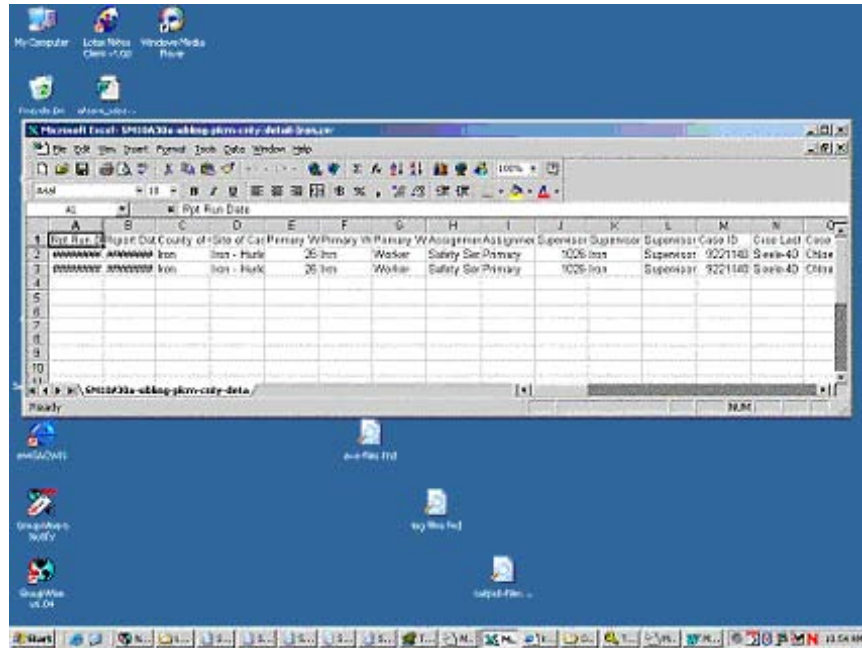


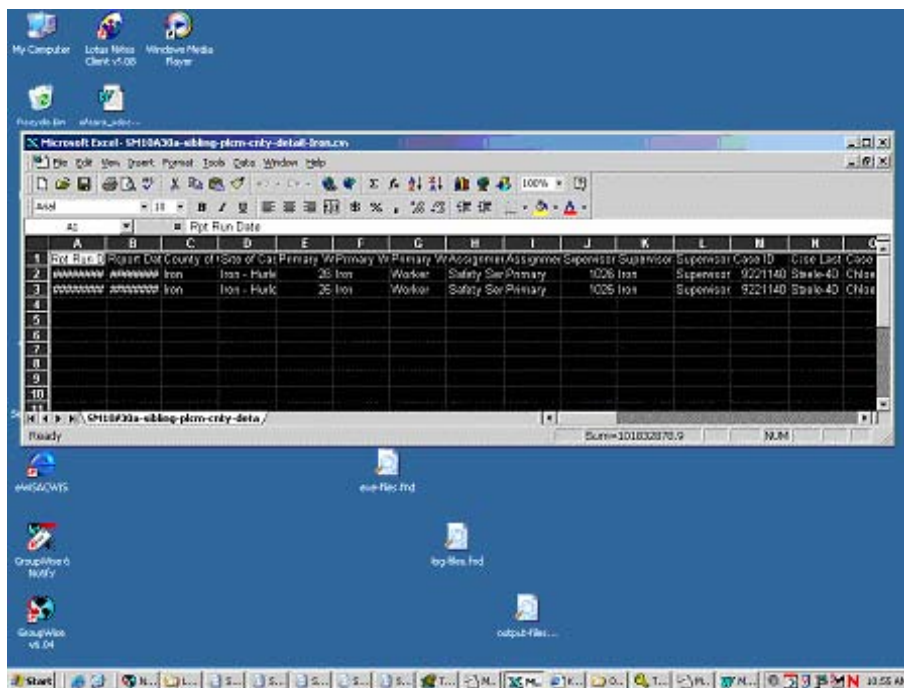
Formatting Excel Documents for Printing Reports

For earlier versions of Excel (i.e. 2003):

