

Print gridlines (the horizontal and vertical lines on your worksheet) and row/column headers (1, 2, 3 etc. and A, B, C etc.) to make your printed copy easier to read.

To print gridlines and headings in Excel, execute the following steps.

1. On the Page Layout tab, check Print under Gridlines and check Print under Headings.

File H	ome	Insert	Page Layout	Formula	s Data	Review		View	Developer	
Themes	Margins	I Size		Breaks ≠ Background Print Titles	Width:		_	Gridlines	-	_ A
Themes		Pa	ge Setup	E.	Scale	to Fit	5	Sheet O	ptions 🗳	

Go

Learn more, it's easy

Workbook Views
Page Breaks
Headers and Footers
Page Numbers
Print Titles
Center on Page
Print Gridlines & Headings

Print Area

Download Excel File

print-gridlines-headings.xls

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

Follow Excel Easy



X , 10) + (21 + =	data-set [Compatibility Mode] - Microsoft Excel 👝 🗉 🔉	3					
File Home Insert	Page Layout Formulas Data Review View Developer 🌣 🕜 📼 🗟	23					
Image: Save Image: Save As Image: Open Image: Close Info Recent	Print Print Copies: 1 Print Print Print Offline						
New	Printer Properties						
Print Save & Send	Print Active Sheets Only print the active sheets Pages: to \$						
Help	Collated						
Options	1,2,3 1,2,3 1,2,3						
🔀 Exit	Portrait Orientation 🔻						
	A4 210x297mm 8.27" x 11.69"						
	Left: 0.7" Right: 0.7"						
	No Scaling						
	Page Setup 4 1 of 1 🕨						
•		▶					

Do you like this free website? Please follow us on Google+

G+ Follow 9.7k

Learn more about printing, use the side menu >>

Go to Top: Print Gridlines and Headings | Go to Next Chapter: Share

COPYRIGHT (C) 2010-2015 WWW.EXCEL-EASY.COM. ALL RIGHTS RESERVED. EXCEL 2010 TUTORIAL | HOW TO EXCEL | MICROSOFT EXCEL 2010 | EXCEL MACRO