

Page Breaks

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Insert a page break in Excel to specify where a new page will begin in the printed copy.

To insert a horizontal page break, execute the following steps.

1. Select the first row of the new page.

	A	B	C	D	E	F	G	H	I
1	Table 1								
2	50	16	11	27	96				
3	69	44	2	72	0				
4	60	4	20	31	88				
5									
6	Table 2								
7	1	33	92	66	70				
8	29	45	86	52	12				
9	60	48	16	98	99				
10	96	73	67	15	46				
11	40	49	41	68	27				
12	50	36	68	11	100				
13	20	15	79	40	53				
14	43	70	97	88	61				
15									

Chapter

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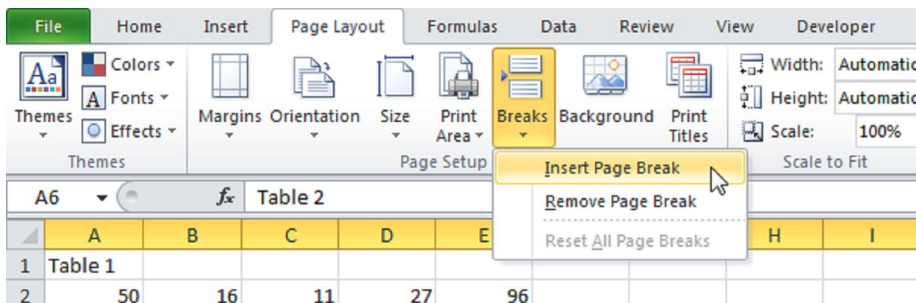
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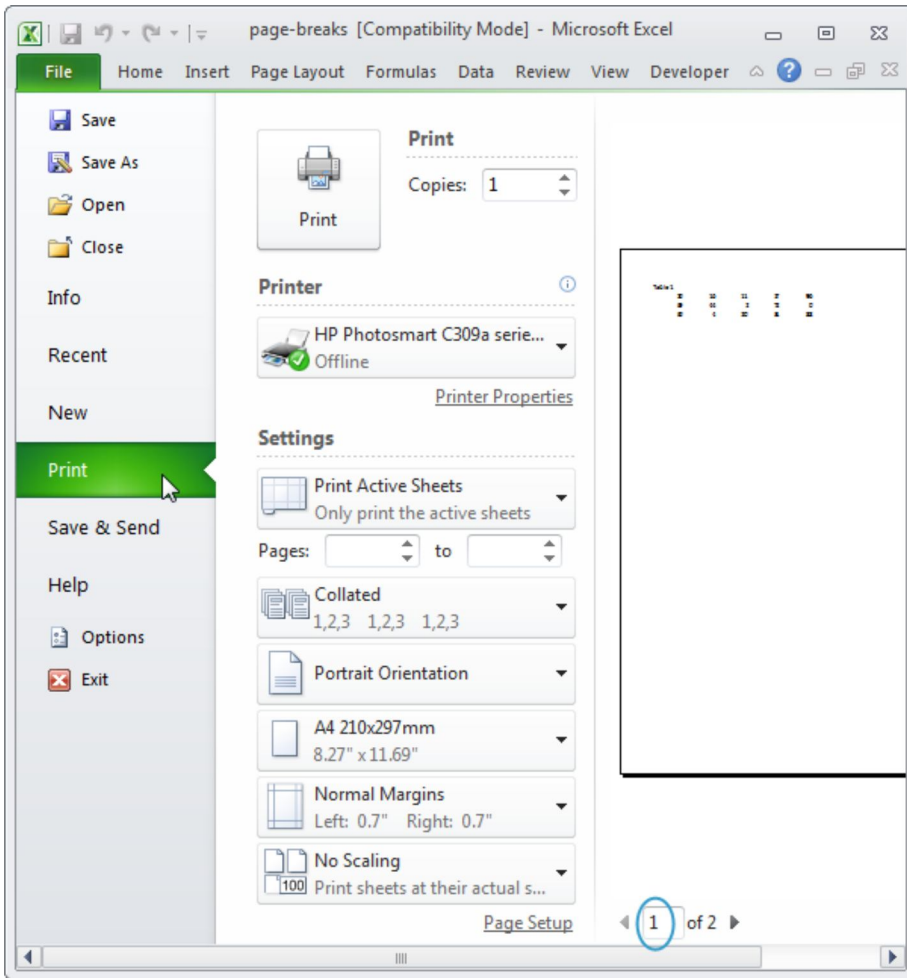
2. On the Page Layout tab, click Breaks, Insert Page Break.