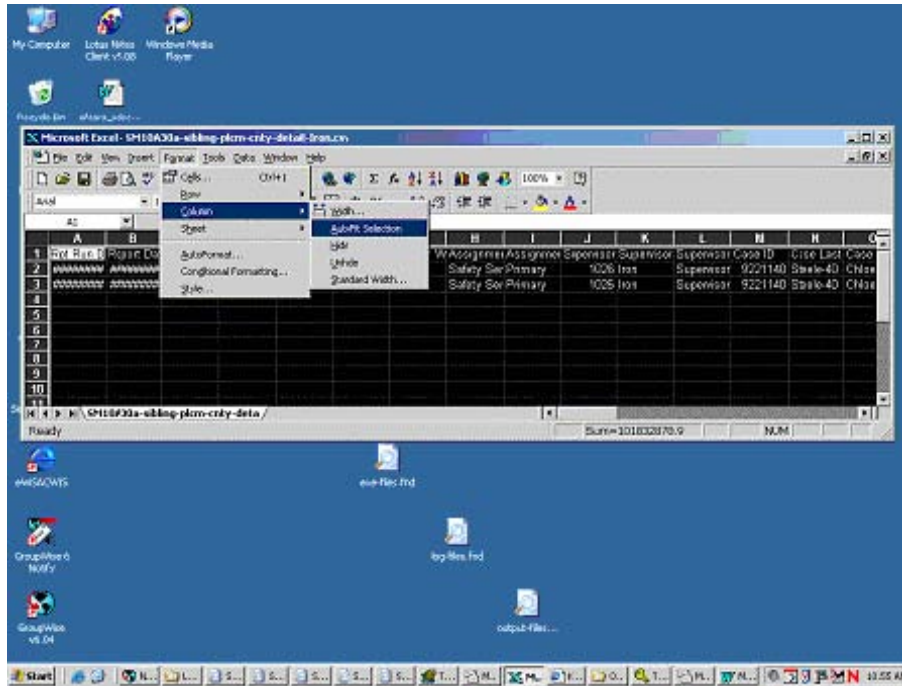
1. Resize the columns
 - a. When one first opens a spreadsheet, data and columns are difficult to read. This is due to the column width being too small.



- b. Click with the mouse in the small gray box *ABOVE* row 1 and *TO THE LEFT* of column A (this step should select all of the columns and rows in the spreadsheet as shown below).

