print Active Sheets**
Only print the active sheets


 **Print Active Sheets**
Only print the active sheets


 **Print Entire Workbook**
Print the entire workbook

 **Print Selection**
Only print the current selection

 **Print Selected Table**
Only print the selected table

Ignore Print Area

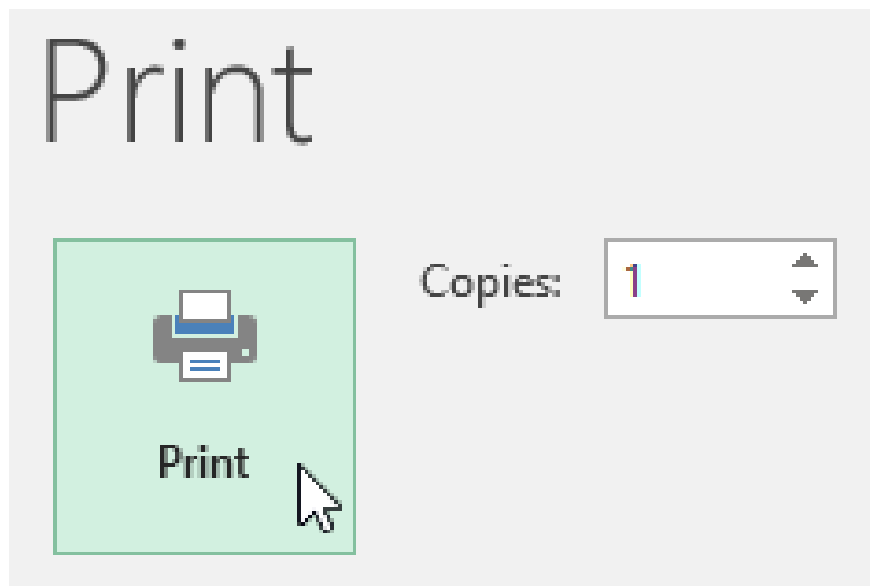
 **No Scaling**

 **Print sheets at their actual size**

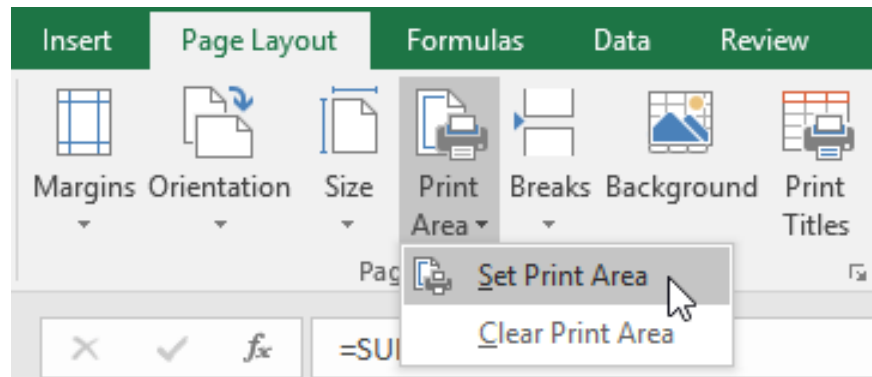
4. A preview of the selection will appear in the Preview panel .