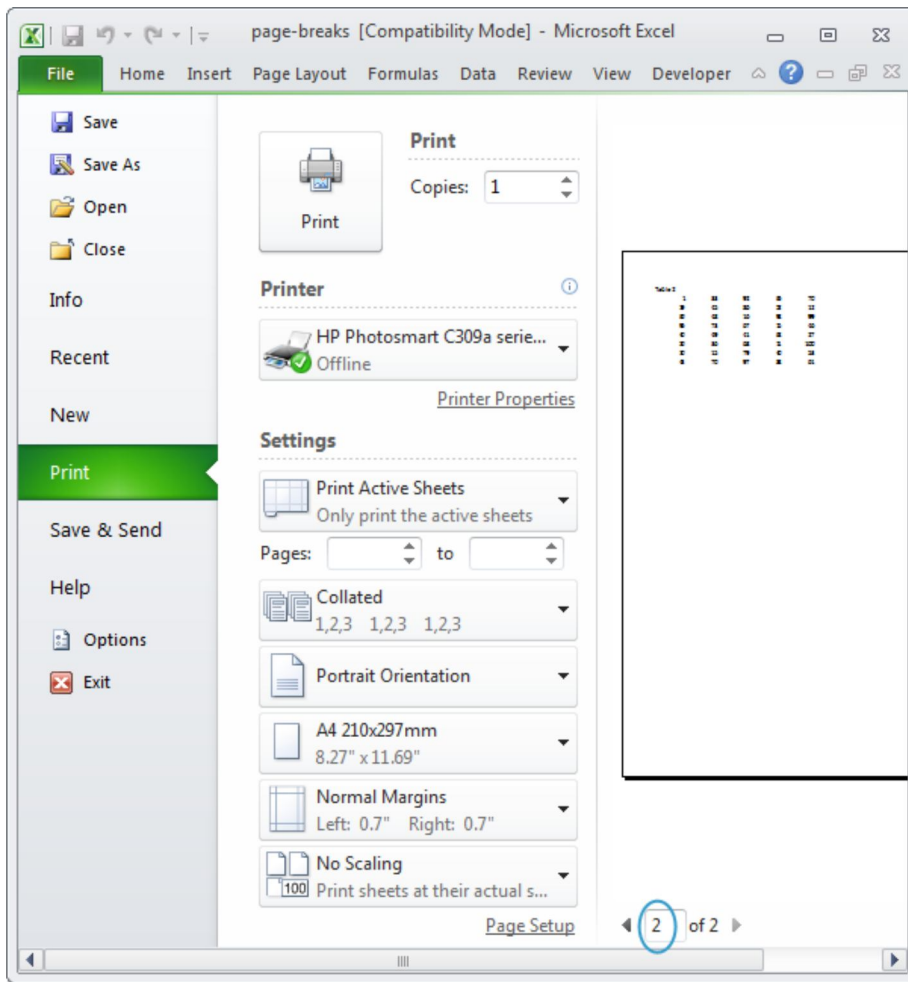


Excel displays a dashed line to show you where the new page begins.

	A	B	C	D	E	F	G	H	I
1	Table 1								
2	50	16	11	27	96				
3	69	44	2	72	0				
4	60	4	20	31	88				
5									
6	Table 2								
7	1	33	92	66	70				
8	29	45	86	52	12				
9	60	48	16	98	99				
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11	40	49	41	68	27				
12	50	36	68	11	100				
13	20	15	79	40	53				
14	43	70	97	88	61				
15									

3. On the File tab, click Print for a print preview.





Note: select an adjacent cell and click Breaks, Remove Page Break to remove a single page break. Click Breaks, Reset All Page Breaks to remove all manual page breaks. In a similar way, you can select a column to insert a vertical page break.

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 9.7k

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