

How to print Excel on an A4 page

When printing Excel files, if the content is long and converted into 2 printed pages, how to display the contents of the Excel document only on 1 A4 page?

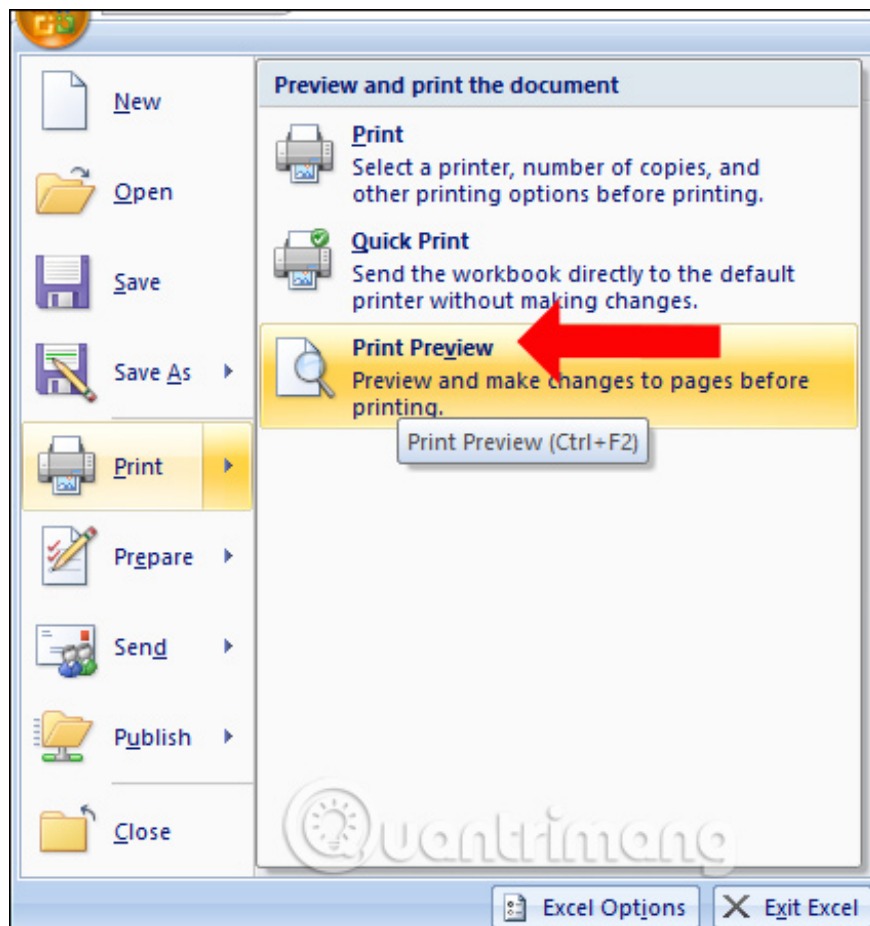
The operation of printing single-sided documents, printing 2-sided documents with Excel, Word is no stranger to any user. However, the printing process will generate a lot of different needs and errors, for example, you want to print Excel file only on 1 A4 page.

Often Excel files with large and long tables will be split into two pages when printed. Some people will find it difficult to follow the content when switching to a new page. So how to print Excel file displayed on one side of A4 paper?

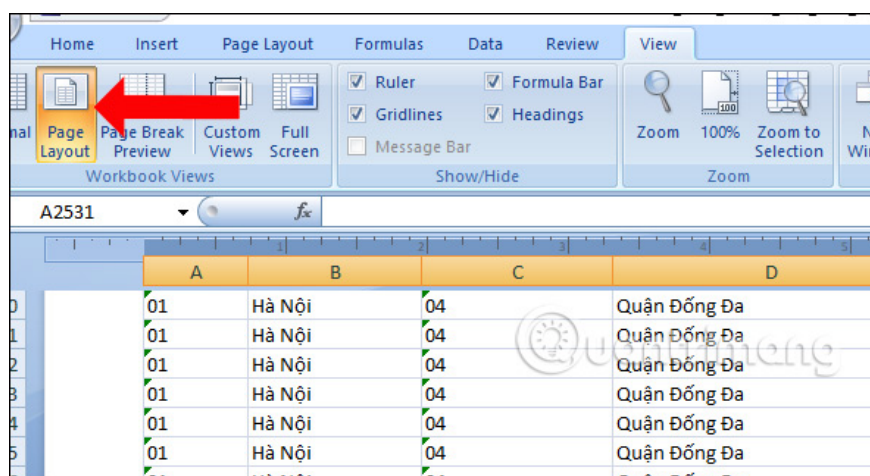
1. How to print text and data in Microsoft Excel
2. Instructions for printing two-sided paper in Word, PDF, Excel
3. Fix error when Excel file is minimized

How to print Excel file displayed on 1 page A4

There will be many different ways that we can customize the Excel document to print on an A4 side. But first, you need to review the Excel file to review all the printed pages. Click on **the Office icon** to select **Print**, select **Print Preview** .