NAME	JANUARY	FEBRUARY	MARCH	APRIL
Gomez, Alexander	\$ 5,110.00	\$ 9,739.00	\$ 6,861.00	\$ 3,889.00
Stone, Jeremy	\$ 9,935.00	\$ 8,365.00	\$ 7,639.00	\$ 3,533.00
Petty, Cheyenne	\$ 6,640.00	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00
Doyle, Quincy	\$ 7,161.00	\$ 577.00	\$ 8,605.00	\$ 4,046.00
Conrad, Alfonso	\$ 4,108.00	\$ 7,172.00	\$ 6,964.00	\$ 2,122.00
Good, Carlos	\$ 6,759.00	\$ 9,019.00	\$ 5,144.00	\$ 7,087.00
Rice, Ivy	\$ 7,897.00	\$ 1,544.00	\$ 9,071.00	\$ 8,210.00
Min, Wang	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00	\$ 8,392.00
Alford, Lacota	\$ 9,778.00	\$ 737.00	\$ 6,302.00	\$ 8,430.00
Hogan, Abdul	\$ 7,750.00	\$ 4,275.00	\$ 4,267.00	\$ 6,759.00
Reeves, Savannah	\$ 1,568.00	\$ 8,922.00	\$ 8,765.00	\$ 4,653.00
Abbott, Raymond	\$ 1,413.00	\$ 6,759.00	\$ 9,019.00	\$ 5,144.00
Glass, Mufutau	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 9,293.00
Chambers, Bethany	\$ 4,573.00	\$ 605.00	\$ 3,215.00	\$ 8,517.00
Green, Buckminster	\$ 8,765.00	\$ 8,258.00	\$ 636.00	\$ 7,087.00
Evans, Marcia	\$ 7,703.00	\$ 7,235.00	\$ 7,619.00	\$ 2,410.00
Williams, Claire	\$ 7,032.00	\$ 6,255.00	\$ 9,218.00	\$ 5,106.00
Lucas, Basia	\$ 5,233.00	\$ 1,650.00	\$ 3,052.00	\$ 3,779.00
Day, Salvador	\$ 627.00	\$ 7,909.00	\$ 3,204.00	\$ 7,710.00
Fleming, Aaron	\$ 1,885.00	\$ 4,996.00	\$ 6,925.00	\$ 3,493.00
Rose, May	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00
Hogan, Kalia	\$ 4,996.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00
Clemons, Amela	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00
Huff, Amy	\$ 6,925.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00
Doyle, Lani	\$ 8,789.00	\$ 7,621.00	\$ 3,435.00	\$ 8,015.00
Molina, Zeus	\$ 4,075.00	\$ 1,240.00	\$ 2,243.00	\$ 4,383.00
Guthrie, Mona	\$ 9,779.00	\$ 7,042.00	\$ 3,373.00	\$ 4,383.00
Ellis, Breanna	\$ 8,369.00	\$ 1,645.00	\$ 3,527.00	\$ 7,430.00
Hernandez, Vivien	\$ 5,288.00	\$ 5,276.00	\$ 8,031.00	\$ 4,876.00
Murphy, Havva	\$ 9,665.00	\$ 1,126.00	\$ 9,935.00	\$ 2,611.00
Lowe, Morgan	\$ 6,516.00	\$ 1,112.00	\$ 2,516.00	\$ 7,565.00
Parrish, Urielle	\$ 3,052.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00
Brewer, Rachel	\$ 619.00	\$ 5,319.00	\$ 8,891.00	\$ 4,533.00
Larsen, Alden	\$ 3,582.00	\$ 2,286.00	\$ 3,898.00	\$ 7,565.00
Miller, Evangeline	\$ 7,134.00	\$ 7,595.00	\$ 7,130.00	\$ 619.00
Conrad, Channing	\$ 6,302.00	\$ 358.00	\$ 9,943.00	\$ 4,964.00
Fisher, Clio	\$ 3,527.00	\$ 5,575.00	\$ 4,046.00	\$ 8,910.00
O'Connor, Hayden	\$ 4,707.00	\$ 3,391.00	\$ 5,556.00	\$ 6,210.00
Ayala, Kendall	\$ 9,385.00	\$ 2,501.00	\$ 3,609.00	\$ 3,177.00
Curry, Emma	\$ 885.00	\$ 6,979.00	\$ 4,996.00	\$ 7,897.00
Long, Bert	\$ 745.00	\$ 9,721.00	\$ 725.00	\$ 7,235.00
Hooper, Aiko	\$ 2,881.00	\$ 4,462.00	\$ 7,032.00	\$ 8,365.00
Henry, Jordan	\$ 2,849.00	\$ 7,186.00	\$ 666.00	\$ 7,042.00
Glover, Chandler	\$ 7,172.00	\$ 6,964.00	\$ 2,122.00	\$ 4,876.00
O'Neill, Nicholas	\$ 1,425.00	\$ 8,732.00	\$ 7,703.00	\$ 2,356.00
Wilkinson, Dustin	\$ 5,889.00	\$ 9,385.00	\$ 2,501.00	\$ 3,609.00

5. Click the **Print** button to print the selected area.



If you wish, you can also pre-set the print area so you can visualize which cells will be printed when you work in Excel. Simply select the cells you want to print, click the **Page Layout** tab, select the **Print Area** command, and then select **Set Print Area**. Remember that if you need to print the entire workbook, you will need to clear the print area.



Adjust content

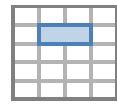
Sometimes, you may need to make small adjustments from the Print panel **to** ensure the workbook content fits neatly on the printed page. The Print panel **includes** several tools to help adjust and scale your content, including scaling and page margins.

How to change page orientation

Excel offers two page orientation options: landscape and portrait. **Landscape** orientation sets the page horizontally, while **Portrait** orientation sets the page vertically. The example will set the page orientation to landscape.

1. Navigate to the **Print control panel**.
2. Select your desired orientation from **the Page Orientation drop-down menu**. For example, we would select **Landscape Orientation**.

Settings



Print Selection

Only print the current selecti...

Pages:

to



Collated

1,2,3 1,2,3 1,2,3



Portrait Orientation



Portrait Orientation



Landscape Orientation



No Scaling



Print sheets at their actual size

[Page Setup](#)

