



Print A Spreadsheet

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Tutorial donated by Wayne Tschirhard

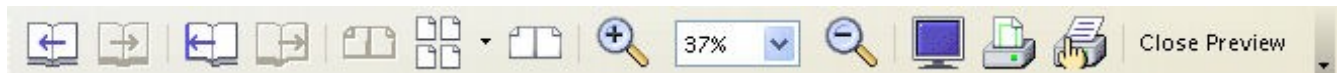
Purpose





The purpose of this tutorial is to teach basic spreadsheet skills.

Page Preview Toolbar

The best place to start is the print preview, so:

1. Bring up the **Checking** worksheet. (Use the  at the bottom left of your spreadsheet.)
2. Click **File > Page Preview**. (The Page Preview toolbar appears.)



3. The **Page Preview** view lets you see what Calc is going to print. If you look on the left end of the **Page Preview Toolbar** (the third toolbar), you will see four book icons with arrows. These let you view each page that would go to the printer.
 - The **Previous Page**  icon is first book icon.
 - The **Next Page**  icon is the second book icon.
 - The **To Document Begin**  icon is the third book icon.
 - The **To Document End**  icon is the fourth book icon.
4. Click on the other icons on the **Page Preview Toolbar** to see their functions.
5. Click **Close Preview**.

Edit The Header And The Footer

You will see a header and footer above and below the chart. The header shows the name of the sheet. The footer shows the page number. All the pages have them. Here's how you can turn them off or edit them:

1. Click **Page Format** on the toolbar. (The "Page Style: Default" window appears.)
2. Click the **Header** tab.

You can turn them off by unchecking the **Header** check box. You can also format the margins and spacing.

To edit the header, click **Edit...** (The "Header (Page Style: Default)" window appears.)

Headers and Footers are broken into three sections. You can use one of the auto-format buttons below the three boxes or type your own header.

1. Click **Cancel**. (The "Header (Page Style: Default)" window closes.)
2. Uncheck the **Header** box. Look through the other tabs.
3. Click **OK**. (The "Page Style: Default" window closes.)

The same procedures apply to the footer, so I won't elaborate on that. The **Sheet** tab gives you the capability to control the way Calc determines the page order and what features to print or scale. The remaining tabs are self-explanatory.

Note: Removing the header and footer will change the chart size, so you may have to resize it.

Print Ranges

What if you don't want to print the whole worksheet? I'm glad you asked! Calc gives you the ability to define **print ranges**.

1. Bring up the **Checking** worksheet.
2. Select **A1:G25**. (Click "A1". Drag copy to "G1".)
3. Click **Format > Print Ranges > Define**.
4. Open the **Page Preview** again.

Now you only have one page. Unfortunately, there is not an equivalent for charts. The only way you can print a chart only is:

1. Click **File > Print...**
2. Click the **Pages** radio button on the bottom left.
3. Type in the page number of the worksheet the chart is on.

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Edited by Sue Barron