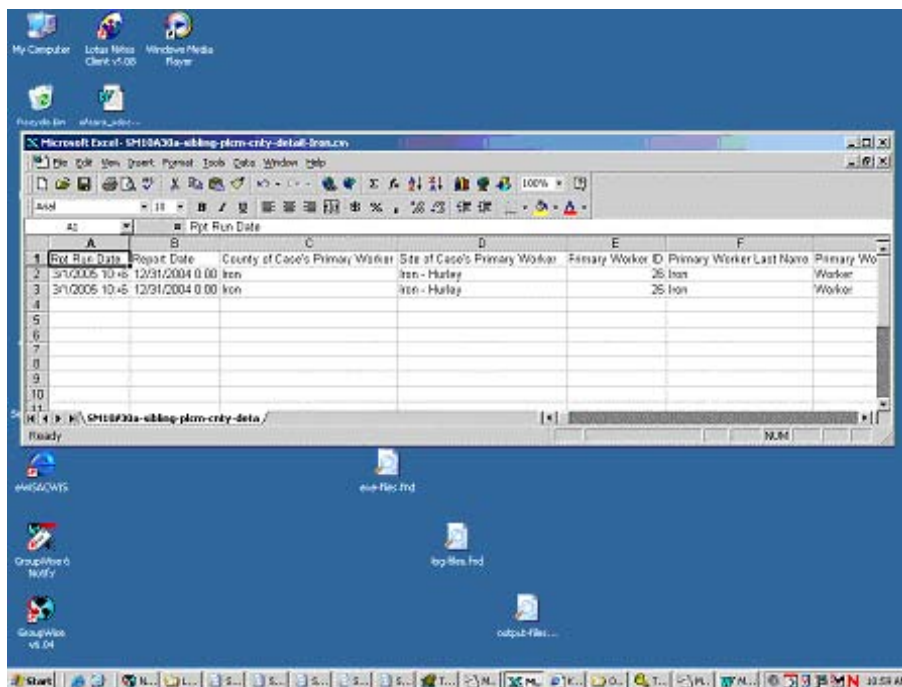


c. Select Format > Columns > Auto Resize

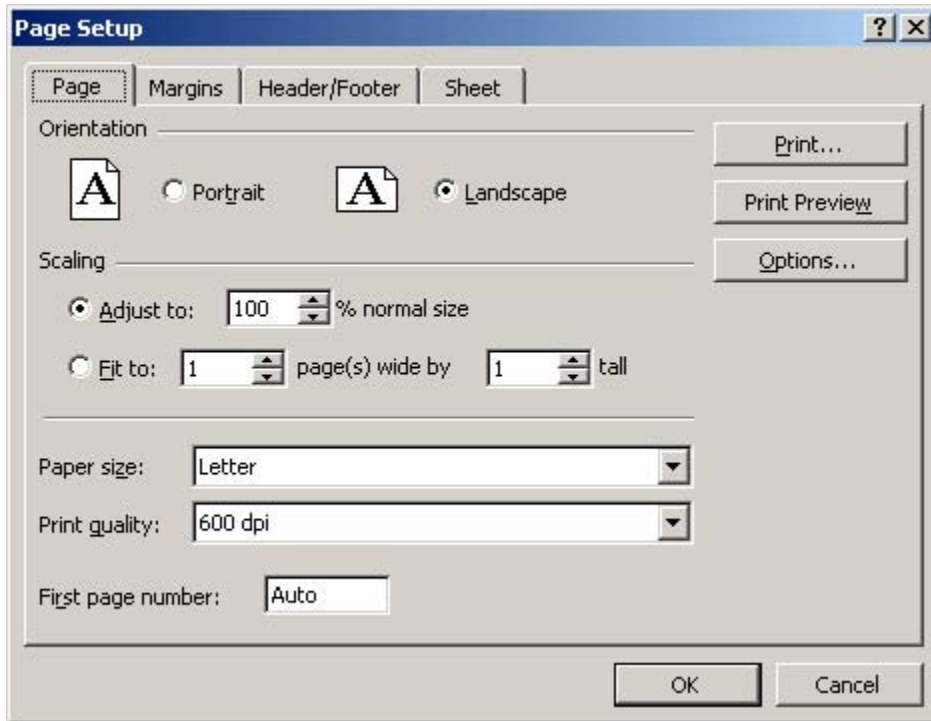


d. Then click in any cell on the spreadsheet.

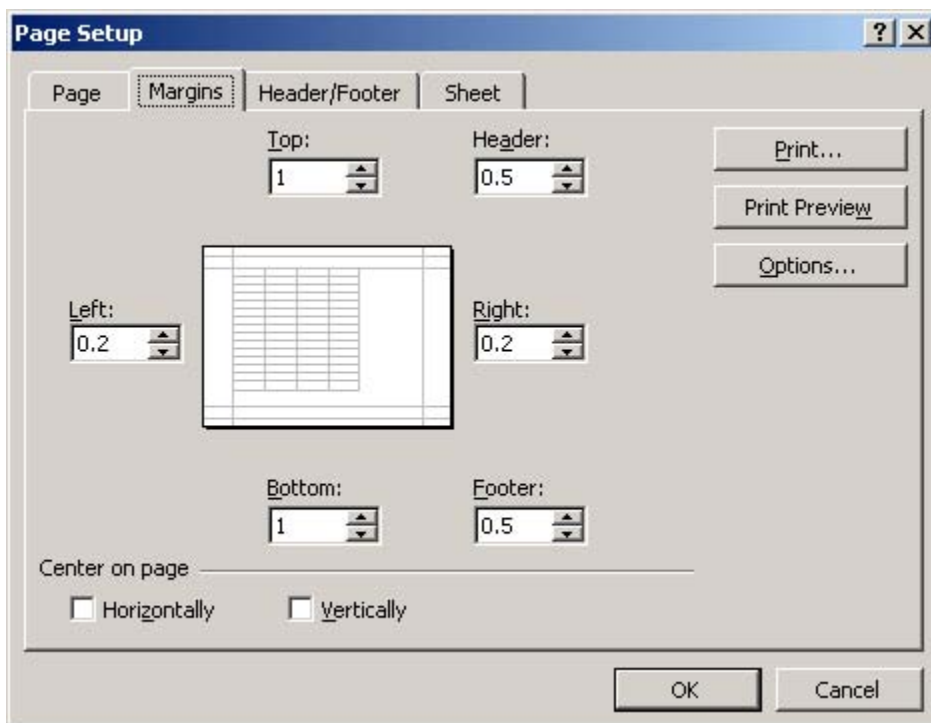
e. The columns will be the correct size for the title or data that is in the column and the remaining steps will enable printing of the spreadsheet.