3. The new page orientation will be displayed in the **Preview panel**.

NAME	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Gomez, Alexander	\$ 5,110.00	\$ 9,739.00	\$ 6,861.00	\$ 3,889.00	\$ 6,292.00	\$ 8,518.00
Stone, Jeremy	\$ 9,935.00	\$ 8,365.00	\$ 7,639.00	\$ 3,533.00	\$ 9,665.00	\$ 1,126.00
Petty, Cheyenne	\$ 6,640.00	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00	\$ 6,076.00	\$ 5,130.00
Doyle, Quincy	\$ 7,161.00	\$ 577.00	\$ 8,605.00	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00
Conrad, Alfonso	\$ 4,108.00	\$ 7,172.00	\$ 6,964.00	\$ 2,122.00	\$ 9,542.00	\$ 8,252.00
Good, Carlos	\$ 6,759.00	\$ 9,019.00	\$ 5,144.00	\$ 7,087.00	\$ 1,568.00	\$ 8,922.00
Rice, Ivy	\$ 7,897.00	\$ 1,544.00	\$ 9,071.00	\$ 8,210.00	\$ 7,750.00	\$ 4,275.00
Min, Wang	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00	\$ 8,392.00	\$ 745.00	\$ 9,721.00
Alford, Lacota	\$ 9,778.00	\$ 737.00	\$ 6,302.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00
Hogan, Abdul	\$ 7,750.00	\$ 4,275.00	\$ 4,267.00	\$ 6,759.00	\$ 9,019.00	\$ 5,144.00
Reeves, Savannah	\$ 1,568.00	\$ 8,922.00	\$ 8,765.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00
Abbott, Raymond	\$ 1,413.00	\$ 6,759.00	\$ 9,019.00	\$ 5,144.00	\$ 8,550.00	\$ 5,731.00
Glass, Mifutau	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 9,283.00	\$ 6,804.00	\$ 1,492.00
Chambers, Bethany	\$ 4,573.00	\$ 605.00	\$ 3,215.00	\$ 8,517.00	\$ 5,233.00	\$ 1,650.00
Green, Buckminster	\$ 8,765.00	\$ 8,258.00	\$ 636.00	\$ 7,087.00	\$ 1,568.00	\$ 8,922.00
Evans, Marcia	\$ 7,703.00	\$ 7,235.00	\$ 7,619.00	\$ 2,410.00	\$ 1,425.00	\$ 8,732.00
Williams, Claire	\$ 7,032.00	\$ 6,255.00	\$ 9,218.00	\$ 5,106.00	\$ 2,881.00	\$ 4,462.00
Lucas, Bastia	\$ 5,233.00	\$ 1,650.00	\$ 3,052.00	\$ 3,779.00	\$ 9,405.00	\$ 3,588.00
Day, Salvador	\$ 627.00	\$ 7,909.00	\$ 3,204.00	\$ 7,710.00	\$ 7,161.00	\$ 577.00
Fleming, Aaron	\$ 1,885.00	\$ 4,996.00	\$ 6,925.00	\$ 3,493.00	\$ 2,469.00	\$ 5,118.00
Ross, May	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,750.00	\$ 4,275.00
Hogan, Kalia	\$ 4,996.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00	\$ 885.00	\$ 6,979.00
Clemons, Amela	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,700.00	\$ 4,000.00
Huff, Amy	\$ 6,925.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00	\$ 1,885.00	\$ 4,996.00
Doyle, Lani	\$ 8,789.00	\$ 7,621.00	\$ 3,435.00	\$ 8,015.00	\$ 5,248.00	\$ 840.00
Molina, Zeus	\$ 4,075.00	\$ 1,240.00	\$ 2,243.00	\$ 4,383.00	\$ 3,425.00	\$ 5,545.00
Guthrie, Mona	\$ 9,779.00	\$ 7,042.00	\$ 3,373.00	\$ 4,383.00	\$ 3,425.00	\$ 5,545.00
Ellis, Breanna	\$ 8,369.00	\$ 1,645.00	\$ 3,527.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00
Hernandez, Vivien	\$ 5,288.00	\$ 5,276.00	\$ 8,031.00	\$ 4,876.00	\$ 1,885.00	\$ 4,996.00
Murphy, Haviva	\$ 9,665.00	\$ 1,126.00	\$ 9,935.00	\$ 2,611.00	\$ 4,106.00	\$ 5,631.00
Lowe, Morgan	\$ 6,516.00	\$ 1,112.00	\$ 2,516.00	\$ 7,565.00	\$ 6,256.00	\$ 8,794.00
Parrish, Untelle	\$ 3,052.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00	\$ 5,233.00	\$ 1,650.00
Brewer, Rachel	\$ 619.00	\$ 5,319.00	\$ 8,861.00	\$ 4,533.00	\$ 7,752.00	\$ 3,756.00

Revise the content before printing.

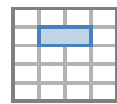
If some of your content is being cut off by the printer, you can use the scaling feature to automatically adjust your workbook to fit the printed page.

1. Navigate to the Print control panel . As seen in the previous Preview example , the content will be cropped when printed.