Then, switch the view of the Excel file to a Page Layout style. This mode will help users know how to print documents when printing out paper and thereby adjust columns and rows so that they fit in 1 sheet. Click the **Review tab** and then select the **Page Layout** below.

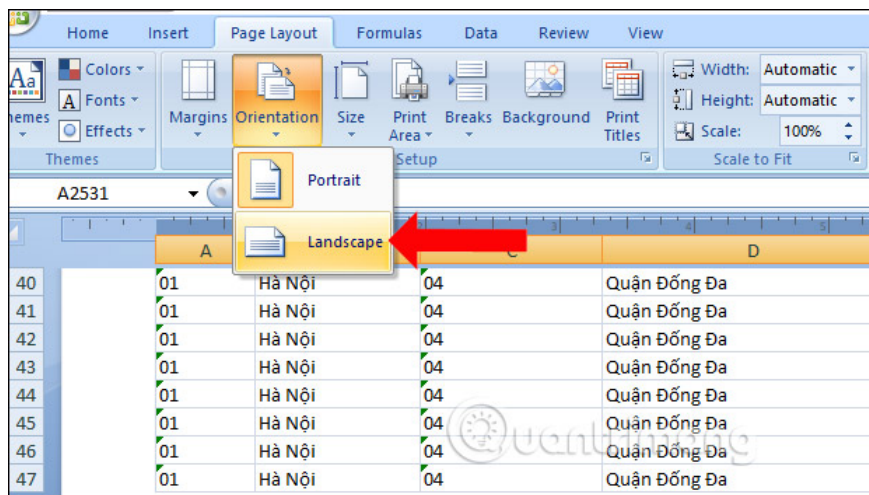


To customize the page content in Excel, follow some ways below.

Method 1: Switch to horizontal paper printing

When you review the Word document in thumbnail mode and see the spreadsheet horizontally, switching to Landscape landscape mode is more appropriate. Thus the rows and columns will be adjusted to the same side of the paper without separating to the other side.

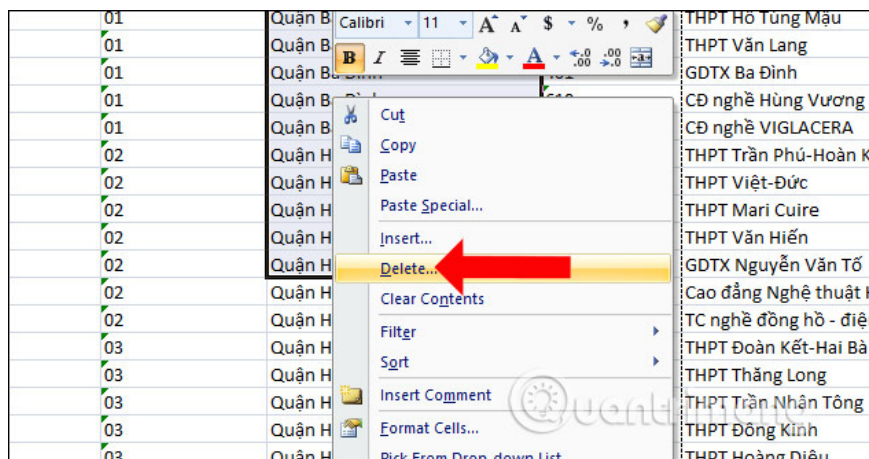
Click on the **Page Layout** tab and then select **Orientation** and choose Portrait (Landscape) or Landscape (Horizontal orientation). Depending on the layout, the length of the spreadsheet, choose one of two directions to print Excel accordingly.



