

**Question:** How do I specify what rows or pages I would like printed in Excel?

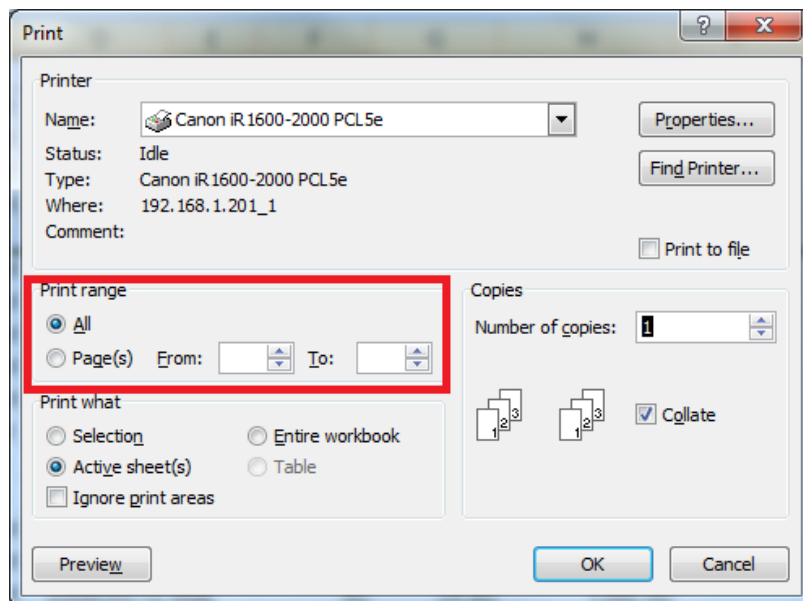
**Answer:** By using Excel's *Print* options

**Process (Excel 2003, 2007 and 2010):**

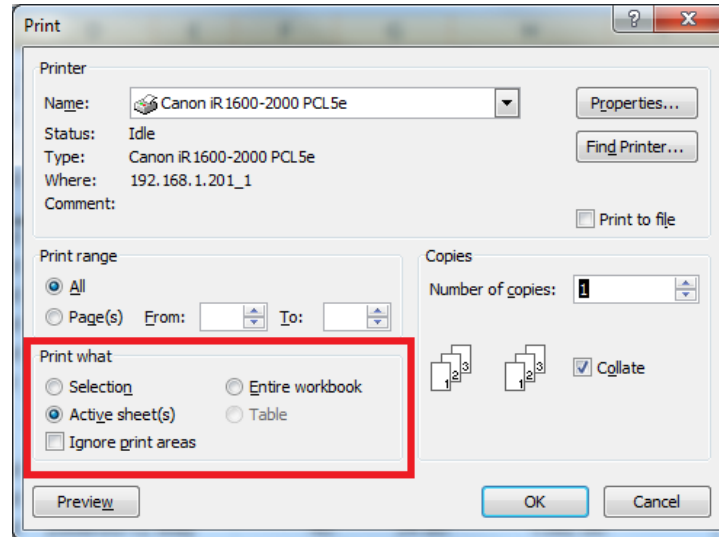
Excel allows you to print a selection of cells, a selection or pages from a particular worksheet, or the entire workbook. Here's how it can be done.

### Excel 2003 and 2007

1. Press **Ctrl+P**. This will bring up the **Print** dialogue box. The **Print Range** area allows you to specify which pages from this sheet you would like printed

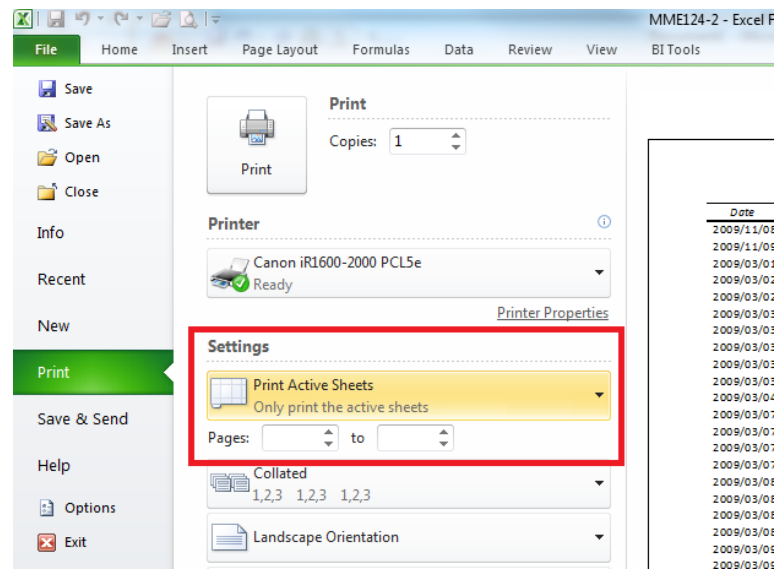


2. The **Print What** area allows you to specify whether you'd like to print the currently selected cells or rows only, the active sheet or all sheets in the entire workbook

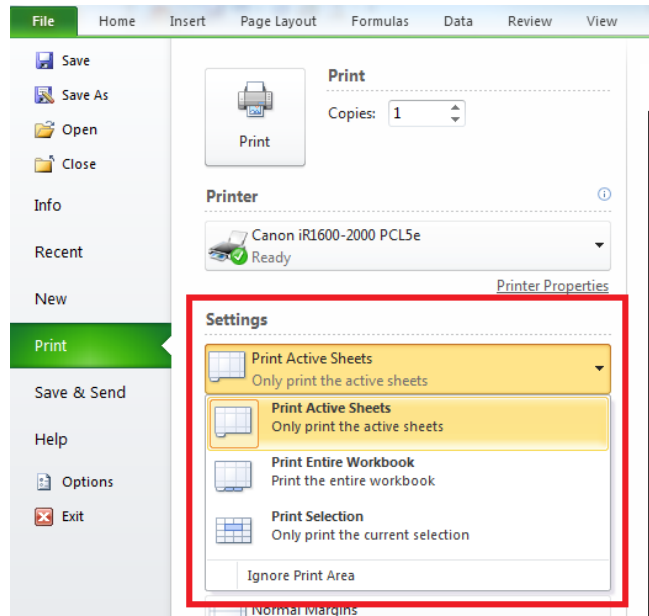


## Excel 2010

1. Press **Ctrl+P**. This will take you to the **Print Options** page, which can also be accessed by clicking on **File...** then **Print**.



2. Under the **Settings** option, you can select the number of pages to be printed from the current sheet.
3. Click the **Drop Down** arrow on the **Print Active Sheet** option. This will display the options to select only the currently selected cells, the active sheet or the entire workbook.



If you have any suggestions for an Excel Tips & Tricks topic, or you would like help with a particular function, please email [enablement@alchemex.com](mailto:enablement@alchemex.com) and yours could be the next Tip Of The Week.

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