



## 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

|    | 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