Method 2: Delete or hide lines and columns

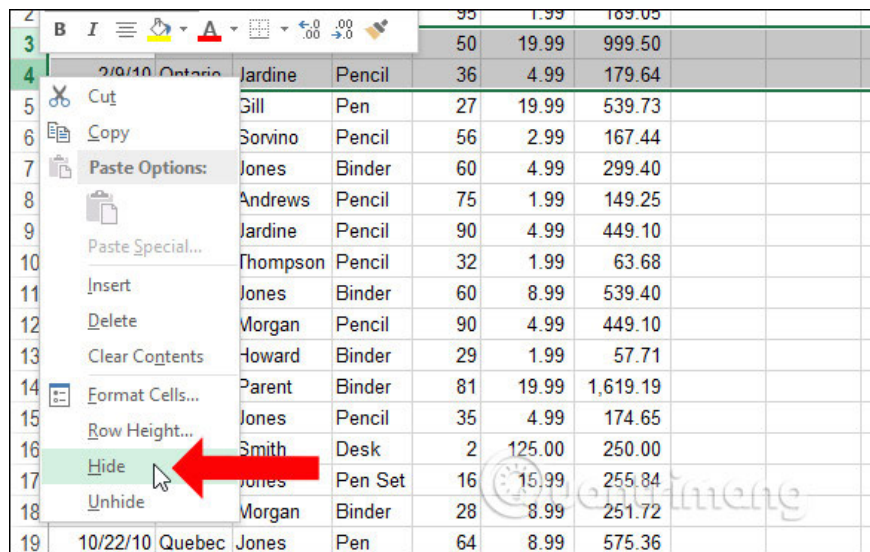
Please review the Excel statistics table and check what information does not need to appear in the document, you can delete or hide the content. This also helps to save space on Excel to narrow the print content on just one side of A4 paper.

Black out the content in the column you want to delete the data and right-click and choose **Delete** .



If you want to hide data in a column or row in Excel, also highlight the content in the column and right-click and choose **Hide** .

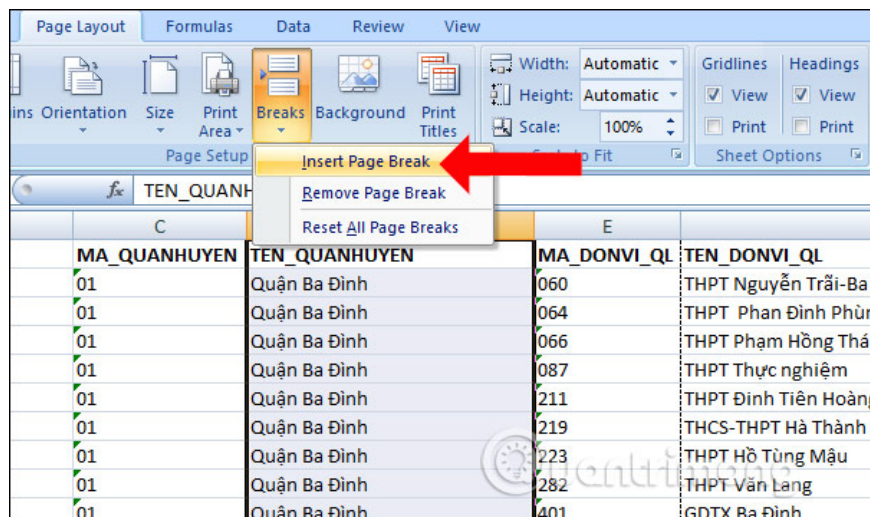
With Excel 2007 without the Hide option in the right-click menu, users need to remove them. How to perform details to hide columns and rows in Excel readers refer to the article [How to hide data in Excel](#).



