

How to print an Excel spreadsheet in a page

Excel is a great useful spreadsheet program, but nothing is worse than creating a perfect spreadsheet and printing it on multiple sheets of paper that have pages with only one column or row. Read this article and follow the tips below to get a nice print!

Excel is a great useful spreadsheet program, but nothing is worse than creating a perfect spreadsheet and printing it on multiple sheets of paper that have pages with only one column or row. Fortunately, you can change the spreadsheet and install the program to print everything on a page. If the spreadsheet is too large for a page, you can use these settings to allocate it on certain pages more easily.

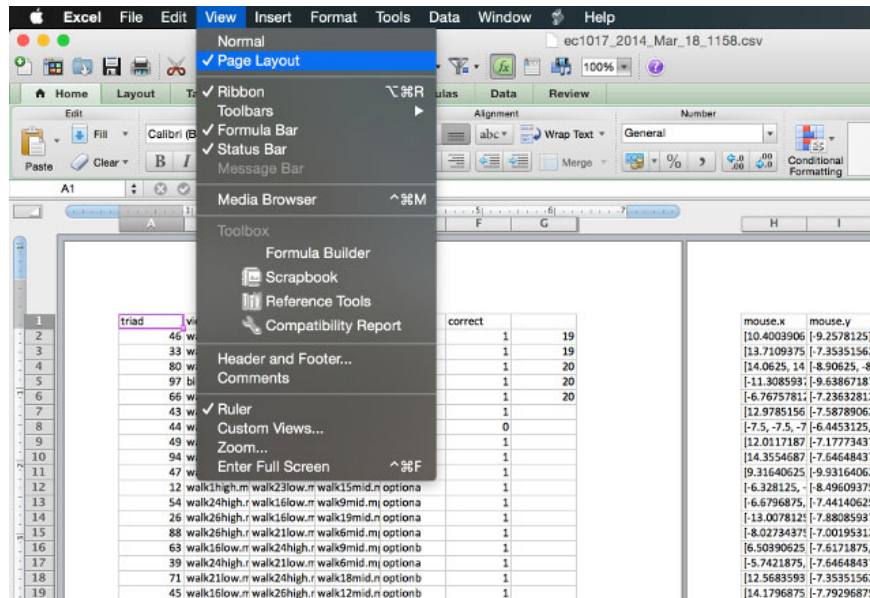
1. You want to print text, data in Microsoft Excel. Not as simple as Word or PDF! Read the following article!

View before printing

This is an important step, you can avoid a lot of problems before printing if previewed. Depending on the version of Excel, users may have to click **File > Print Preview** , **File > Print > Print Preview** , or just **File > Print** to see what the worksheet looks like when printed. If you see no problem go ahead and print. If not, try some of the strategies listed below.

Use page layout view (Page Layout View)

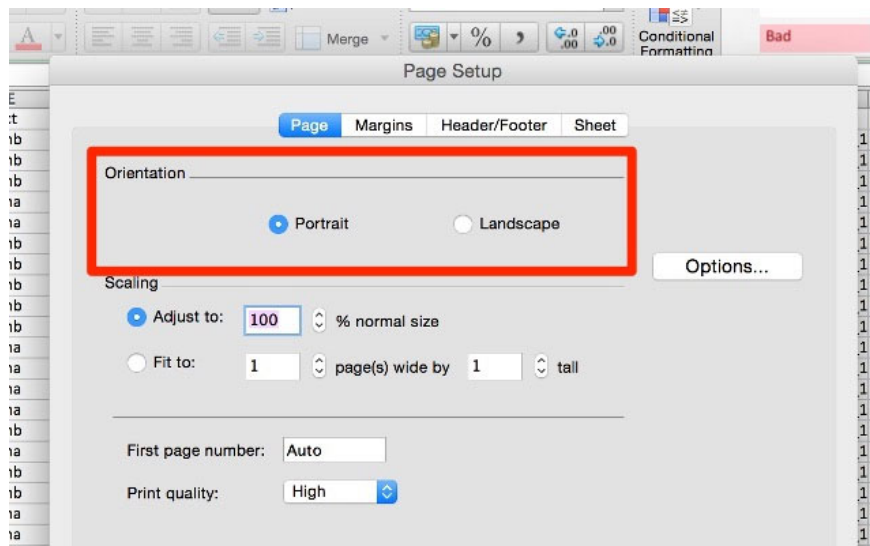
Page layout view mode will show you how the document prints out while working. This is not a great way to work on spreadsheets but it can help make adjustments to ensure that columns and rows make the most of the space. To activate the view, go to **View > Page Layout** .