NAME	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Gomez, Alexander	\$ 5,110.00	\$ 9,739.00	\$ 6,861.00	\$ 3,889.00	\$ 6,292.00	\$ 8,518.00
Stone, Jeremy	\$ 9,935.00	\$ 8,365.00	\$ 7,639.00	\$ 3,533.00	\$ 9,665.00	\$ 1,126.00
Petty, Cheyenne	\$ 6,640.00	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00	\$ 6,076.00	\$ 5,130.00
Doyle, Quincy	\$ 7,161.00	\$ 577.00	\$ 8,605.00	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00
Conrad, Alfonso	\$ 4,108.00	\$ 7,172.00	\$ 6,964.00	\$ 2,122.00	\$ 9,542.00	\$ 8,252.00
Good, Carlos	\$ 6,759.00	\$ 9,019.00	\$ 5,144.00	\$ 7,087.00	\$ 1,568.00	\$ 8,922.00
Rice, Ivy	\$ 7,897.00	\$ 1,544.00	\$ 9,071.00	\$ 8,210.00	\$ 7,750.00	\$ 4,275.00
Min, Wang	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00	\$ 8,392.00	\$ 745.00	\$ 9,721.00
Alford, Lacota	\$ 9,778.00	\$ 737.00	\$ 6,302.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00
Hogan, Abdul	\$ 7,750.00	\$ 4,275.00	\$ 4,267.00	\$ 6,759.00	\$ 9,019.00	\$ 5,144.00
Reeves, Savannah	\$ 1,568.00	\$ 8,922.00	\$ 8,765.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00
Abbott, Raymond	\$ 1,413.00	\$ 6,759.00	\$ 9,019.00	\$ 5,144.00	\$ 8,550.00	\$ 5,731.00
Glass, Mifutau	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 9,283.00	\$ 6,804.00	\$ 1,492.00
Chambers, Bethany	\$ 4,573.00	\$ 605.00	\$ 3,215.00	\$ 8,517.00	\$ 5,233.00	\$ 1,650.00
Green, Buckminster	\$ 8,765.00	\$ 8,258.00	\$ 636.00	\$ 7,087.00	\$ 1,568.00	\$ 8,922.00
Evans, Marcia	\$ 7,703.00	\$ 7,235.00	\$ 7,619.00	\$ 2,410.00	\$ 1,425.00	\$ 8,732.00
Williams, Claire	\$ 7,032.00	\$ 6,255.00	\$ 9,218.00	\$ 5,106.00	\$ 2,881.00	\$ 4,462.00
Lucas, Bastia	\$ 5,233.00	\$ 1,650.00	\$ 3,052.00	\$ 3,779.00	\$ 9,405.00	\$ 3,588.00
Day, Salvador	\$ 627.00	\$ 7,909.00	\$ 3,204.00	\$ 7,710.00	\$ 7,161.00	\$ 577.00
Fleming, Aaron	\$ 1,885.00	\$ 4,996.00	\$ 6,925.00	\$ 3,493.00	\$ 2,469.00	\$ 5,118.00
Ross, May	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,750.00	\$ 4,275.00
Hogan, Kalia	\$ 4,996.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00	\$ 885.00	\$ 6,979.00
Clemons, Amela	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,700.00	\$ 4,000.00
Huff, Amy	\$ 6,925.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00	\$ 1,885.00	\$ 4,996.00
Doyle, Lani	\$ 8,789.00	\$ 7,621.00	\$ 3,435.00	\$ 8,015.00	\$ 5,248.00	\$ 840.00
Molina, Zeus	\$ 4,075.00	\$ 1,240.00	\$ 2,243.00	\$ 4,383.00	\$ 3,425.00	\$ 5,545.00
Guthrie, Mona	\$ 9,779.00	\$ 7,042.00	\$ 3,373.00	\$ 4,383.00	\$ 3,425.00	\$ 5,545.00
Ellis, Breanna	\$ 8,369.00	\$ 1,645.00	\$ 3,527.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00
Hernandez, Vivien	\$ 5,288.00	\$ 5,276.00	\$ 8,031.00	\$ 4,876.00	\$ 1,885.00	\$ 4,996.00
Murphy, Haviva	\$ 9,665.00	\$ 1,126.00	\$ 9,935.00	\$ 2,611.00	\$ 4,106.00	\$ 5,631.00
Lowe, Morgan	\$ 6,516.00	\$ 1,112.00	\$ 2,516.00	\$ 7,565.00	\$ 6,256.00	\$ 8,794.00
Parrish, Untelle	\$ 3,052.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00	\$ 5,233.00	\$ 1,650.00
Brewer, Rachel	\$ 619.00	\$ 5,319.00	\$ 8,861.00	\$ 4,533.00	\$ 7,752.00	\$ 3,756.00

2. Select the desired option from the **Scaling drop-down menu**. For example, we would select **Fit All Columns on One Page** .

Settings



Print Selection

Only print the current selecti...

Pages:

to



Collated

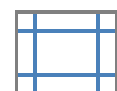
1,2,3 1,2,3 1,2,3



Landscape Orientation



Custom Page Size



Normal Margins

Left: 0.7" Right: 0.7"



No Scaling

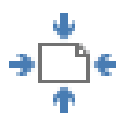


Print sheets at their actual size



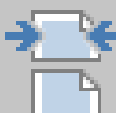
No Scaling

Print sheets at their actual size



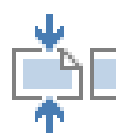
Fit Sheet on One Page

Shrink the printout so that it fits on one page



Fit All Columns on One Page

Shrink the printout so that it is one page wide



Fit All Rows on One Page

Shrink the printout so that it is one page high

Custom Scaling Options...

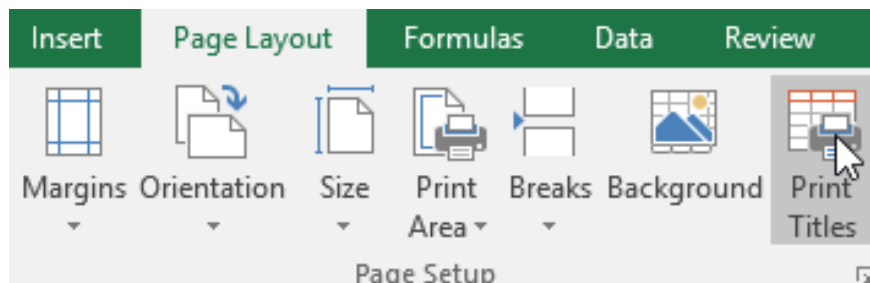
3. The spreadsheet will be adjusted to fit on one page.

Remember that the spreadsheet will become harder to read when scaled down, so you may not want to use this option when printing spreadsheets with a lot of information. The example will change the setting back to No Scaling.

