



Print Area and Page Breaks

Set the Print Area

- 1 Select cells that you want to print.
- 2 Click the **Page Layout** tab.
- 3 Click the **Print Area** button.
- 4 Select **Set Print Area**.

AutoSave OFF Book - Excel Kayla Claypool

File Home Insert Draw **Page Layout** Formulas Data Review View Help Tell me

Themes Margins **Print Area** Background Print Titles Width: Automatic Height: Automatic Scale: 100% Gridlines View Print Headings View Print Arrange

Set Print Area
Clear Print Area

A1

	A	B	C	D	E	F	G
	Date	Agent	Office	Excursion	Price	Packages	Total
1							
2	Jan 2	Kerry Oki	Minneapolis	Paris	5,500	3	16,500
3	Jan 3	Kerry Oki	Minneapolis	México DF	4,500	2	9,000
4	Jan 3	Paul Tron	Paris	México DF	4,500	4	18,000
5	Jan 3	Nena Moran	Torreon	Beijing	7,000	3	21,000
6	Jan 4	Kerry Oki	Minneapolis	México DF	4,500	2	9,000
7	Jan 4	Robin Banks	Minneapolis	Las Vegas	3,500	2	7,000
8	Jan 5	Camille Orne	Paris	Paris	5,500	6	33,000
9	Jan 8	Paul Tron	Paris	México DF	4,500	7	31,500
10	Jan 8	Kerry Oki	Minneapolis	Paris	5,500	4	22,000
11	Jan 9	Camille Orne	Paris	Beijing	7,000	2	14,000
12	Jan 10	Paul Tron	Paris	Paris	5,500	2	11,000
13	Jan 10	Paul Tron	Paris	Beijing	7,000	3	21,000



Excel Interactive Tutorial

How to Set Print Area in Excel