

How to repeat titles in Excel 2007, 2010 and 2013 when printing

When printing Excel with multi-page content, if we let the title appear on each page, the reader can visualize the content of the spreadsheet or statistics table, without having to go back to the first page to see the title. .

The Microsoft Office office suite is still the first choice when we need to handle text content, statistics tables or presentations. Therefore, if you know more tricks with Word, Excel and Powerpoint, it will be easier to work, especially for those who often use this office toolkit.

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

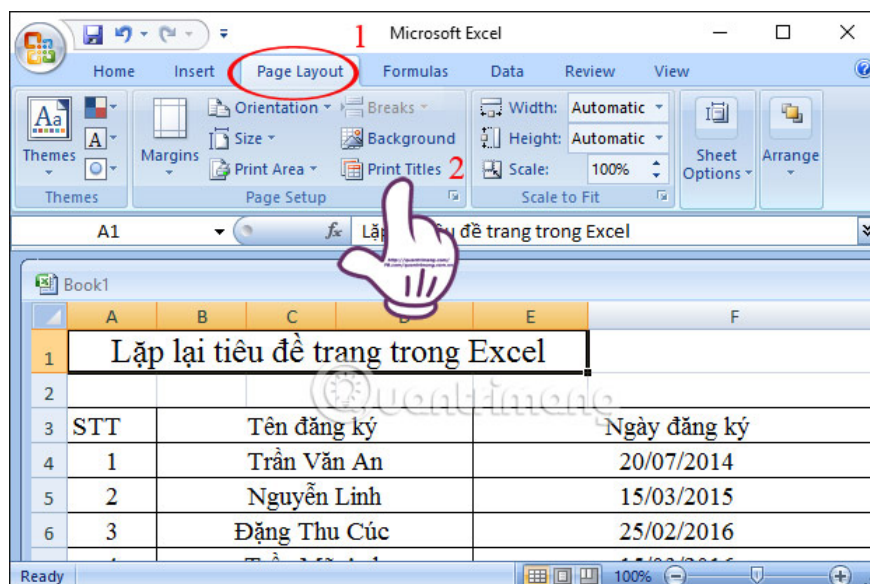
With Microsoft Excel, network administrators have introduced you to a lot of good tricks, tips to deal with data tables so that we can be more proficient and highly effective at work. And today, we will show you how to repeat the title in Excel when printing. With Excel with long content, when printing to multiple pages if repeating the title on each page, it makes the content easier to understand.

This will help others to grasp the general content of the entire Excel table content right in the title of each page, without having to go back to the first page to review the title. If the reader wants to display the title in each page of Excel, please refer to our article below.

Instructions to repeat the title when printing on Excel

Step 1:

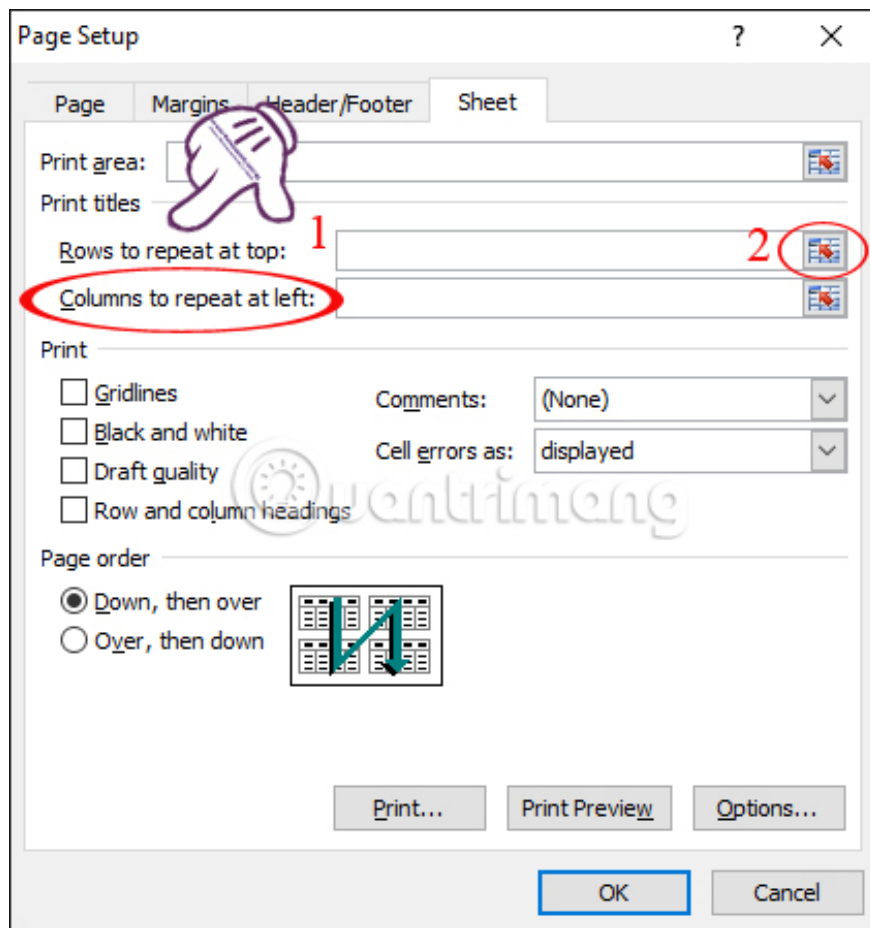
First of all, open the Excel file and enter the text to print. Next, select the **Page Layout** tab on the Ribbon toolbar, then select **Print Titles** .



Step 2:

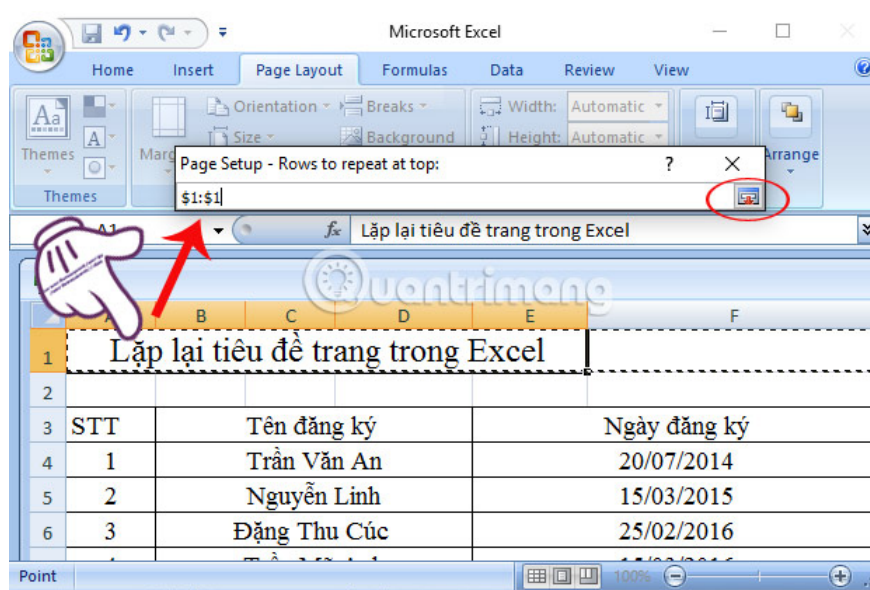
The **Page Setup** dialog box appears. Here, if we want to **repeat the title in line**, select **Rows to repeat at top** . If you want to **repeat the title by column**, select **Columns to repeat at left** .

Here, we will select the item to **repeat the title in line** . Click **the square icon** at the end of the line Rows to repeat at top.

