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Print Area, Page Break and Background in a Worksheet in MS Excel

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Microsoft Excel

Module 16 - Print Area, Page Break and Background in a Worksheet in MS Excel

Print Area:

The **Print Area** in Microsoft Excel is a feature that allows you to specify a defined range of cells that will be printed when you print the worksheet. It's useful when you don't want to print the entire worksheet but only a selected portion, such as a table, report, or a specific data range.

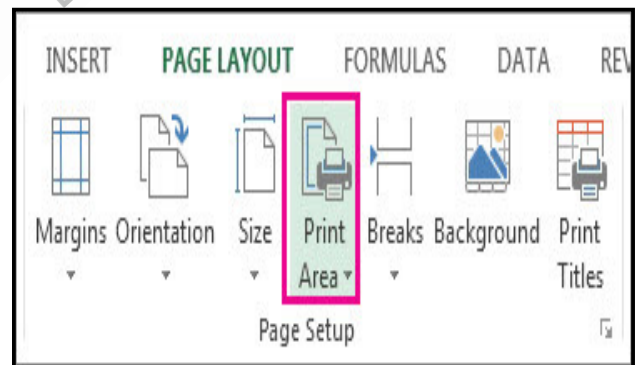
Why Use the Print Area?

Here are some scenarios where the **Print Area** feature is especially useful:

- Selective Printing:** You may have a large dataset, but you only need to print a specific section. For example, a report or a table on a specific part of the worksheet, such as data analysis or summary tables.
- Avoid Unnecessary Printing:** Without the print area, Excel would attempt to print the entire worksheet, which could include large amounts of empty space or irrelevant data. By defining the print area, you can avoid wasting paper and ink.
- Formatting Consistency:** By defining a print area, you can ensure that only the desired part of the worksheet gets printed, helping with the consistency of formatting. For example, if you want to print a table and it spans multiple pages, the print area ensures that the printout is focused only on that table.
- Multiple Print Areas:** You can define multiple print areas on the same worksheet. This allows you to select various portions of a sheet that you want printed, even if they are not contiguous (next to each other).

Set one or more print areas:

- On the worksheet, select the cells that you want to define as the print area.
- On the **Page Layout** tab, in the **Page Setup** group, click **Print Area**, and then click **Set Print Area**.
- Note: The print area that you set is saved when you save the workbook.
- To see all the print areas to make sure they're the ones you want,



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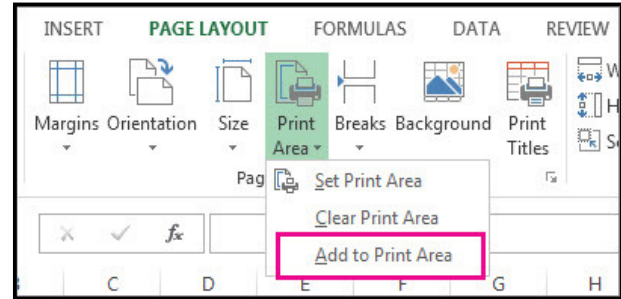
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click **View > Page Break Preview** in the **Workbook Views** group. When you save your workbook, the print area is saved too.

Add Cells to an existing Print Area

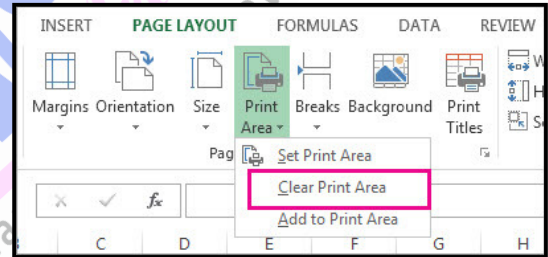
You can enlarge the print area by adding adjacent cells. If you add cells that aren't adjacent to the print area, Excel creates a new print area for those cells.