Making adjustments using the tools listed below while in this view will help users know if they work well or not.

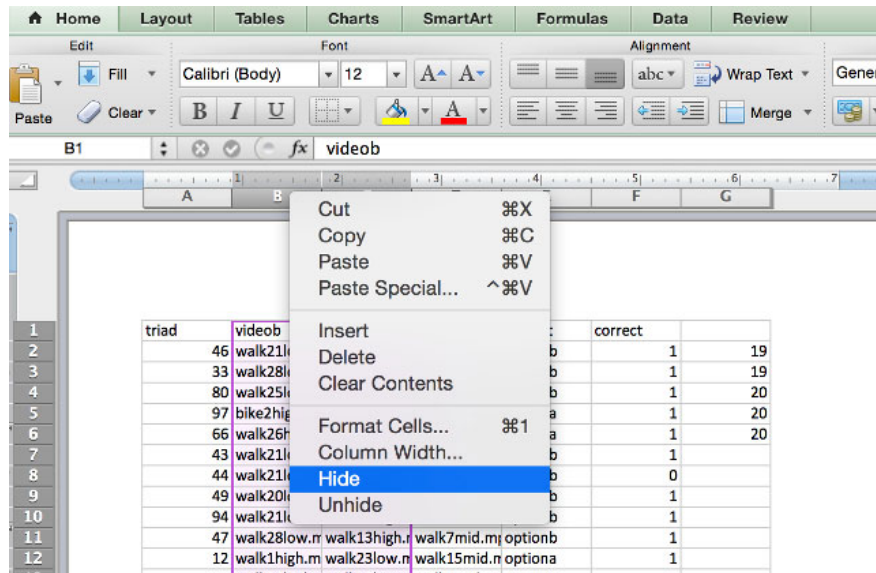
Page Orientation (Page Orientation)

If the spreadsheet is of a long width, you should leave the page horizontal and if the width is short, leave it on the page. To select the dimension for the spreadsheet, open the **Page Setup** menu and select the **Portrait** or **Landscape** in the **Page** tab.



Delete or Delete row or column

In large spreadsheets, there are often excessive rows or columns, which contain old information or do not need to be printed in certain situations. These rows and columns occupy a valuable area on the page.



If you want to delete that data, just highlight > **Edit**> **Delete** to remove them. If they contain information you may need in the near future, you can hide them by right-clicking on the row or column header and selecting **Hide** . To review the data, black out the rows or columns on either side of the hidden data, right-click the label, and select **Unhide** .

Use page breaks (Page Breaks)

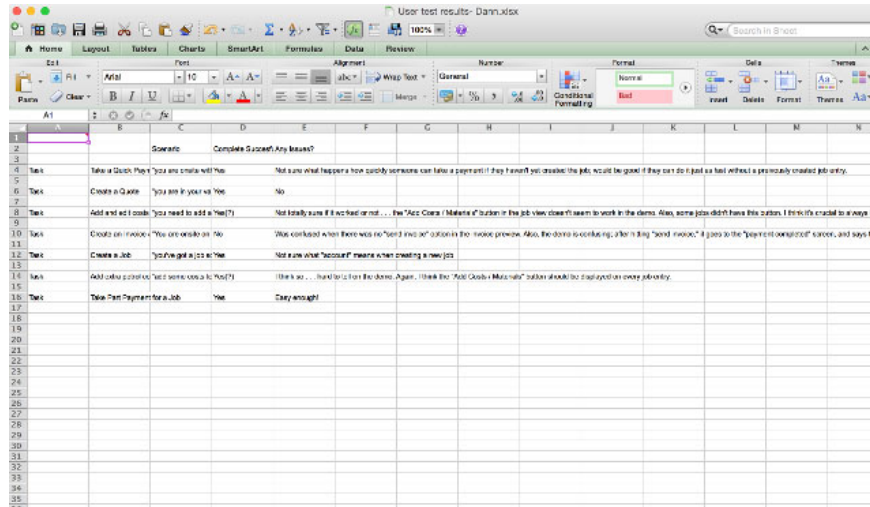
Just like in a word processing program, you can insert page breaks to make sure that the spreadsheet is split between multiple pages at will because of Excel's discretion. Just use **Insert** > **Page Break** to tell Excel where to divide the document.