How to include headings

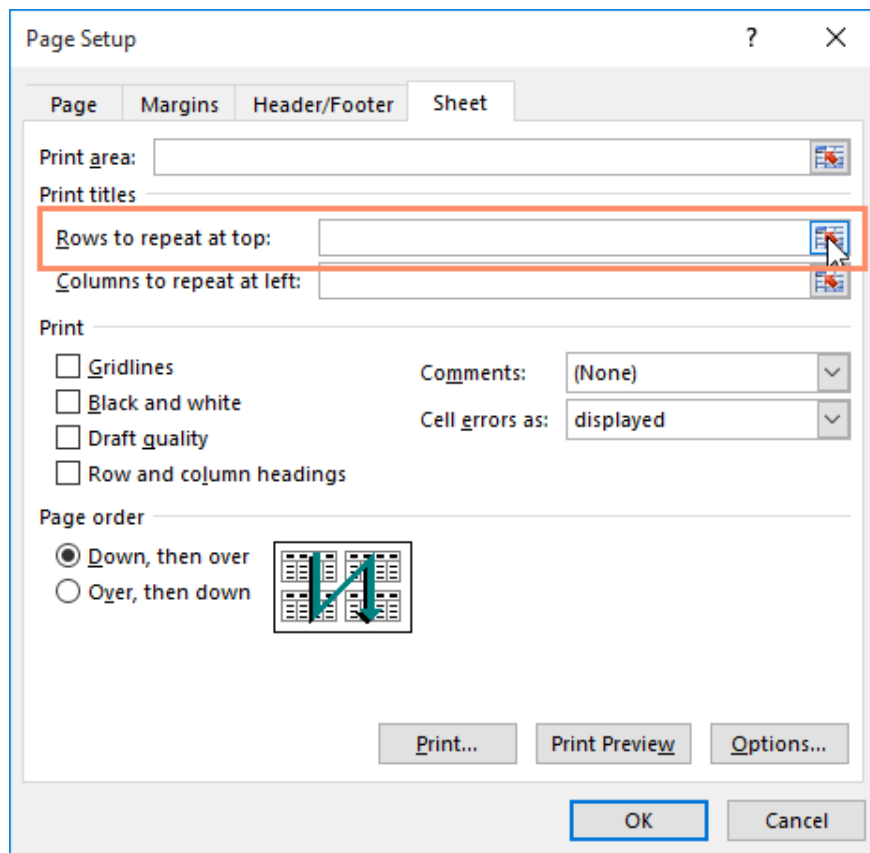
If your worksheet uses title headings, it's important to include these headings on every page of the printed worksheet. It would be difficult to read a workbook if the headings only appeared on the first page. The **Print Titles** command allows you to select specific rows and columns to appear on each page.

1. Click the **Page Layout** tab on the Ribbon, then select the **Print Titles** command.

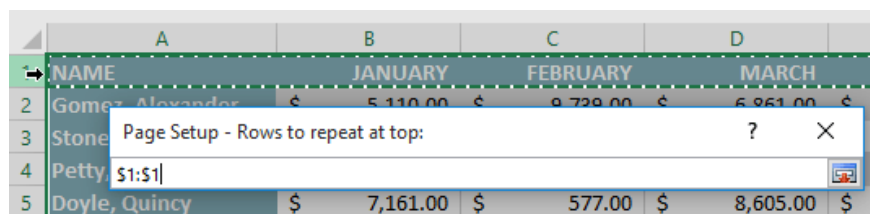


2. The **Page Setup** dialog box will appear. From here, you can select the rows or columns to repeat on each page. For example, this will repeat the first row.

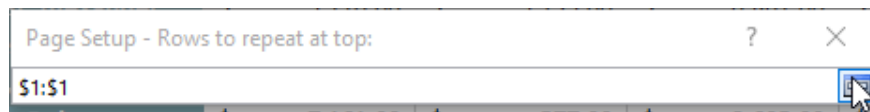
3. Click the **Collapse Dialog** button next to the **Rows to repeat at top:** field .



4. The cursor will become a small selection arrow and the **Page Setup** dialog box will collapse. Select the row(s) you want to repeat at the top of each printed page. For example, we will select row 1.

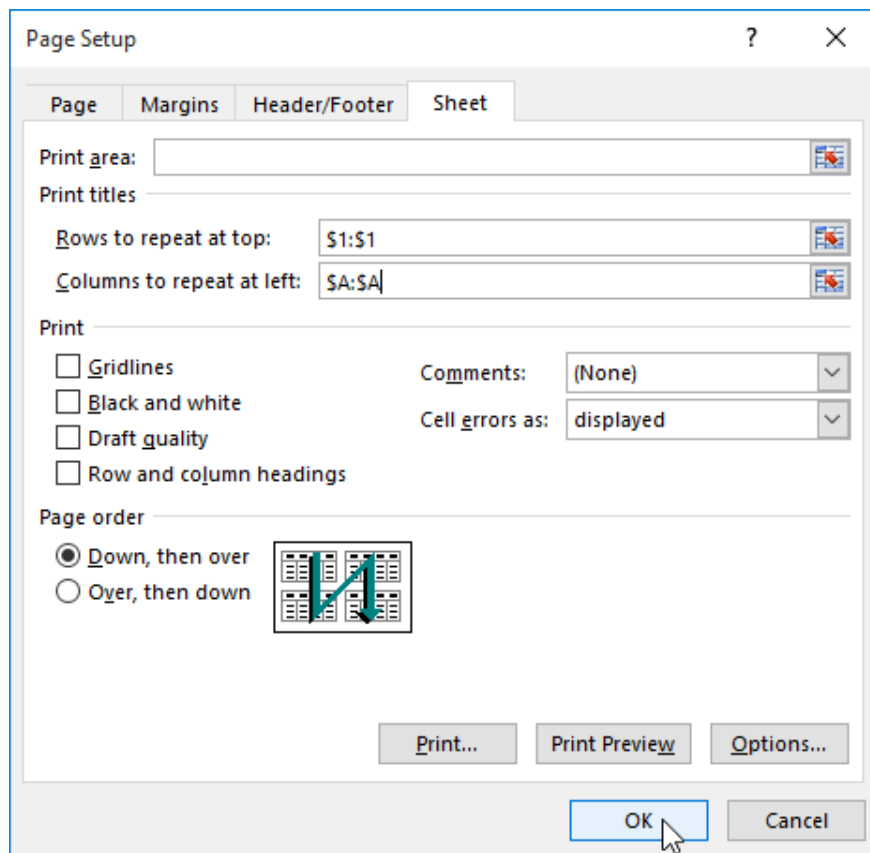


5. Row 1 will be added to the **Rows to repeat at top field** . Click the **Collapse Dialog** button again.



6. The **Page Setup** dialog box will expand. To repeat a column, use the same procedure shown in steps 4 and 5. The example selected repeats row 1 and column A.