1. On the worksheet, select the cells that you want to add to the existing print area.
2. Note: If the cells that you want to add are not adjacent to the existing print area, an additional print area is created. Each print area in a worksheet is printed as a separate page. Only adjacent cells can be added to an existing print area.
3. On the **Page Layout** tab, in the **Page Setup** group, click **Print Area**, and then click **Add to Print Area**.
4. When you save your workbook, the print area is saved as well.

Clear a Print Area

1. Click anywhere on the worksheet for which you want to clear the print area.
2. On the **Page Layout** tab, in the **Page Setup** group, click **Clear Print Area**.



Previewing the Print Area

Before printing, it's a good idea to preview the print area to ensure everything looks as expected.

- **Steps to preview the print area:**
 1. Click **File > Print** to open the Print Preview.
 2. Excel will show how the print area will appear on the printed pages.

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Page Breaks:

Page breaks in Excel are crucial for controlling how your worksheet is divided when printed. They allow you to organize your data across multiple pages, ensuring that important information fits neatly onto separate pages or sections. Here's a detailed explanation of the **uses, types, and features of Page Breaks** in Excel.

Types of Page Breaks:

There are two primary types of page breaks in Excel:

1. Automatic Page Breaks:

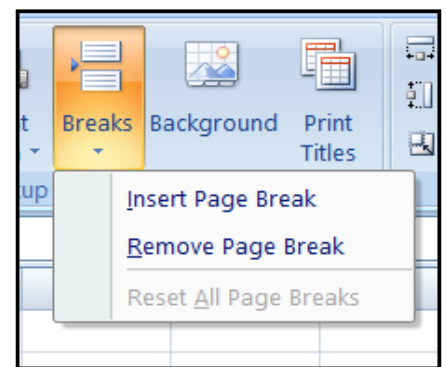
- Excel automatically inserts page breaks when you print a worksheet. These breaks occur based on the size of the paper and the data that extends beyond the printable area.
- Excel decides where to place these breaks to fit the data into the selected paper size (e.g., A4, Letter). These breaks are usually placed between rows and columns.
- You cannot manually adjust automatic page breaks directly, but you can use **Page Break Preview** to visualize them and adjust them by inserting manual breaks.

2. Manual Page Breaks:

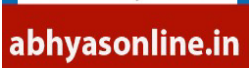
- **Manual page breaks** are inserted by the user to specify exactly where they want the page to break. This gives you full control over how your data is split across pages when printed.
- You can insert manual page breaks for **rows** (horizontal break) or **columns** (vertical break).

Insert a page break:

1. Click the worksheet that you want to print.
2. On the View tab, in the Workbook Views group, click Page Break Preview.
3. To insert a vertical page break, select the row below where you want to insert the page break.
4. To insert a horizontal page break, select the column to the right of where you want to insert the page break.



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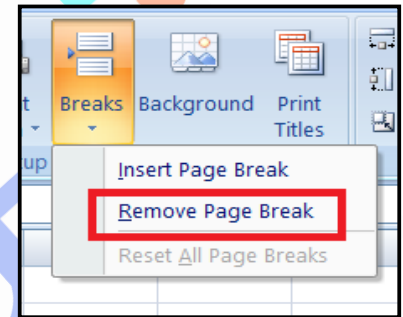
5. On the Page Layout tab, in the Page Setup group, click Breaks.

Note: You can also right-click the row or column below or to the right of where you want to insert the page break, and then click Insert Page Break. If manual page breaks that you insert do not take effect, it may be that the Fit To scaling option has been selected on the Page tab of the Page Setup dialog box. To use the manual page breaks, change the scaling to adjust to instead.

Remove all manually-inserted page breaks:

Note: This procedure resets the worksheet to display only the automatic page breaks.

1. Click the worksheet that you want to modify.
2. On the View tab, in the Workbook Views group, click Page Break Preview.
3. You can also click Page Break Preview on the status bar.
4. On the Page Layout tab, in the Page Setup group, click Breaks.
5. Click Reset All Page Breaks.



