

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



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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						
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