Quick Notes: Print Areas in Excel

Set Print Area

1. Select the cells you want to set as the print area
2. Click the Page Layout tab
3. Click the Print Area button
4. Select Set Print Area
5. The Print Area will now be identified by a dashed outline.

Adjust Page Breaks in Print Area

1. Click the View tab
2. Click the Page Break Preview button
3. A message will appear letting you know how to adjust the page breaks. Click the OK button.
4. Click and drag any blue lines to adjust the print area to fit your needs (solid lines are the print area border, dashed lines are page breaks)
5. Return to the other view by clicking the Normal button in the “Workbook Views” area

Clear Print Area

1. Click the Page Layout tab
2. Click the Print Area button
3. Select Clear Print Area