Tip: You can also right-click any cell on the worksheet, and then click Reset All Page Breaks.

Move a page break:

1. To verify that drag-and-drop is enabled, do the following:
2. Click the File tab > Options.
3. In the Advanced category, under editing options, select the Enable fill handle and cell drag-and-drop check box, and then click OK.
4. Click the worksheet that you want to modify.
5. On the View tab, in the Workbook Views group, click Page Break Preview.

Uses of Page Breaks in Excel:

- Control Print Layout - Ensures specific data appears on separate pages when printing.
- Improve Readability - Prevents important content from splitting across pages.
- Customize Page Divisions - Manually set page breaks to organize printed reports.
- Optimize Paper Usage - Adjusts print settings to fit data efficiently on pages.
- Enhance Presentation - Helps format reports neatly for sharing and presentation.



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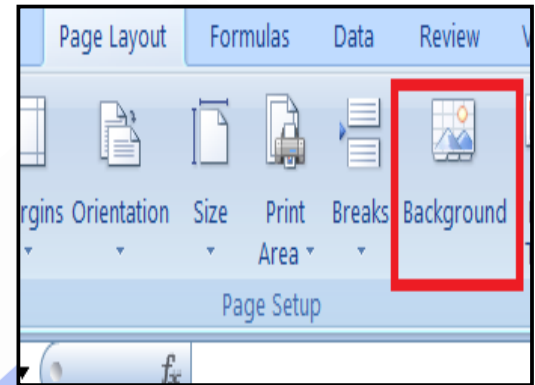
Backgrounds in MS Excel:

In MS Excel, you can add a background to a worksheet for visual enhancement. However, note that Excel does not support printing backgrounds.

Adding the Background:

Here's how you can add and remove a background:

- Open your Excel Worksheet.
- Go to the "Page Layout" tab in the ribbon.
- Click on "Background".
- Choose a Picture:
- Select a file from your computer.
- Use Bing Image Search (for online images in older versions).
- Click "Insert".
- The background will be applied across the entire worksheet.



Removing the Background:

- Go to the "Page Layout" tab.
- Click "Delete Background".

Important Points:

- The background does not print with the worksheet.
- It is for display purposes only.
- For a printable effect, use cell fill color or shapes.

Reasons for Setting a Background in MS Excel:

- Branding & Professional Look - A background (like a company logo or watermark) makes reports and documents look more professional and branded.
- Watermarking for Confidentiality - A background with "Confidential" or "Draft" helps indicate the sensitivity of the document.
- Visual Appeal - Adding a background enhances the presentation, making the spreadsheet more attractive.
- Easy Identification - A background with company details or department names helps users quickly identify the document.
- Customization - It allows users to personalize their worksheets according to project or business needs.

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Assignment

Product ID	Product Name	Category	Price (₹)	Quantity Sold	Total Sales (₹)
101	Laptop	Electronics	55,000	15	8,25,000
102	Smartphone	Electronics	25,000	30	7,50,000
103	Washing Machine	Home Appliance	18,000	10	1,80,000
104	Refrigerator	Home Appliance	30,000	12	3,60,000
105	LED TV	Electronics	40,000	8	3,20,000
106	Microwave Oven	Home Appliance	12,000	15	1,80,000
107	Air Conditioner	Home Appliance	45,000	7	3,15,000
108	Tablet	Electronics	20,000	18	3,60,000

Enter above mentioned data set in excel sheet and perform the following tasks:

1. Set Print Area: Select the data table (A1:F9) and set it as the print area.
2. Insert Page Break: Insert a page break after row 5 to separate the first 4 products from the rest when printing.
3. Apply Background: Add a background image (such as a company logo or watermark) to the worksheet.
4. Page Setup Adjustments:
 - Adjust the page orientation to Landscape.
 - Set Headers and Footers to display "XYZ Company Sales Report".
 - Ensure the data fits properly on the printed page using the Fit to One Page option.