Method 3: Disconnect the Excel worksheet

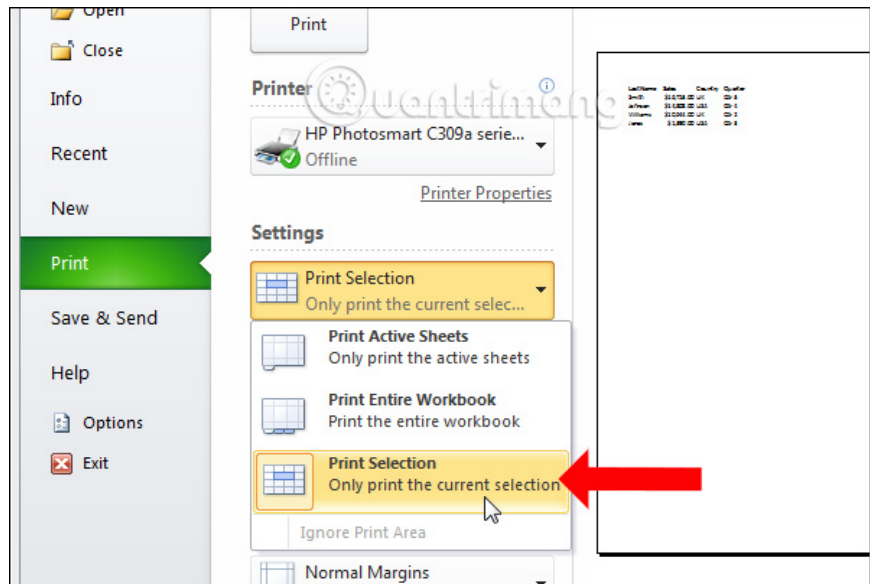
It is possible that while printing the linked pages, it is difficult to adjust the print content on a page when printing. Click on the **Page Layout** tab and select **Breaks** to choose **Insert Page Break** , or you can click Insert> Page Breaks.

When the page breaks, Excel knows where you want to split the page.

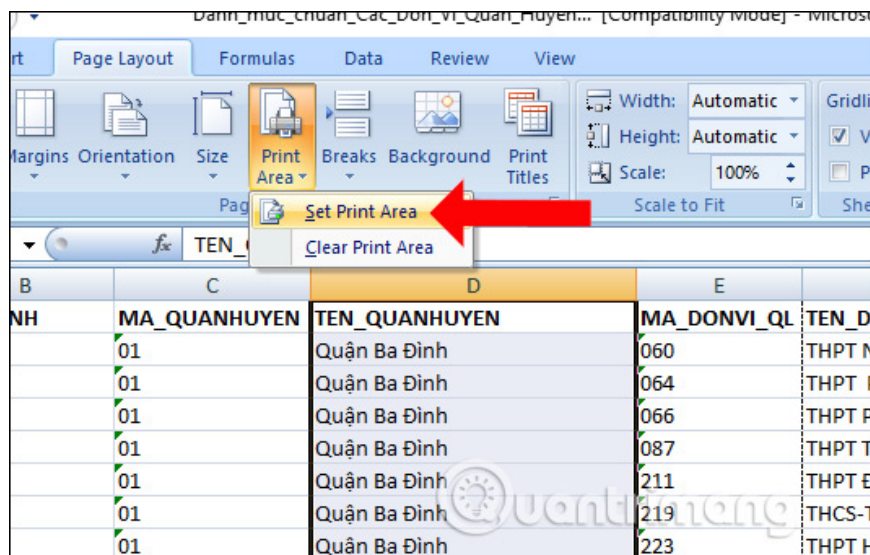


Method 4: Change the print area on Excel

In the process of printing you do not want to print the entire content, but you can select certain print content. First, black out the area you want to print and click File, choose Print. Then look to the right of the **Print Selection** section, select **Only print the current selection** .

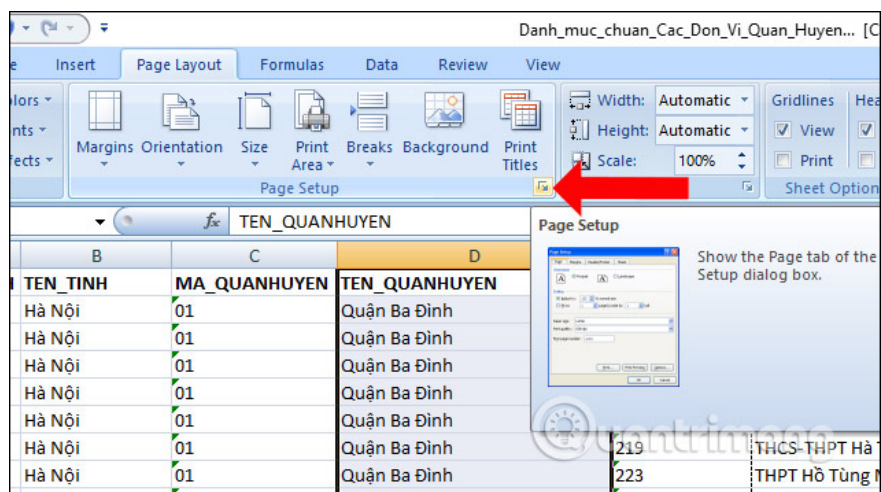


Or you can click Page Layout> Print Area> Set Print Area to select the blackened data area to print this area only. How to read in detail in the article [How to print a selection in Microsoft Excel](#).

