

EXCEL PAGE SETUP AND PRINT ANY DATA

- (1) Select Paper size
- (2) Set Page Margin
- (3) Set page orientation
Portrait or Landscape
- (4) Click view tab
Click Page break preview
Set row and column
Click normal
See print preview (Ctrl + F2)

Print area

Select data in excel sheet where you want to print

- Select data
- Page layout
- Print area
- Set print area
- See print preview (Ctrl + F2)

Center Data in Excel sheet for printing

- Go to print preview
- Click page setup
- Margin
- Go to center on page option
- Click horizontally or vertical for center data
- Ok

Adjust data on single page on printing time

- Go to print preview
- Click page setup
- Click page
- Go to adjust to
- Set percentage for adjust data on single page