

Set page margins in Excel

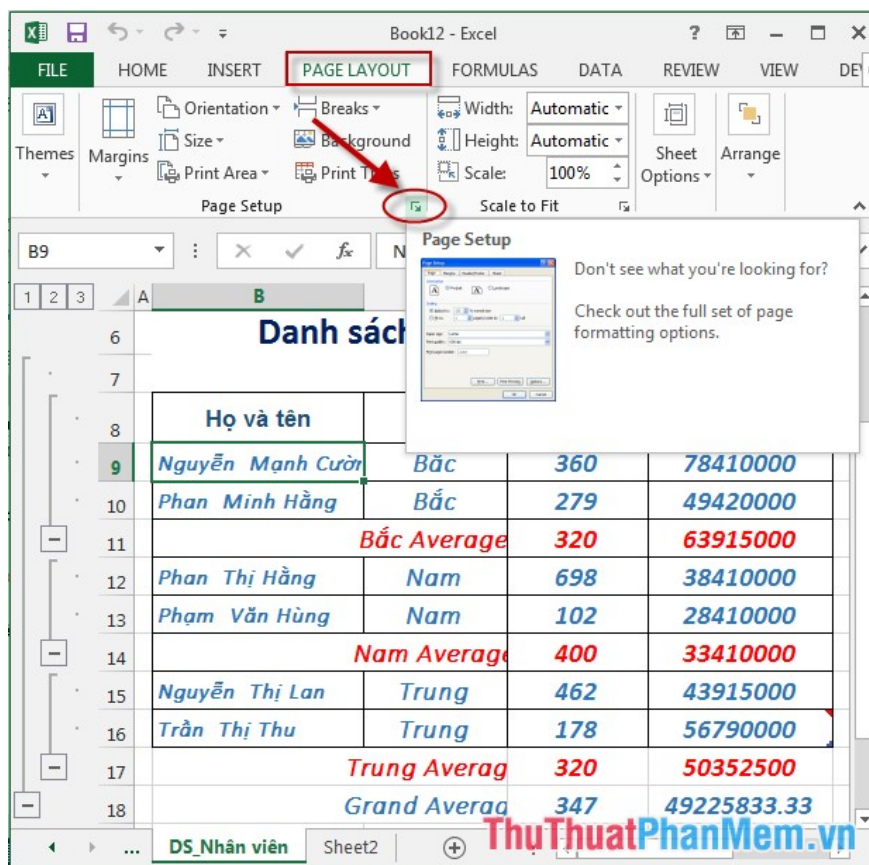
Show you how to set print margins in Excel. Setting margins for pages in Excel is an indispensable operation for print jobs after calculations. To set the margins for the printed page, follow these steps: Step 1: Go to the Home tab - PageLayout - click on the hat

The following article details you how to set print margins in Excel.

Page Setup in Excel

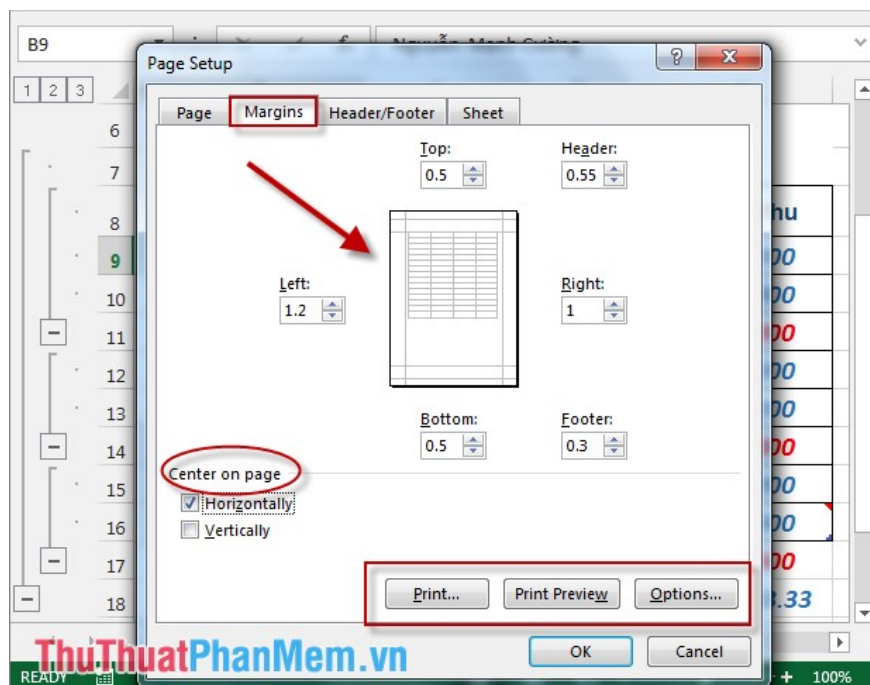
Setting margins for pages in Excel is an indispensable operation for print jobs after calculations. To set the margins for the printed page, follow these steps:

Step 1: Go to Home tab -> PageLayout -> click on the arrow below:



Step 2: The **Page SetUp** dialog box appears with the following options:

- **Top:** distance of upper margin to printed paper.
- **Bottom:** the distance of the bottom margin compared to the printed paper.
- **Left:** the distance of the left margin compared to the printed paper.
- **Right:** the distance of the right margin compared to the printed paper.
- In the **Center on page:**
 - + If **checked, Horizontally:** Align all the tables with the paper compared to the paper printed horizontally.
 - + If the **Hori check box is selected :** Align the table evenly compared to the paper printed horizontally.
- Options:
 - + **Print:** Print the spreadsheet.
 - + **printPreview:** Print preview .
 - + **Options :** Other options.



- Depending on the size of the spreadsheet you set the print margins accordingly.
- For example, when selecting print preview mode, **PrintPreview** spreadsheet is displayed:

Book12 - Excel

Print

Copies: 1

Print

Printer: Send To OneNote 2013 Ready

Settings

Print Active Sheets: Only print the active she...

Pages: to

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

Portrait Orientation

A4: 8.27" x 11.69"

Normal Margins: Left: 0.7" Right: 0.7"

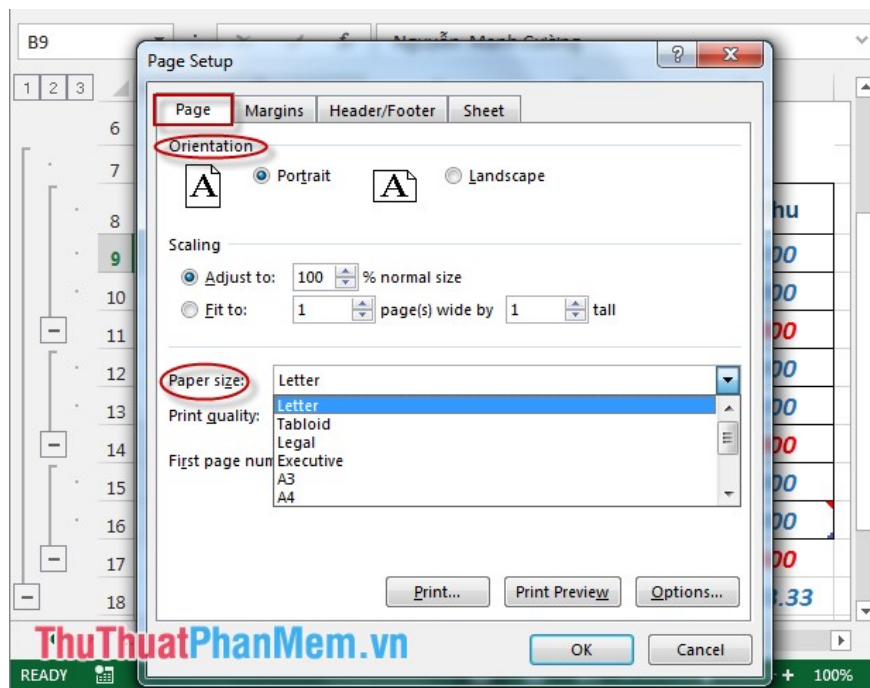
1 of 1

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Mã nhân viên	Họ tên	Số lượng	Đơn vị thu
001	Nguyễn Văn Công	100	100.000.000
002	Trần Văn Dũng	150	150.000.000
003	Phạm Văn Hùng	200	200.000.000
004	Nguyễn Văn Mạnh	250	250.000.000
005	Nguyễn Văn Sơn	300	300.000.000
006	Nguyễn Văn Tuấn	350	350.000.000
Tổng cộng		1250	1.250.000.000

- In addition, you can set the type of paper to print vertical or horizontal or paper size by switching to the **Page** tab :

+ **Orientation:** Select paper orientation: **Portrait** - portrait , **Landscape** - horizontal, choose paper **size** in **Page size:**



Above is a detailed guide on how to set print margins in Excel.

Good luck!

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