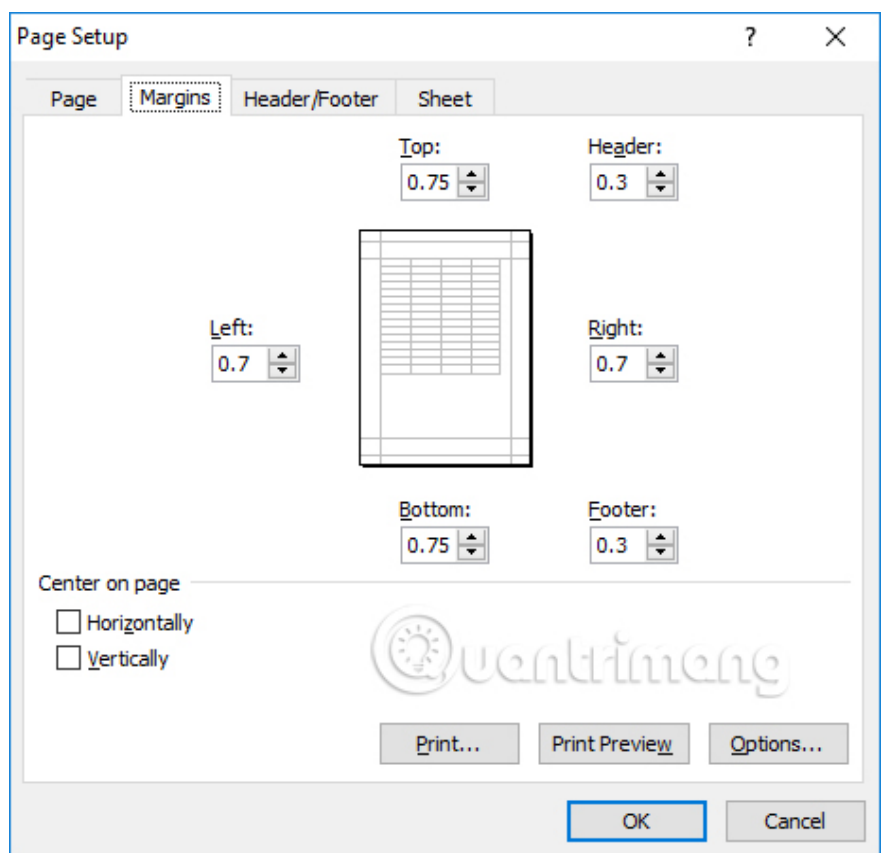


Method 5: Edit the print page margin

Editing the print page margins is also a way for users to put content printed on Excel in just one paper. Click on the **Page Layout** tab and then in the **Page Setup** group click on **the arrow icon** .



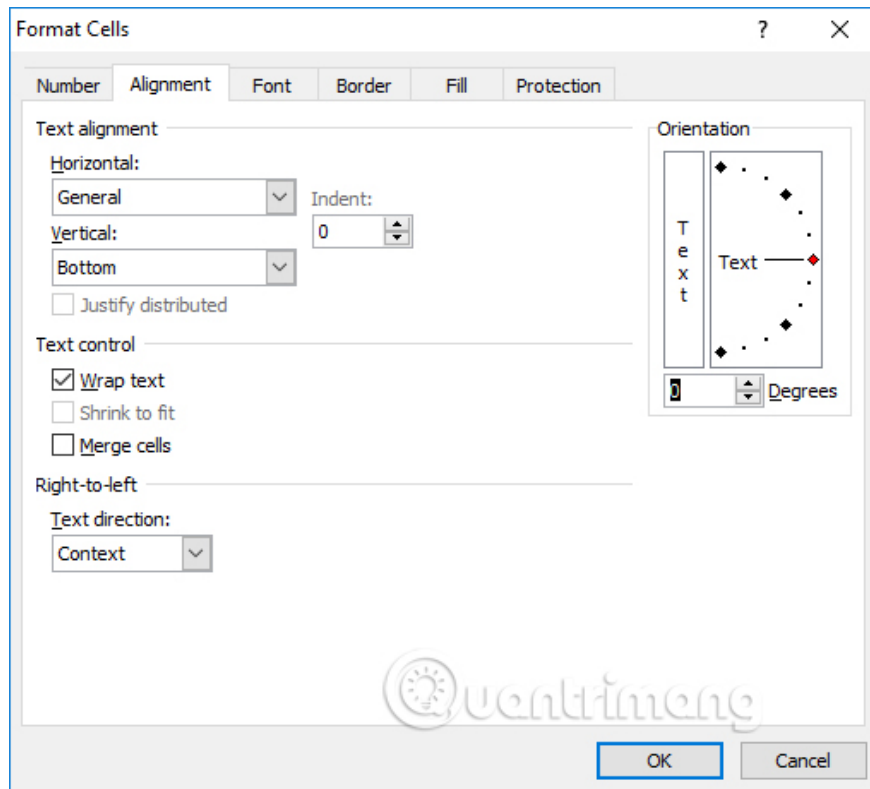
A new dialog box appears, click on the **Margins** tab, and then adjust the margins on each side to match the content on one side of the A4 page only.