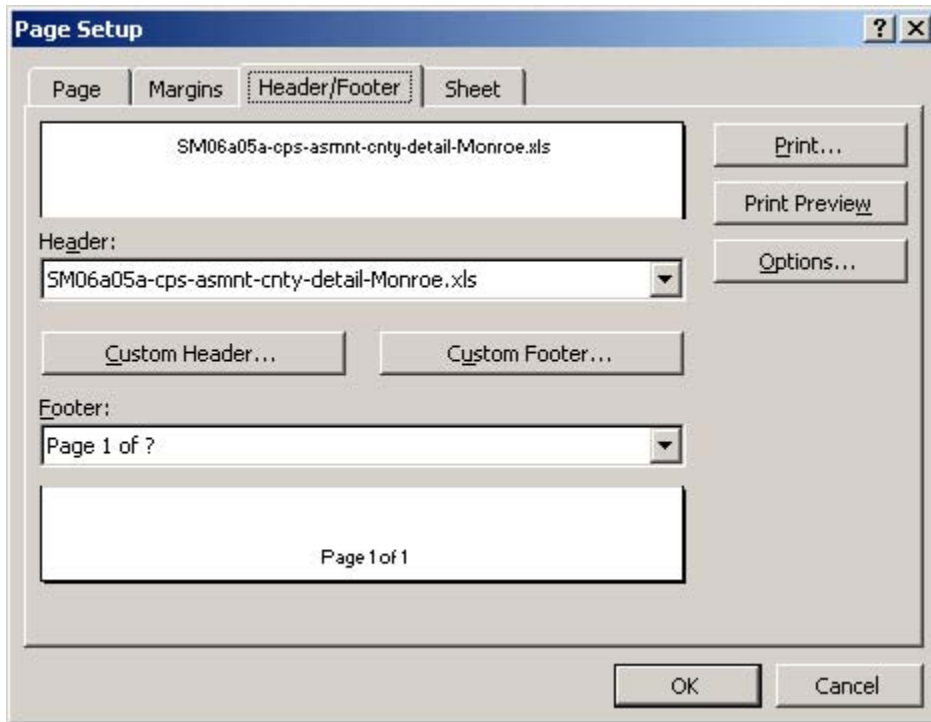
2. Page Setup changes for printing
 - a. Change the Orientation – to Landscape