Change the print area (Print Area)

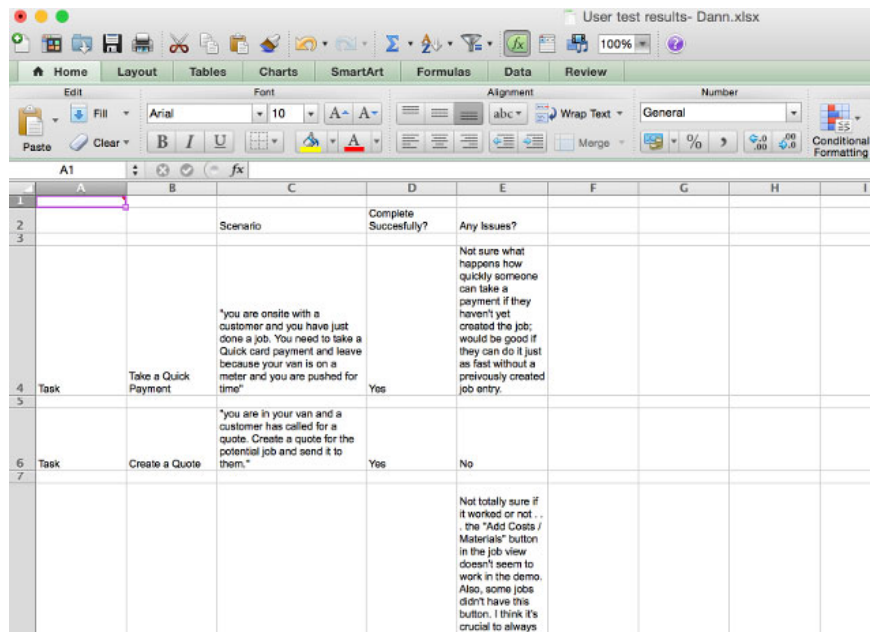
If the spreadsheet has lots of data and only needs to print some data, you can print part of the selected worksheet. Select the cells you want to print and click **Print** . Change the **Print What** option : to **Selection** and the preview will update to contain only the selected data.

Wrap Text and t or resize columns

Excel is often used for digital data, but it can be really useful for text. If there are multiple documents in the cells, they will spread out the spreadsheet and make the data impossible to print in one page, or even on multiple pages.



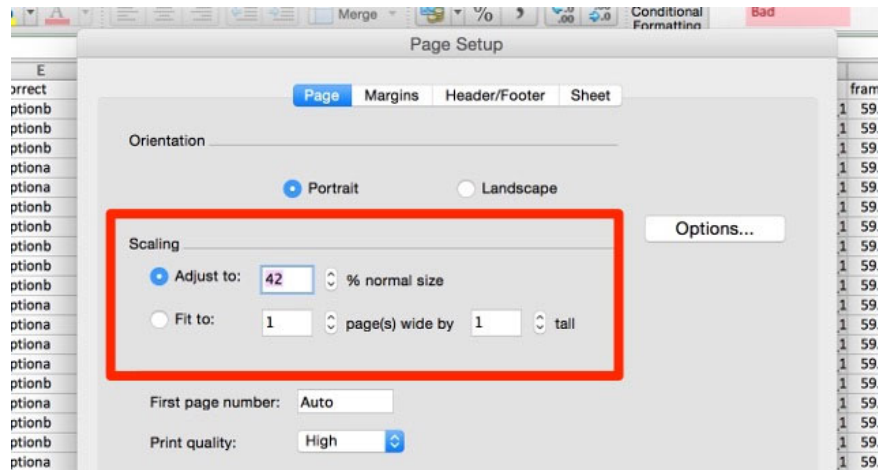
Some text is missing letters, and the cells that are not cut run too far to the right. To limit the width of the spreadsheet, you can limit the width of the column and use a text package to ensure that no data is lost. First of all, go to **Format > Cells > Alignment** and make sure **Wrap Text** is enabled.