7. When you are satisfied with your choices, click **OK**.

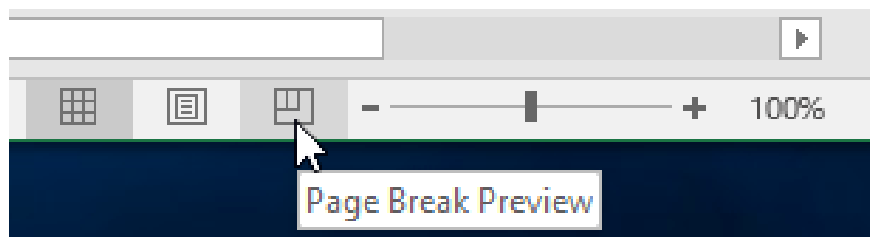


8. In the example, row 1 appears at the top of each page and column A appears to the left of each page.

NAME	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Larsen, Aiden	\$ 4,046.00	\$ 9,652.00	\$ 7,805.00	\$ 4,548.00	\$ 619.00	\$ 5,319.00
Miller, Evangeline	\$ 7,882.00	\$ 4,876.00	\$ 1,885.00	\$ 666.00	\$ 6,210.00	\$ 5,994.00
Conrad, Channing	\$ 6,302.00	\$ 358.00	\$ 9,943.00	\$ 4,964.00	\$ 9,778.00	\$ 737.00
Fisher, Clio	\$ 3,527.00	\$ 5,575.00	\$ 4,046.00	\$ 8,910.00	\$ 8,369.00	\$ 1,645.00
O'Connor, Hayden	\$ 9,943.00	\$ 4,964.00	\$ 9,778.00	\$ 3,527.00	\$ 5,575.00	\$ 4,046.00
Ayala, Kendall	\$ 7,235.00	\$ 7,619.00	\$ 2,410.00	\$ 666.00	\$ 6,210.00	\$ 5,994.00
Curry, Emma	\$ 9,405.00	\$ 3,588.00	\$ 1,912.00	\$ 1,413.00	\$ 6,759.00	\$ 9,019.00

Adjust page breaks

1. Click the **Page Break Preview** command to switch to Page Break view .



2. The vertical and horizontal blue dotted lines indicate page breaks. Click and drag one of these lines to adjust the page break.

16	Green, Buckminster	\$ 8,765.00	\$ 8,258.00	\$ 636.00	\$ 7,087.00
17	Evans, Marcia	\$ 7,703.00	\$ 7,235.00	\$ 7,619.00	\$ 2,410.00
18	Williams, Claire	\$ 7,032.00	\$ 6,255.00	\$ 9,218.00	\$ 5,106.00
19	Lucas, Basia	\$ 5,233.00	\$ 1,650.00	\$ 3,052.00	\$ 3,779.00
20	Day, Salvador	\$ 627.00	\$ 7,909.00	\$ 3,204.00	\$ 7,710.00
21	Fleming, Aaron	\$ 1,885.00	\$ 4,996.00	\$ 6,925.00	\$ 3,493.00
22	Ross, May	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00
23	Hogan, Kalia	\$ 4,996.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00
24	Clemons, Amela	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00
25	Huff, Amy	\$ 6,925.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00
26	Doyle, Lani	\$ 8,789.00	\$ 7,621.00	\$ 3,435.00	\$ 8,015.00
27	Molina, Zeus	\$ 4,075.00	\$ 1,240.00	\$ 2,243.00	\$ 4,383.00
28	Guthrie, Mona	\$ 9,779.00	\$ 7,042.00	\$ 3,373.00	\$ 4,383.00
29	Ellis, Breanna	\$ 8,369.00	\$ 1,645.00	\$ 3,527.00	\$ 7,430.00
30	Hernandez, Vivien	\$ 5,288.00	\$ 5,276.00	\$ 8,031.00	\$ 4,876.00
31	Murphy, Haviva	\$ 9,665.00	\$ 1,126.00	\$ 9,935.00	\$ 2,611.00
32	Lowe, Morgan	\$ 6,516.00	\$ 1,112.00	\$ 2,516.00	\$ 7,565.00
33	Parrish, Urielle	\$ 3,052.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00
34	Brewer, Rachel	\$ 619.00	\$ 5,319.00	\$ 8,891.00	\$ 4,533.00
35	Larsen, Alden	\$ 3,582.00	\$ 2,286.00	\$ 3,898.00	\$ 7,565.00

3. The example has placed a horizontal page break between lines 21 and 22.

16	Green, Buckminster	\$ 8,765.00	\$ 8,258.00	\$ 636.00	\$ 7,087.00
17	Evans, Marcia	\$ 7,703.00	\$ 7,235.00	\$ 7,619.00	\$ 2,410.00
18	Williams, Claire	\$ 7,032.00	\$ 6,255.00	\$ 9,218.00	\$ 5,106.00
19	Lucas, Basia	\$ 5,233.00	\$ 1,650.00	\$ 3,052.00	\$ 3,779.00
20	Day, Salvador	\$ 627.00	\$ 7,909.00	\$ 3,204.00	\$ 7,710.00
21	Fleming, Aaron	\$ 1,885.00	\$ 4,996.00	\$ 6,925.00	\$ 3,493.00
22	Ross, May	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00
23	Hogan, Kalia	\$ 4,996.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00
24	Clemons, Amela	\$ 4,267.00	\$ 9,590.00	\$ 257.00	\$ 8,210.00
25	Huff, Amy	\$ 6,925.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00
26	Doyle, Lani	\$ 8,789.00	\$ 7,621.00	\$ 3,435.00	\$ 8,015.00
27	Molina, Zeus	\$ 4,075.00	\$ 1,240.00	\$ 2,243.00	\$ 4,383.00
28	Guthrie, Mona	\$ 9,779.00	\$ 7,042.00	\$ 3,373.00	\$ 4,383.00
29	Ellis, Breanna	\$ 8,369.00	\$ 1,645.00	\$ 3,527.00	\$ 7,430.00
30	Hernandez, Vivien	\$ 5,288.00	\$ 5,276.00	\$ 8,031.00	\$ 4,876.00
31	Murphy, Haviva	\$ 9,665.00	\$ 1,126.00	\$ 9,935.00	\$ 2,611.00
32	Lowe, Morgan	\$ 6,516.00	\$ 1,112.00	\$ 2,516.00	\$ 7,565.00
33	Parrish, Urielle	\$ 3,052.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00
34	Brewer, Rachel	\$ 619.00	\$ 5,319.00	\$ 8,891.00	\$ 4,533.00
35	Larsen, Alden	\$ 3,582.00	\$ 2,286.00	\$ 3,898.00	\$ 7,565.00