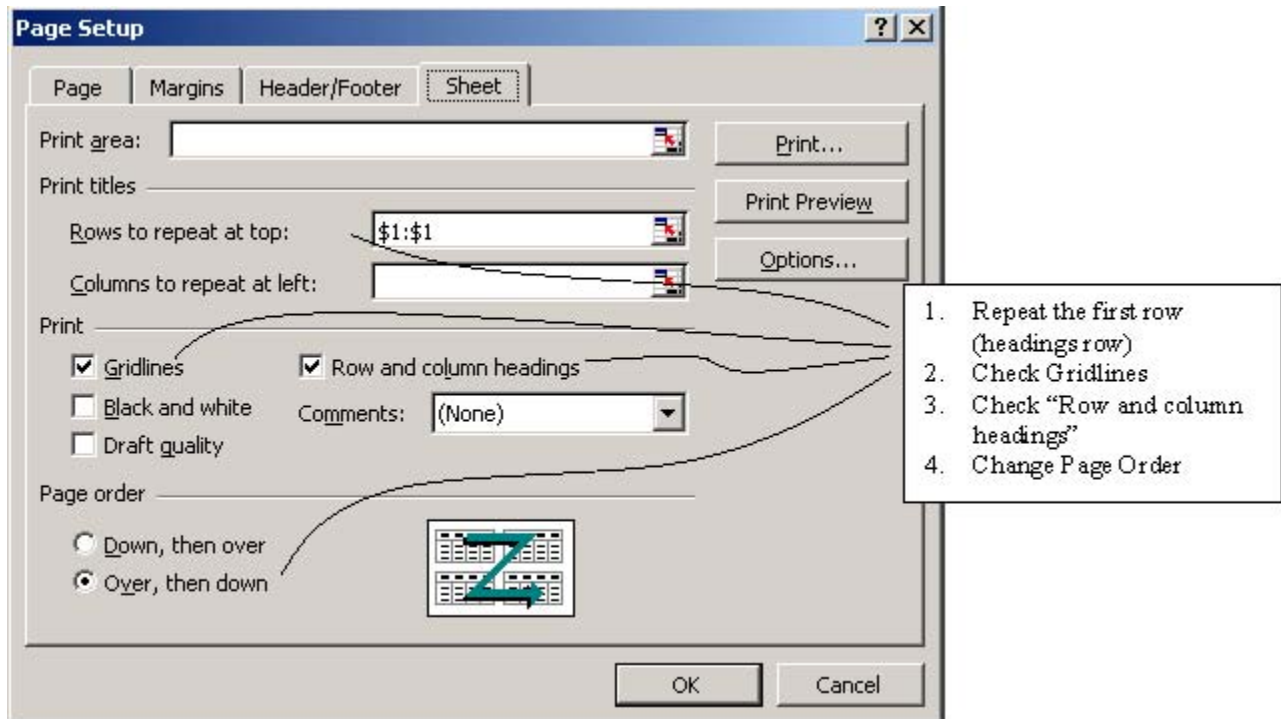
- b. Change the Left and Right Margins



c. Add Headers and Footers



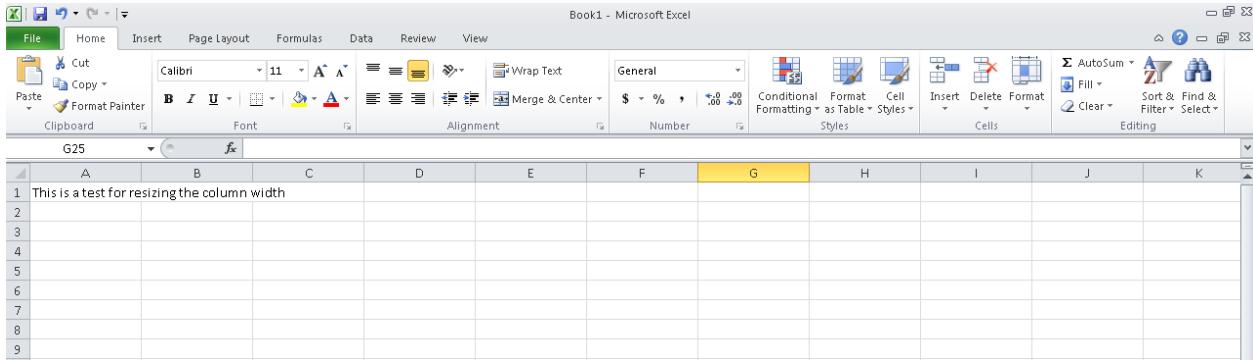
d. Change Key Sheet (i.e., printing) Preferences



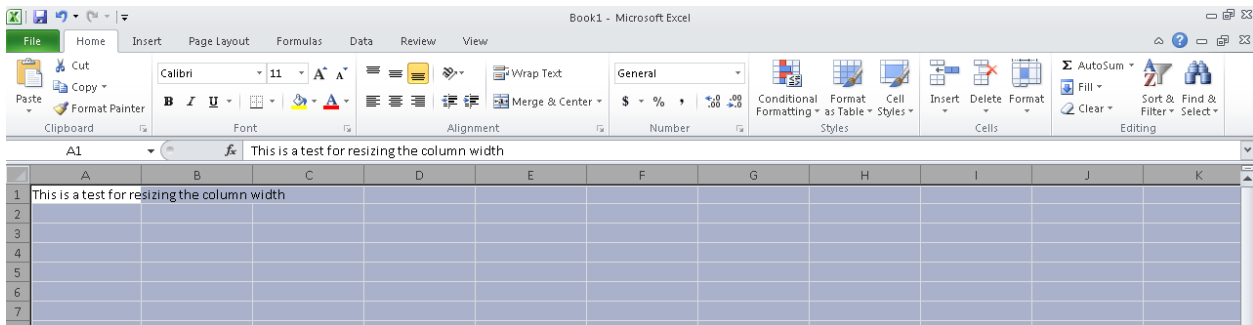
For Excel 2010:

1. Resize the columns

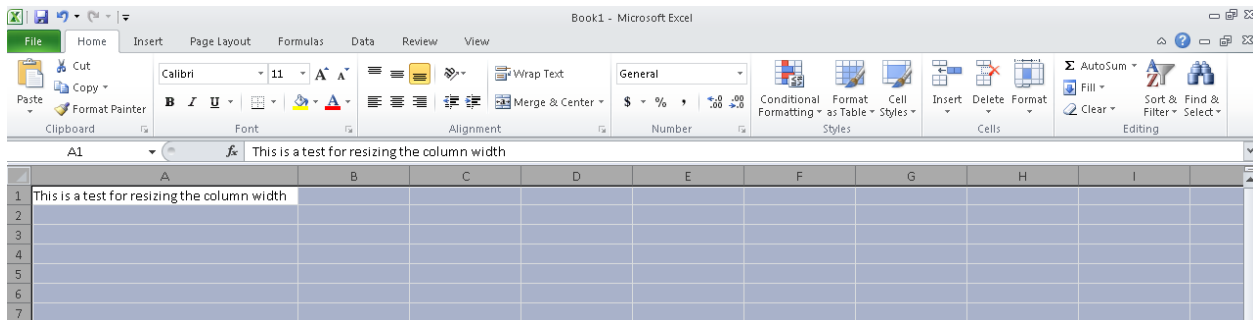
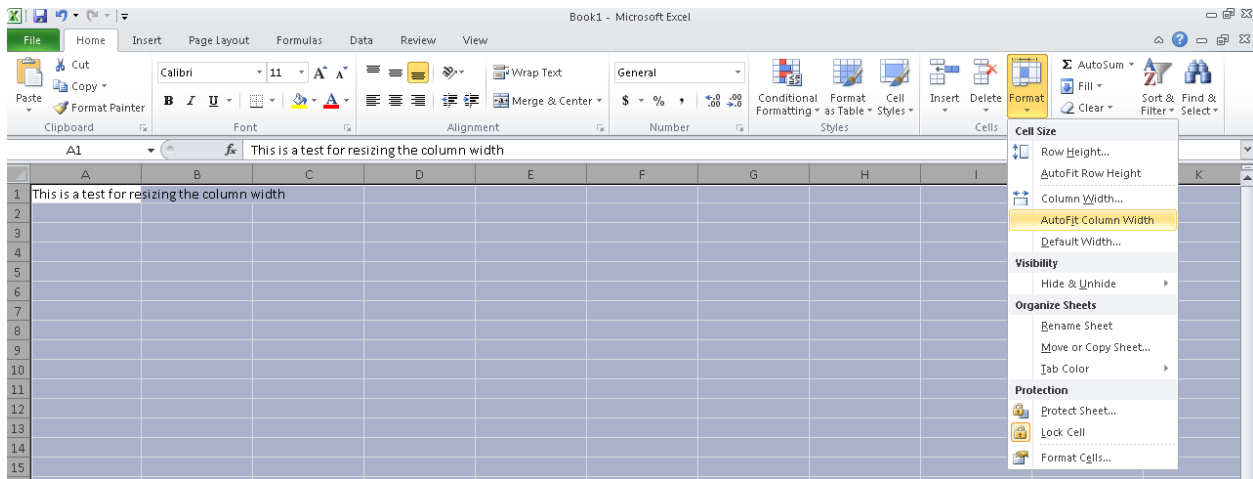
- a. When you first open a spreadsheet, data and columns are difficult to read. This is due to the column width being too small.



- b. Click with the mouse in the small gray box *ABOVE* row 1 and *TO THE LEFT* of column A (this step should select all of the columns and rows in the spreadsheet as shown below).

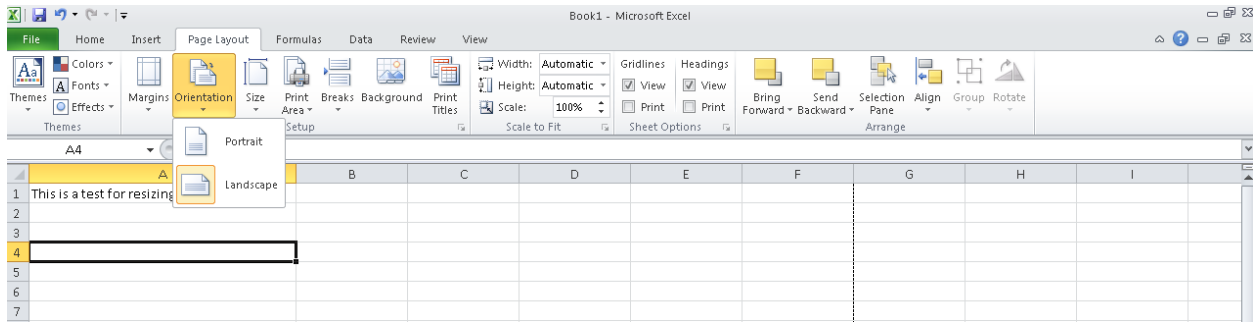


- c. On the **Home** tab, in the **Cells** group, click **Format Auto Column Width**.