From here, you can adjust the column width by dragging the edge of the row or column header to resize it. In addition, users can also double-click the row or column label to automatically make it as wide as necessary, as shown in the video below. To ensure that the columns fit within a page as desired, use the page layout view mentioned above.

Adjust the spreadsheet ratio

You can adjust the spreadsheet rate to match a single page (or certain pages). In **Page Setup**, click the radio button next to **Fit to:** and select the number of pages to print. Selecting a number of smaller "wide" pages will scale the document horizontally, and select a smaller number for the "tall" page to have it vertically. You can also choose a percentage.



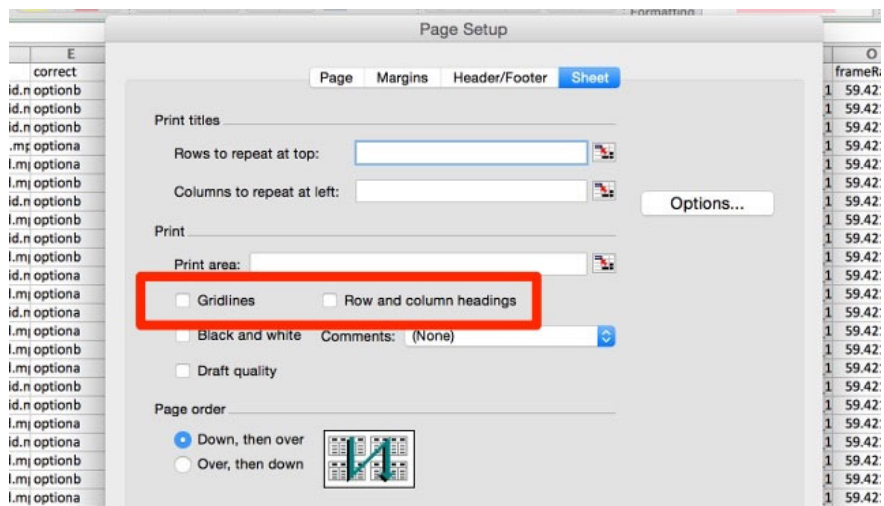
Using this option can help limit the size of the document when printing, but it can also make the text very small and difficult to read. Check the preview and make sure the data can be read clearly.

Some tips to make printouts easier to read

Once you've set up a spreadsheet to be printed on certain pages, make some changes so that it can be read as easily as possible. By adjusting several other print settings, you can optimize the print interface. Here are a few things you should know.

Gridlines (Gridlines) and column and row titles

In the **Page Setup** menu (accessed via the print dialog or **File > Page Setup**), click the **Sheet** tab and select **Gridlines** in the **Print** section. You can also select **Row and column headings** to add these labels to the printout.



I do n't believe the title and footer

Excel can automatically add useful information to the document's title and footer for easier reading. In the **Page Setup** menu, click the **Header / Footer** tab and use the drop-down menus to add information such as page numbers, file names and author names to the title or footer. If the spreadsheet is long, this information can help keep the pages organized more easily. Alternatively, you can also add custom text by clicking **Customize Header** or **Customize Footer** .

Many people may be disappointed when trying to make their spreadsheet look good when printed, especially if they want it to be printed on a single page. But with a few adjustments to this installation and document format, you can produce a nice print.

I wish you all success!

You finished reading the article "**How to print an Excel spreadsheet in a page**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.