4. In the example, all pages now display the same number of rows due to a change in page breaks.

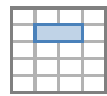
NAME	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Ross, May	\$ 4,267.00	\$ 9,990.00	\$ 257.00	\$ 8,210.00	\$ 7,790.00	\$ 4,275.00
Hogan, Kelle	\$ 4,996.00	\$ 8,430.00	\$ 7,882.00	\$ 4,876.00	\$ 885.00	\$ 6,979.00
Clemons, Amela	\$ 4,267.00	\$ 9,990.00	\$ 257.00	\$ 8,210.00	\$ 7,700.00	\$ 4,000.00
Huff, Amy	\$ 6,925.00	\$ 7,430.00	\$ 7,882.00	\$ 4,876.00	\$ 1,885.00	\$ 4,996.00
Doyle, Lani	\$ 8,789.00	\$ 7,621.00	\$ 3,435.00	\$ 8,015.00	\$ 5,248.00	\$ 840.00
Molina, Zeus	\$ 9,779.00	\$ 7,042.00	\$ 9,298.00	\$ 9,779.00	\$ 7,042.00	\$ 3,373.00
Guthrie, Mona	\$ 9,779.00	\$ 7,042.00	\$ 3,373.00	\$ 4,383.00	\$ 3,425.00	\$ 5,548.00
Ellis, Breanna	\$ 257.00	\$ 8,210.00	\$ 7,750.00	\$ 6,302.00	\$ 358.00	\$ 9,943.00
Hernandez, Vivian	\$ 619.00	\$ 5,319.00	\$ 8,861.00	\$ 4,966.00	\$ 8,430.00	\$ 7,882.00
Murphy, Havivie	\$ 9,632.00	\$ 7,803.00	\$ 6,076.00	\$ 1,928.00	\$ 6,595.00	\$ 677.00
Lowry, Morgan	\$ 6,516.00	\$ 1,112.00	\$ 2,516.00	\$ 7,565.00	\$ 6,256.00	\$ 8,794.00
Parrish, Kirielle	\$ 3,052.00	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00	\$ 5,233.00	\$ 1,650.00
Brewer, Rachal	\$ 9,739.00	\$ 6,861.00	\$ 3,889.00	\$ 3,527.00	\$ 5,575.00	\$ 4,046.00
Larsen, Alden	\$ 4,046.00	\$ 9,632.00	\$ 7,803.00	\$ 4,548.00	\$ 619.00	\$ 5,319.00
Miller, Evangeline	\$ 7,882.00	\$ 4,876.00	\$ 1,885.00	\$ 666.00	\$ 6,210.00	\$ 5,994.00
Conrad, Channing	\$ 6,302.00	\$ 358.00	\$ 9,943.00	\$ 4,964.00	\$ 9,778.00	\$ 737.00
Fisher, Clio	\$ 3,527.00	\$ 5,575.00	\$ 4,046.00	\$ 8,910.00	\$ 8,369.00	\$ 1,645.00
O'Connor, Hayden	\$ 9,943.00	\$ 4,964.00	\$ 9,778.00	\$ 3,527.00	\$ 5,575.00	\$ 4,046.00
Ayala, Kendall	\$ 7,235.00	\$ 7,619.00	\$ 2,410.00	\$ 666.00	\$ 6,210.00	\$ 5,994.00
Curry, Emma	\$ 9,405.00	\$ 3,588.00	\$ 1,912.00	\$ 1,413.00	\$ 6,799.00	\$ 9,019.00

How to modify margins in the Preview panel

Margins are the space between your content and the edge of the page. Sometimes you may need to adjust the margins to make your data fit better. You can modify page margins from the Print control panel.

1. Navigate to the **Print control panel**.
2. Select your desired margin size from **the Page Margins drop-down menu**. For example, we'll select **Narrow**.

Settings



Print Selection

Only print the current selecti...

