

How to print a selection in Microsoft Excel

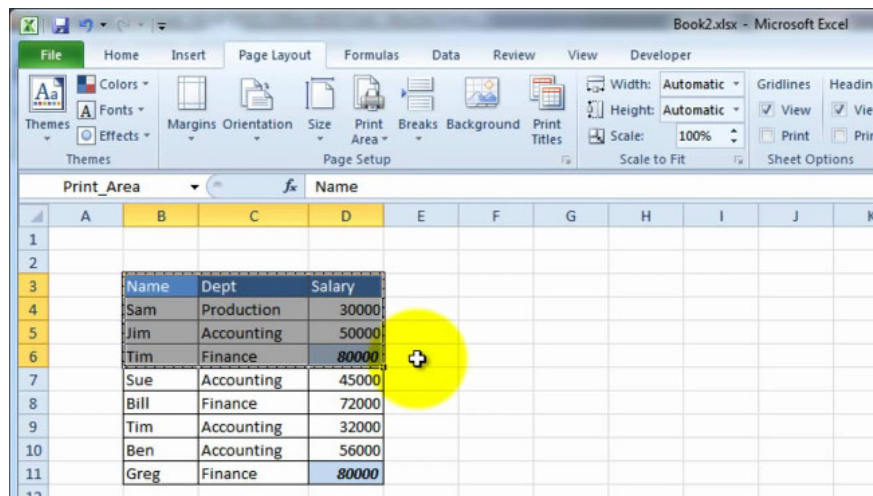
Let's TipsMake.com learn how to print 1 selection in Microsoft Excel in the article below!

1. These are the most basic functions in Excel that you need to understand
2. Summary of expensive shortcuts in Microsoft Excel
3. How to use Vlookup function in Excel

You should place a print area on Microsoft Excel spreadsheets before inserting them into the printer. It helps your data presentation only focus on important bits. Moreover, why are unnecessary rows and columns making print more difficult to use?

Excel can be a bit difficult for most people, but don't worry. You will find out **how to print a selection in Microsoft Excel in just 1 minute** in this article.

How to set up a print area in Microsoft Excel

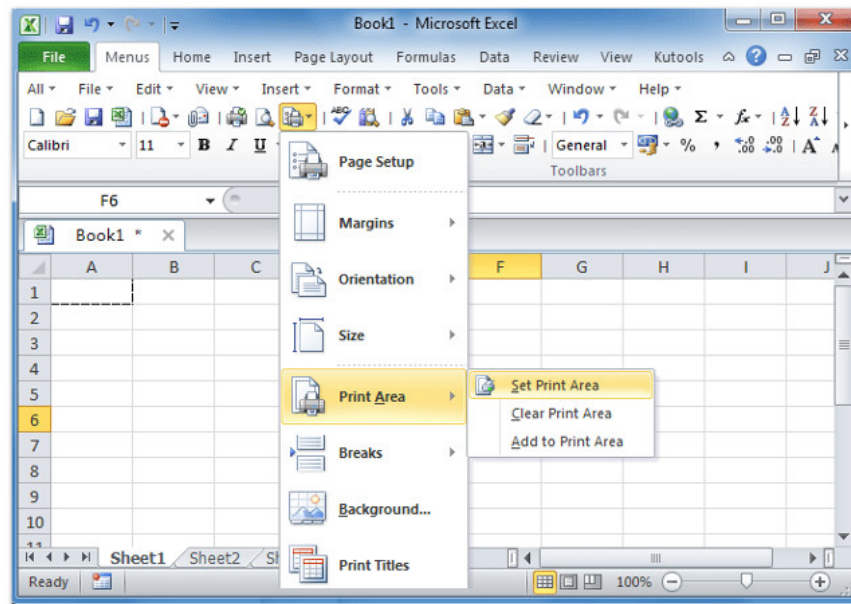


1. Drag and select the cells that you want to define as the print area.
2. Go to the **Page Layout** tab on the Ribbon. On the **Page Setup** group> click **Print Area** > **Set Print Area** .

When you want to print different regions: Hold down the **Ctrl** key and click to select the areas to print. Each print area is printed on its own page.

You do not need to print the spreadsheet immediately when all print areas are retained in the document when you save the spreadsheet.

How to delete the print area in Microsoft Excel

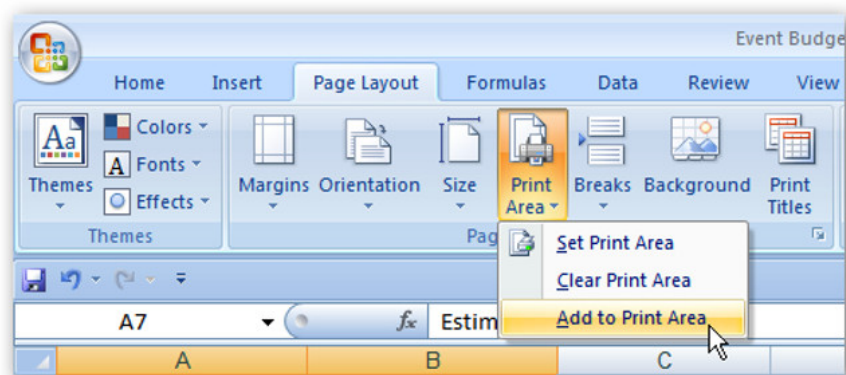


When noticed wrong, it's easy for you to delete the selection and start over.

1. Click anywhere on the spreadsheet that you want to delete the print area.
2. Go to the **Page Layout** tab. In the **Page Setup** group, click **Clear Print Area**.

This step will delete all print areas on your spreadsheet in one click.

How to expand a print area in Microsoft Excel



You missed choosing a few boxes? You can add them to the print area with a single command, but this will only work for adjacent cells. If the new cells are not located next to the print area, Excel will create a new print area for those cells and they will be printed on a separate page.

On the sheet in Excel, select the cells that you want to add to the existing print area.

Go to the **Page Layout > Page Setup > Print Area > Add to Print Area** tab.

Remember to always print what you need to display. The **Print Area** feature is not only a ink saving feature but also makes the matrix of numbers or graphs easier to understand.

Refer to some more articles:

1. Instructions for printing two-sided paper in Word, PDF, Excel
2. You want to print text, data in Microsoft Excel. Not as simple as Word or PDF! Read the following article!
3. Instructions on how to align the margin in Excel

Having fun!

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