

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.

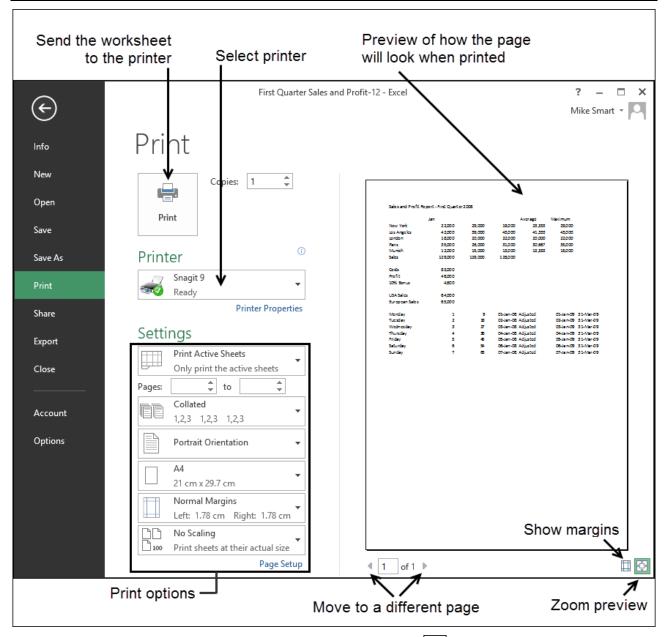
1 Open *First Quarter Sales and Profit-12* from your sample files folder (if it isn't already open).

4	А	В	С	D	Е	F	G
1	Sales and Profit R	eport - First Qu	arter 2008				
2							
3		Jan	Feb	Mar	Average	Maximun	n
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



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.

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