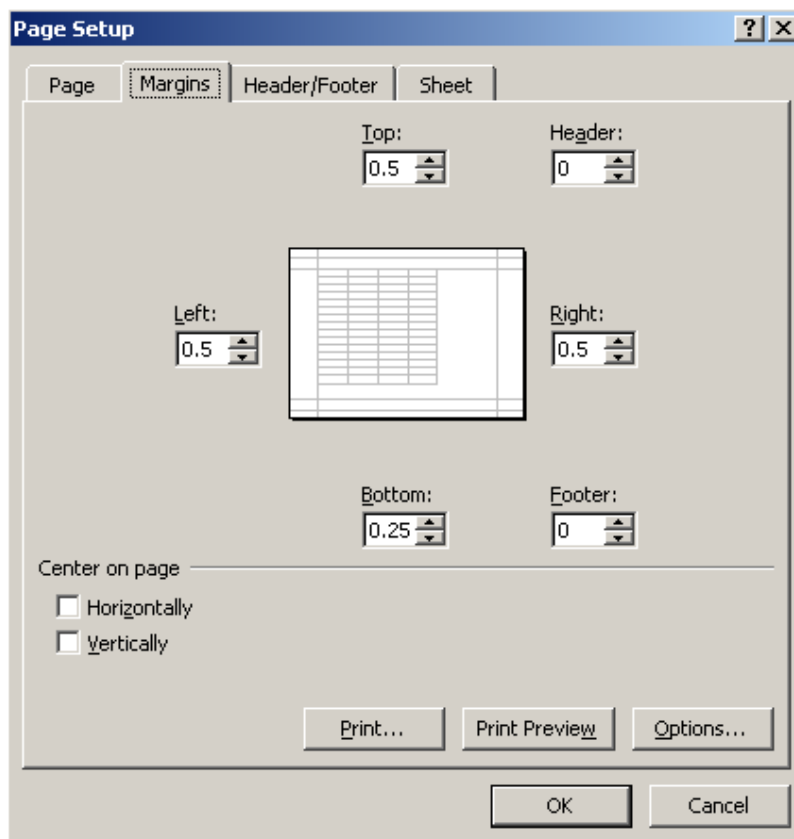
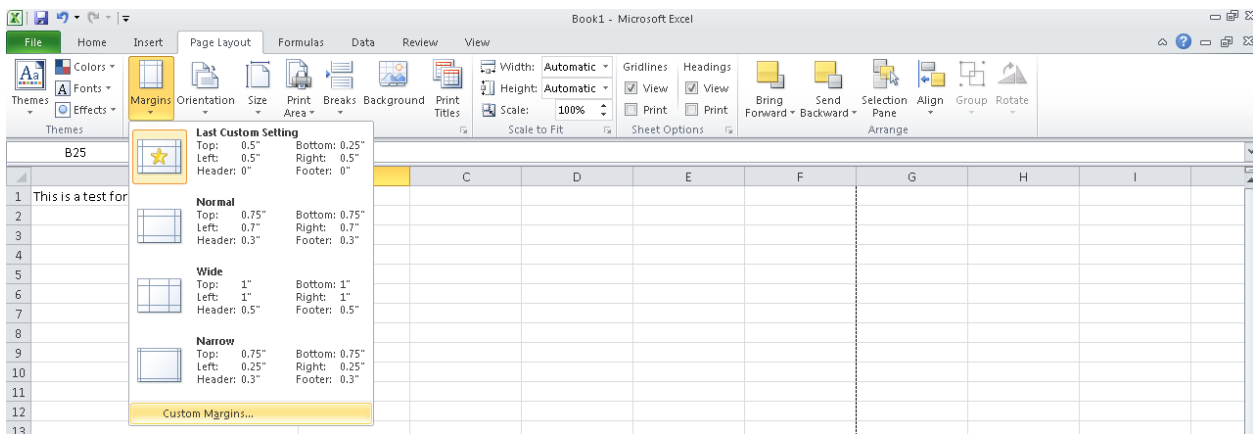