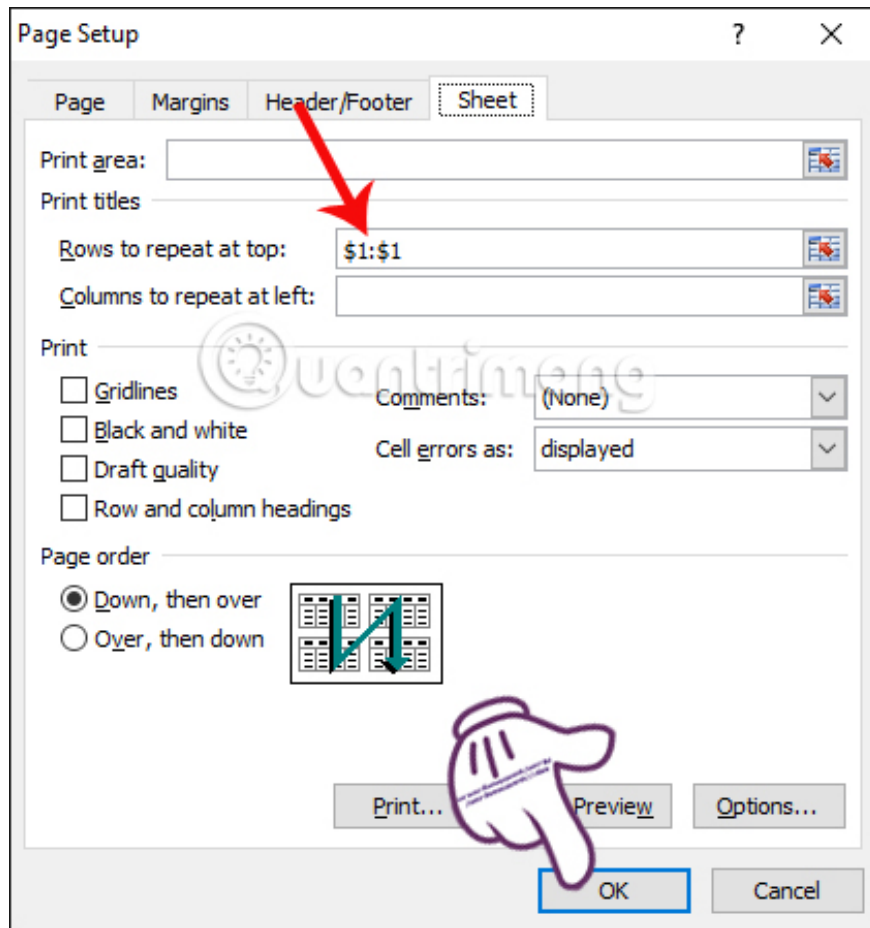


Step 3:

Shortly thereafter in Excel content will appear a small white frame Rows to repeat at top. You **highlight or click on the content to repeat**. The content will automatically appear in that frame. After entering, **press Enter** or click the square icon at the end of the white frame.

