We hear about the paperless office all the time, but just cast a glance at your office or your desk at home—lots of paper still out there, no?
That’s the reality, of course. Sooner or later, you’ll be called upon to commit your spreadsheet data to printed form—for distribution at meetings, or for handing in to instructors, or for inclusion in booklets and brochures.

Once you get to it, you’ll find printing in Excel to be pretty simple—as it should be. In some ways it’s almost self-evident, meaning that with just a bit of exposure to the feature you’ll probably be able to figure out a good deal of what you need to know by yourself. And as usual, Excel gives you more than one way to carry out many of the basic printing tasks.

Deciding What You Want to Print
The first consideration in printing the data on your worksheet is how much of it you want to print. Your intention may be simple: to print everything on the sheet, and that makes your job easy. On the other hand, you may want to print just part of the data, but that objective only makes the job slightly harder.

Printing the Entire Worksheet
Let’s say that for starters you want to print all the data on one worksheet (not the entire workbook, though). To illustrate, enter the values from Figure 10–1 in cells C9:D13.
The next step is to access the Print command sequence, either by clicking the File command tab and choosing Print, or by calling upon the venerable Ctrl+P keyboard shortcut. Either way, you’ll be brought to the Backstage (see Figure 10–2).

Note the large print review pane to the right. In the simplest-case scenario, all you have to do now is click the large Print button and head for your printer to collect your copy.

OK, it isn’t always quite that easy, but it usually doesn’t get much more challenging than that. To delve into something slightly more complex than printing a worksheet, let’s first see how to print a selection.

### Printing a Selection

Let’s call up that Student Scores workbook, in which all those bonus grades were handed out. The data there was stored in the range J7:L12, and now we want to print the contents of just that range (see Figure 10–3).