2. Page Setup changes for printing

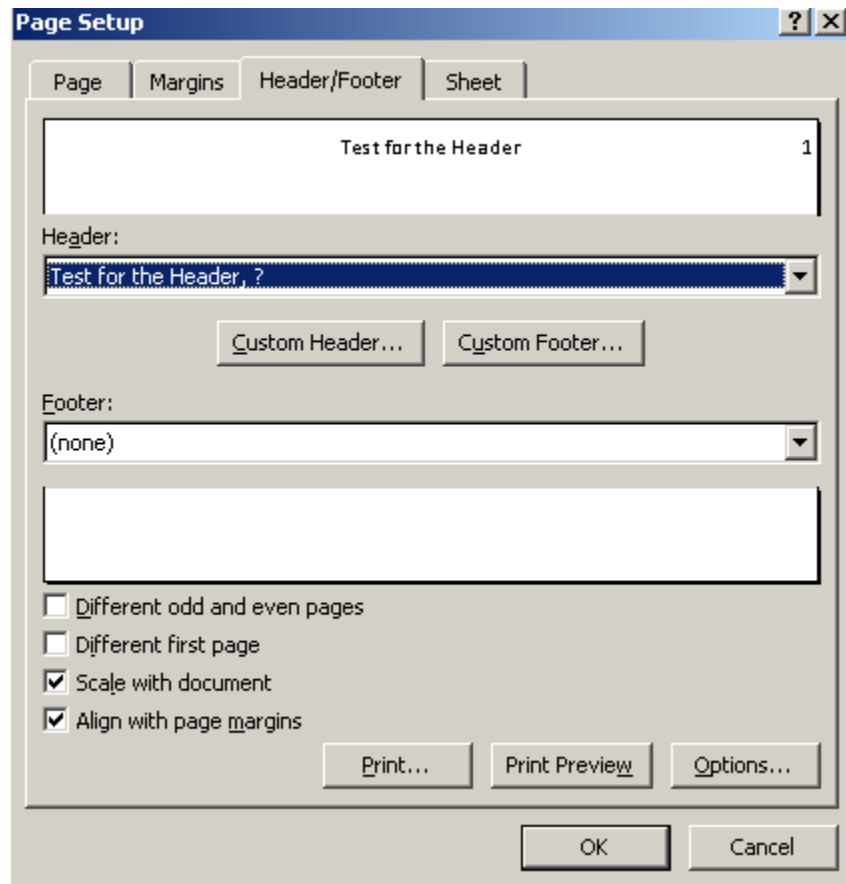
- d. Change the Orientation to Landscape – On the **Page Layout** tab, in the **Page Setup** group, click **Orientation Landscape**



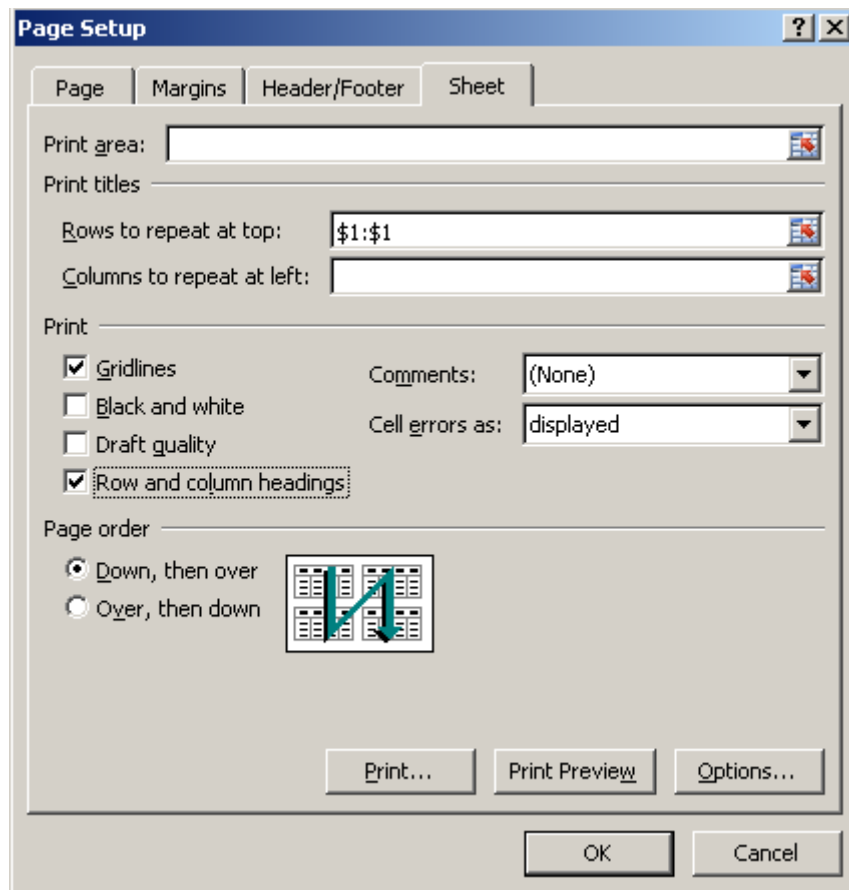
- e. Change the Left and Right Margins



f. Add Headers and Footers



g. Change Key Sheet (i.e., printing) Preferences



Rows to repeat at top – For each page display this heading

Check gridlines – Displays the gridlines

Check row and column headings – Displays the row and column headings

Page order – Change the page order