

Excel Printing Preview

Before you print anything in EXCEL, make sure everything fits on the page. Click FILE and select PRINT PREVIEW.

Print selected cells

To print selected cells, highlight them, click FILE and select PRINT. In the PRINT window click SELECTION, and then click OK.

Shrink data to fit

If you have more data in your worksheet than will fit on a page, click FILE and PAGE SETUP. Click the PAGE tab and select FIT TO under SCALING

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