

Lesson 2-23: Print out a worksheet

We aren't going to explore every option for preparing and printing a worksheet in this *Basic Skills* book. Printing is such a huge subject that an whole session to it in the *Essential Skills* book in this series (in *Session Seven: Printing Your Work*).

This lesson only aims to teach you the bare minimum skills you need to put your work onto paper.

- 1 Open *First Quarter Sales and Profit-12* from your sample files folder (if it isn't already open).

	A	B	C	D	E	F	G
1	Sales and Profit Report - First Quarter 2008						
2							
3		Jan	Feb	Mar	Average	Maximum	
4	New York	22,000	29,000	19,000	23,333	29,000	
5	Los Angeles	42,000	39,000	43,000	41,333	43,000	
6	London	18,000	20,000	22,000	20,000	22,000	
7	Paris	35,000	26,000	31,000	30,667	35,000	
8	Munich	12,000	15,000	13,000	13,333	15,000	
9	Sales	129,000	129,000	128,000			
10							
11	Costs	83,000					
12	Profit	46,000					
13	10% Bonus	4,600					
14							
15	USA Sales	64,000					
16	European Sales	65,000					
17							
18	Monday	1	9	01-Jan-08	Adjusted	01-Jan-09	31-Mar-09
19	Tuesday	2	18	02-Jan-08	Adjusted	02-Jan-09	31-Mar-09
20	Wednesday	3	27	03-Jan-08	Adjusted	03-Jan-09	31-Mar-09
21	Thursday	4	36	04-Jan-08	Adjusted	04-Jan-09	31-Mar-09
22	Friday	5	45	05-Jan-08	Adjusted	05-Jan-09	31-Mar-09
23	Saturday	6	54	06-Jan-08	Adjusted	06-Jan-09	31-Mar-09
24	Sunday	7	63	07-Jan-08	Adjusted	07-Jan-09	31-Mar-09

- 2 Click File→Print.

Backstage View appears offering many preview and print options:

First Quarter Sales and Profit-12

Send the worksheet to the printer

Select printer

Preview of how the page will look when printed


Print options

Move to a different page

Zoom preview

Show margins

	Jan	Feb	Mar	Average	Minimum
New York	22,000	25,000	18,000	25,555	20,000
Los Angeles	42,000	35,000	40,000	41,555	40,000
London	18,000	20,000	22,000	20,000	22,000
Paris	35,000	28,000	31,000	30,667	28,000
Munch	12,000	15,000	15,000	15,555	15,000
Sales	128,000	128,000	128,000		
Cost	85,000				
Profit	48,000				
10% Bonus	4800				
USA Sales	64,000				
European Sales	65,000				
Monday	1	2	02-Jan-08 Adjusted	02-Jan-08	02-Jan-08
Tuesday	2	3	03-Jan-08 Adjusted	03-Jan-08	03-Jan-08
Wednesday	3	27	05-Jan-08 Adjusted	05-Jan-08	05-Jan-08
Thursday	4	26	04-Jan-08 Adjusted	04-Jan-08	05-Jan-08
Friday	5	46	05-Jan-08 Adjusted	05-Jan-08	05-Jan-08
Saturday	6	51	06-Jan-08 Adjusted	06-Jan-08	05-Jan-08
Sunday	7	65	07-Jan-08 Adjusted	07-Jan-08	05-Jan-08

3 Click on the zoom button  to see the zoom feature working.
Each time you click on the button the page zooms in and out.

4 Print the worksheet.
Click the *Print* button:



The page is printed on the selected printer.