

Lesson 2-23: Print out a worksheet

You aren't going to explore every option for preparing and printing a worksheet in this lesson. Printing is such a huge subject that a whole session is dedicated 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 2016 | | | | | | |
| 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-16 | Adjusted | 01-Jan-16 | 31-Mar-16 |
| 19 | Tuesday | 2 | 18 | 02-Jan-16 | Adjusted | 02-Jan-16 | 31-Mar-16 |
| 20 | Wednesday | 3 | 27 | 03-Jan-16 | Adjusted | 03-Jan-16 | 31-Mar-16 |
| 21 | Thursday | 4 | 36 | 04-Jan-16 | Adjusted | 04-Jan-16 | 31-Mar-16 |
| 22 | Friday | 5 | 45 | 05-Jan-16 | Adjusted | 05-Jan-16 | 31-Mar-16 |
| 23 | Saturday | 6 | 54 | 06-Jan-16 | Adjusted | 06-Jan-16 | 31-Mar-16 |
| 24 | Sunday | 7 | 63 | 07-Jan-16 | Adjusted | 07-Jan-16 | 31-Mar-16 |

- 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

Copies: 1

Printer: hp LaserJet 420 UPD PCL 6 Ready

Settings

Print Active Sheets: Only print the active sheets

Pages: to

Print One Sided: Only print on one side of th...

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

Portrait Orientation

A4: 21 cm x 29.7 cm

Normal Margins: Left: 1.78 cm Right: 1.78 cm

No Scaling: Print sheets at their actual size

Print options

Move to a different page

Zoom preview

Show margins

| Sales and Profit Report - First Quarter 2016 | | | | | |
|--|---------|---------|-----------|----------|---------------------|
| | Jan | Feb | Mar | Average | Maximum |
| New York | 22,000 | 29,000 | 19,000 | 23,333 | 29,000 |
| Los Angeles | 42,000 | 59,000 | 45,000 | 48,333 | 45,000 |
| London | 16,000 | 20,000 | 22,000 | 20,000 | 22,000 |
| Paris | 35,000 | 26,000 | 51,000 | 30,667 | 55,000 |
| Munch | 12,000 | 15,000 | 15,000 | 14,000 | 15,000 |
| SWia | 129,000 | 129,000 | 128,000 | | |
| Costs | 85,000 | | | | |
| Profit | 46,000 | | | | |
| 10% Bonus | 4,800 | | | | |
| USA Sales | 84,000 | | | | |
| European Sales | 65,000 | | | | |
| Monday | 1 | 9 | 05-Jan-16 | Adjusted | 05-Jan-16 31-Mar-16 |
| Tuesday | 2 | 16 | 05-Jan-16 | Adjusted | 05-Jan-16 31-Mar-16 |
| Wednesday | 3 | 27 | 05-Jan-16 | Adjusted | 05-Jan-16 31-Mar-16 |
| Thursday | 4 | 36 | 04-Jan-16 | Adjusted | 04-Jan-16 31-Mar-16 |
| Friday | 5 | 46 | 05-Jan-16 | Adjusted | 05-Jan-16 31-Mar-16 |
| Saturday | 6 | 54 | 06-Jan-16 | Adjusted | 06-Jan-16 31-Mar-16 |
| Sunday | 7 | 63 | 07-Jan-16 | Adjusted | 07-Jan-16 31-Mar-16 |

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.

If you have a large screen you may not see a lot of difference when you zoom.

4 Print the worksheet.

Click the *Print* button:



The page is printed on the selected printer.