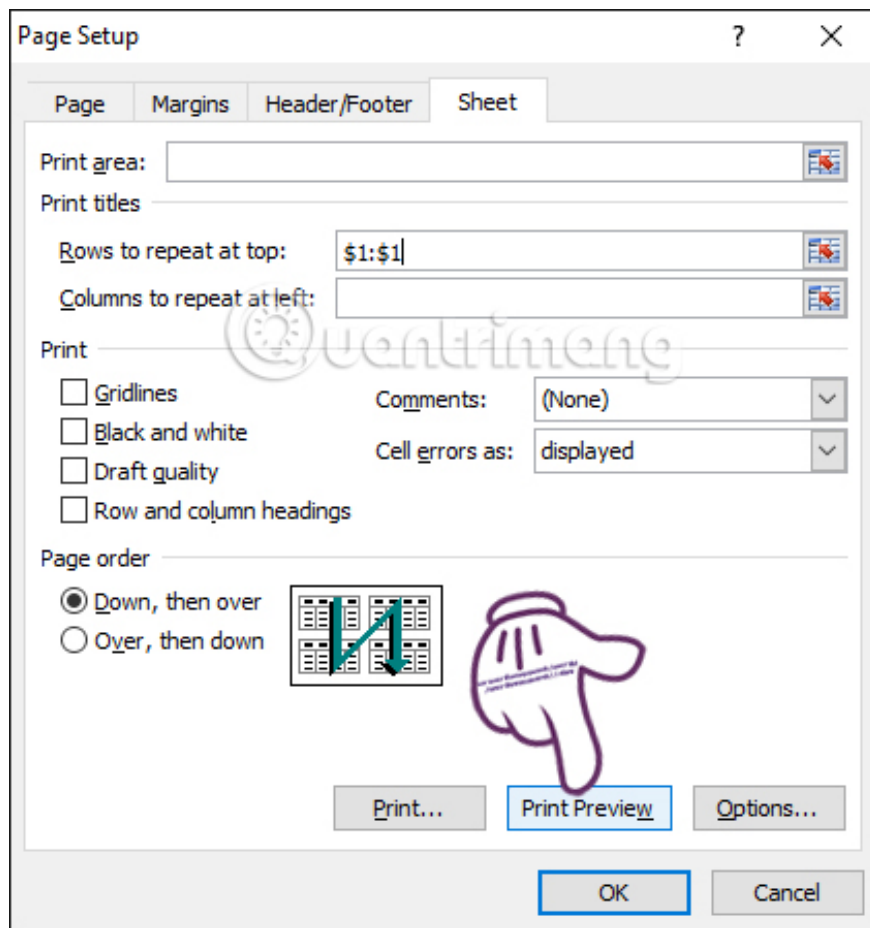


Soon, we will be returned to the Page Setup dialog box interface. In the section Rows to repeat at top will appear the title line you want to repeat.

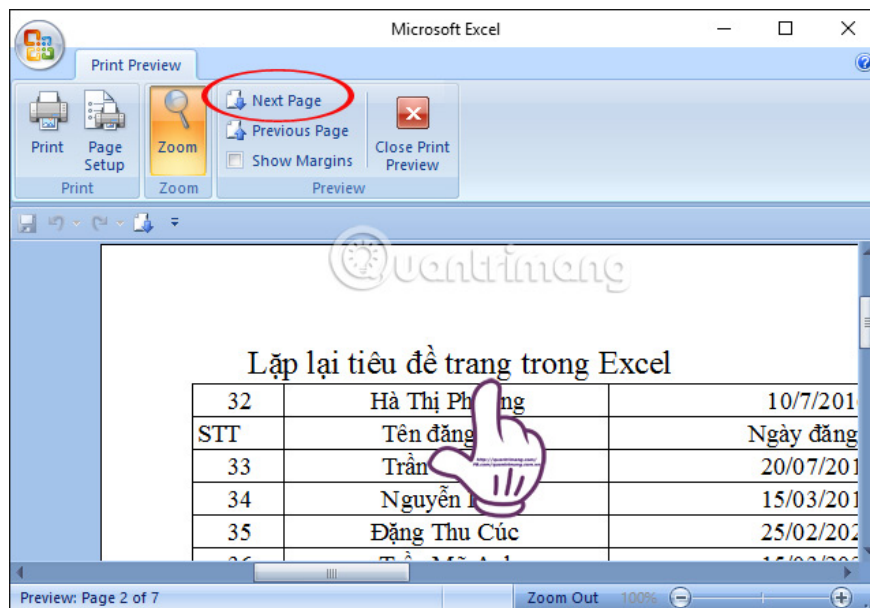


Step 4:

To review the content, we can click **Print Preview**. Also, click **OK** to save.



You see the title at the top of page 1 will be repeated on the next page. For example, in the image on the second page, we will also see the title appear at the top of the page. Other sites are similar.



Now, you can print all Excel pages and the title will still appear at the top of all the pages. With long Excel content that needs to be printed, don't skip this simple and useful trick to make the Excel spreadsheet content

easier to understand.

Video tutorials repeat Excel headlines when printing

Refer to the following articles:

1. 10 ways to recover corrupted Excel files
2. These are the most basic functions in Excel that you need to understand
3. MS Excel - Lesson 4: Working with lines, columns, sheets

I wish you all success!

You finished reading the article "**How to repeat titles in Excel 2007, 2010 and 2013 when printing**" 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.