♛ Excel Easy

#1 Excel tutorial on the net

Excel   **Introduction**   **Basics**   **Functions**   **Data Analysis**   **VBA**   **300 Examples**   **Ask us**
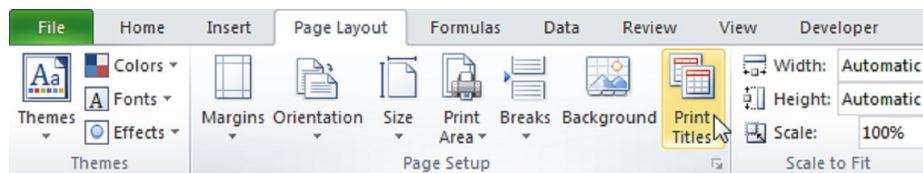
Print Titles G+ Follow   9.7k

You can specify rows and columns in Excel that will be printed on each printed page. This can make your printed copy easier to read.

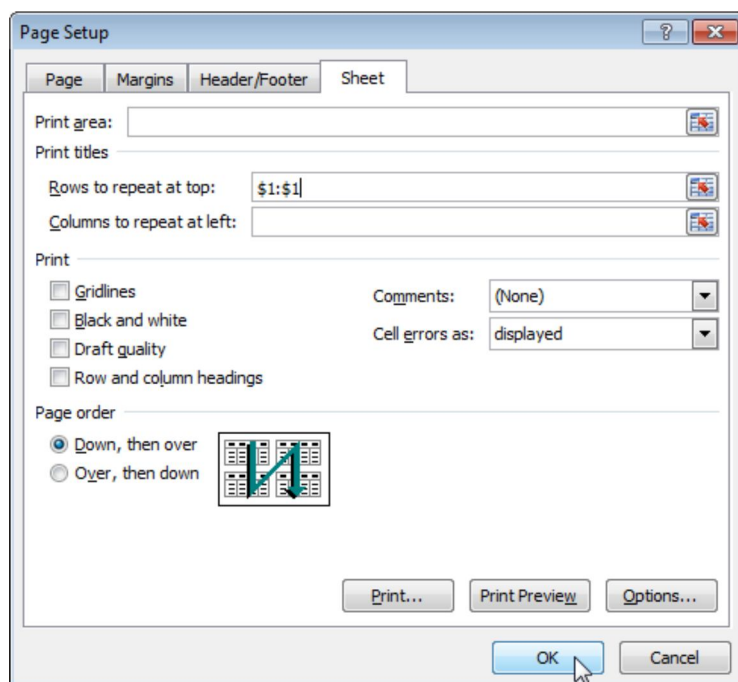To print titles, execute the following steps.

1. On the Page Layout tab, click Print Titles.

The Page Setup dialog box appears.

2. To repeat row 1 at the top of each printed page, click in the corresponding box and select row 1.

3. Click OK.

Note: in a similar way, you can repeat columns at the left of each printed page.

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

Chapter

Print

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Workbook Views

Page Breaks

Headers and Footers

Page Numbers

Print Titles

Center on Page

Print Gridlines & Headings

Print Area

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print-titles.xls

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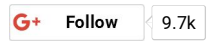
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