Pages:

to



Collated

1,2,3 1,2,3 1,2,3



Landscape Orientation

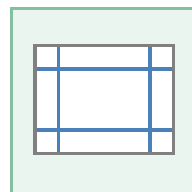


Custom Page Size



Normal Margins

Left: 0.7" Right: 0.7"



Normal

Top: 0.75"

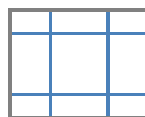
Bottom: 0.75"

Left: 0.7"

Right: 0.7"

Header: 0.3"

Footer: 0.3"



Wide

Top: 1"

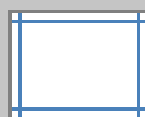
Bottom: 1"

Left: 1"

Right: 1"

Header: 0.5"

Footer: 0.5"



Narrow

Top: 0.75"

Bottom: 0.75"

Left: 0.25"

Right: 0.25"

Header: 0.3"

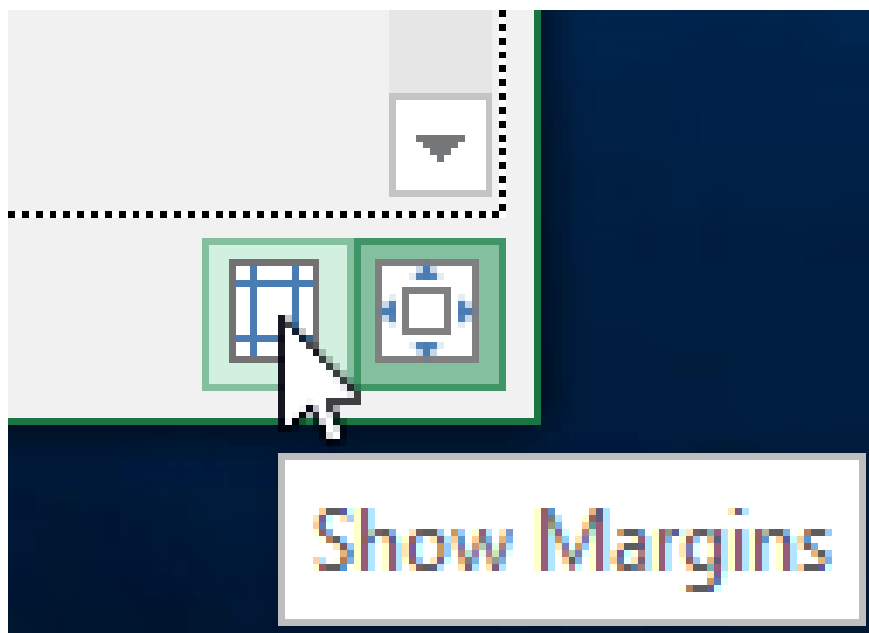
Footer: 0.3"

[Custom Margins...](#)

3. The new page margins will be displayed in the **Preview panel**.

NAME	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
Ross, May	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,750.00	\$ 4,275.00	\$ 68,698.00
Hogan, Kelle	\$ 8,450.00	\$ 7,882.00	\$ 4,876.00	\$ 885.00	\$ 6,979.00	\$ 68,096.00
Demons, Amelia	\$ 9,590.00	\$ 257.00	\$ 8,210.00	\$ 7,700.00	\$ 4,000.00	\$ 68,048.00
Huff, Amy	\$ 7,450.00	\$ 7,882.00	\$ 4,876.00	\$ 1,885.00	\$ 4,996.00	\$ 67,988.00
Doyle, Leni	\$ 7,621.00	\$ 3,485.00	\$ 8,015.00	\$ 5,248.00	\$ 840.00	\$ 67,896.00
Mellre, Zeus	\$ 7,042.00	\$ 9,293.00	\$ 9,779.00	\$ 7,042.00	\$ 3,373.00	\$ 67,219.00
Guthrie, Mona	\$ 7,042.00	\$ 3,373.00	\$ 4,383.00	\$ 3,425.00	\$ 5,545.00	\$ 67,094.00
Ellis, Bessie	\$ 8,210.00	\$ 7,750.00	\$ 6,302.00	\$ 358.00	\$ 9,945.00	\$ 66,549.00
Hernandez, Vivien	\$ 5,319.00	\$ 8,991.00	\$ 4,996.00	\$ 8,430.00	\$ 7,882.00	\$ 66,489.00
Murphy, Heviva	\$ 7,803.00	\$ 6,076.00	\$ 1,928.00	\$ 6,595.00	\$ 677.00	\$ 65,785.00
Lowe, Morgan	\$ 1,112.00	\$ 2,516.00	\$ 7,965.00	\$ 6,296.00	\$ 8,794.00	\$ 65,518.00
Parrish, Urielle	\$ 4,653.00	\$ 9,474.00	\$ 8,517.00	\$ 5,233.00	\$ 1,650.00	\$ 65,158.00
Brewer, Rachel	\$ 6,861.00	\$ 3,869.00	\$ 3,527.00	\$ 5,575.00	\$ 4,046.00	\$ 64,507.00
Larsen, Alden	\$ 9,632.00	\$ 7,803.00	\$ 4,548.00	\$ 619.00	\$ 5,319.00	\$ 64,348.00
Miller, Evangeline	\$ 4,876.00	\$ 1,865.00	\$ 666.00	\$ 6,210.00	\$ 5,994.00	\$ 64,201.00
Conrod, Channing	\$ 358.00	\$ 9,943.00	\$ 4,964.00	\$ 9,778.00	\$ 737.00	\$ 64,164.00
Fisher, Clio	\$ 5,575.00	\$ 4,046.00	\$ 8,910.00	\$ 8,389.00	\$ 1,645.00	\$ 64,144.00
O'Connor, Hayden	\$ 4,964.00	\$ 9,778.00	\$ 3,527.00	\$ 5,575.00	\$ 4,046.00	\$ 63,939.00
Ayala, Kendall	\$ 7,619.00	\$ 2,410.00	\$ 666.00	\$ 6,210.00	\$ 5,994.00	\$ 63,535.00
Curry, Emma	\$ 3,588.00	\$ 1,912.00	\$ 1,413.00	\$ 6,759.00	\$ 9,019.00	\$ 63,468.00

You can manually adjust the margins by clicking the **Show Margins** button in the bottom right corner, then dragging the margin markers in the Preview panel .



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