Method 6: Change the width of the column

If the content is in a line, the cell has multiple characters, Excel automatically extends the cell size to enter the content. If so, we can adjust the width of the column to shrink the table size to print the document in an A4 sheet.

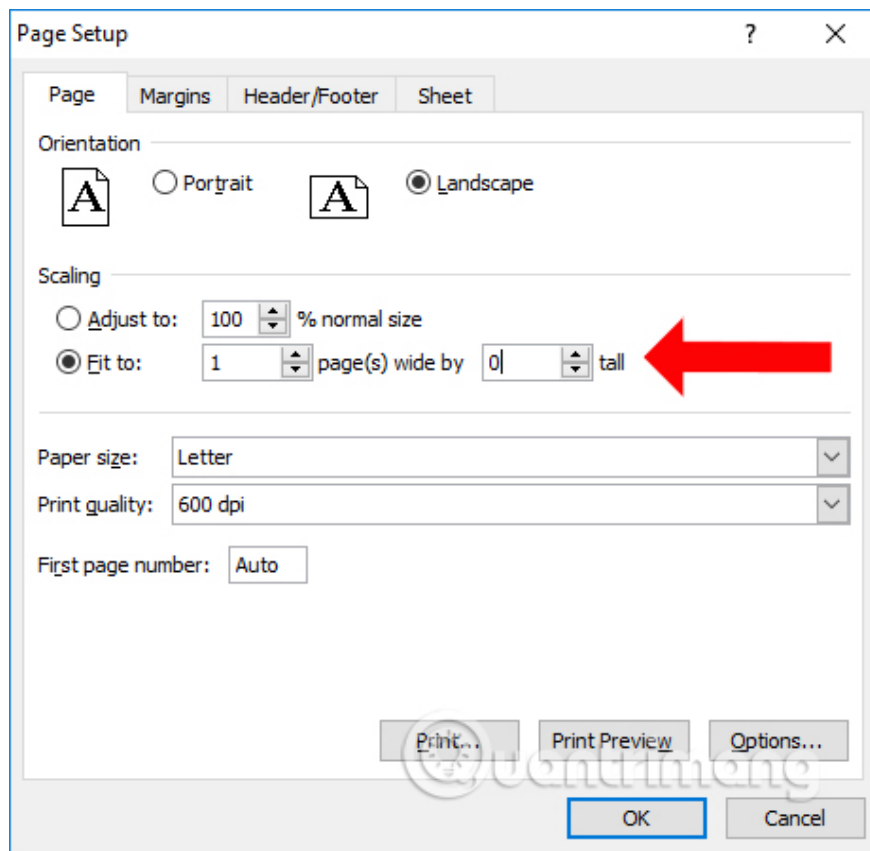
Right-click **Format Cells** and then select **Alignment** . Then select the **Wrap Text** option to adjust the width of the columns by dragging the margins.



Method 7: Adjust the table size

We click on **the arrow icon in the Page Setup group** , then at the Page item click on the **Fit to** item, enter the number into the **page (s) section wide** and **tall** .

If the user wants to print the spreadsheet in the full width of the page, at page (s) wide by entering 1 and at the height enter 0.



So with some of the above methods, you can adjust the Excel document to fit one A4 paper page when printing. You can customize it accordingly to get the document you want to print.

See more:

1. Some tips for printing text in MS Word
2. 6 methods to convert PDF to images
3. Word 2016 Complete Guide (Part 11): Print text

I wish you all success!

You finished reading the article "**How to print Excel on an A4 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.