

## Excel Printing Cheat Sheet

### #1 To Specify What to Print, Set your Print Area!

- Click on the Page Break Preview button on the bottom right corner of the screen.
- Drag the Solid Blue Lines to enclose the desired cells.
- To get back to Normal view, click Normal.

### # 2 To Add a Header/Footer

- Click Page Layout button on the bottom right of the screen and type the text in the desired spot.
- To get back to Normal view, click on a cell, then click Normal.

### #3 To Add a Page Number

- Follow Above Steps for Header/Footer
- Type Page (if desired) and then click the Page # button on the Header/Footer toolbar

### #4 To Print Selected Cells

- Select Cells
- File Print
- Choose Print Selection instead of Active Sheet

### #5 To Flip it to Landscape or Portrait

- File, Print  
OR
- Page Layout Tab at top of screen

### #6 To Modify Margins

- File Print
- Click Margins to choose Predefined  
OR
- Click Show Margins (Bottom Right)

### #7 To Make it Fit Properly on the Page

- File, Print
- Change Scaling to Fit All Columns on One Page

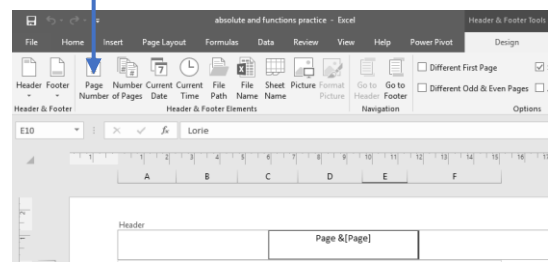
### #8 To Repeat Headings at the Top/Side of Each Page

- Click Print Titles on the Page Layout Tab at top of Screen
- Click beside "Rows/Columns to Repeat at the Top" and Click on the Row(s)/Column(s) to Repeat

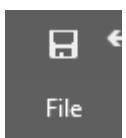
1. Select B6, enter a formula to calculate the commission (cell D5 multiplied by the loan amt)  
 2. Autofill B down  
 3. Change the commission rate to 10% and use all the commission secondly change

COMMISSION RATE: 10.00%

LAST NAME	FIRST NAME	AMT	COMMISSION	REP	ADDRESS	CITY	PROV	PS	SN	EMPH DATE	AGE
Bonnet	Teresa	21,770.00	2,177.00	Louis	1421 Bellvue Rd.	Providence	AB	T4CCE1	96-762-75	25-Mar-41	71
Brecheat	Rhonda	14,020.00	1,402.00	Louis	1914 Gylphason Hwy	Edmonton	AB	T3L3E1	99-100-273	25-Oct-50	53
Brenth	Vivian	26,230.00	2,623.00	Louis	1901 Pringle St.	Providence	AB	T4Y1R1	99-191-80	15-May-41	30
Brown	Elizabeth	27,280.00	2,728.00	Thomas	1444 Margate Rd.	Prince George	BC	V2R0A4	99-297-47	19-Nov-44	73
Brown	Genevieve	56,550.00	5,655.00	Gay	1987 Turtle Ave.	Edmonton	AB	L4R1R1	99-423-25	21-Dec-40	60
Burke	Patsy	27,620.00	2,762.00	Mary	73 Elm Rd.	Edmonton	AB	T1L8E1	99-101-431	03-Oct-50	63
Casson	Odette	28,280.00	2,828.00	Mary	1483 Hopedale Ct.	Edmonton	AB	T4Y0E2	99-666-56	27-Jul-45	72
Crossman	Aaron	37,860.00	3,786.00	Thomas	425 Northern Hwy	Regina	SK	S4V0A4	99-643-431	20-Mar-52	66
Croopet	Clara	33,860.00	3,386.00	Kathy	625 McQueen St.	Edmonton	AB	T4B5T1	99-664-53	17-Jun-33	84
Fraser	Elizabeth	46,830.00	4,683.00	Thomas	1600 Victoria Ave.	Edmonton	AB	T6L4R3	99-540-07	05-Jun-26	59
Frederic	Eric	27,570.00	2,757.00	Kathy	1854 Central St.	Edmonton	AB	T4C0R6	99-202-146	20-Jun-50	53
Frubauer	Elizabeth	46,850.00	4,685.00	Louis	1002 Dupont Rd.	Prince George	BC	V2M8E1	99-303-30	25-May-20	38
Giloi	Charis	16,630.00	1,663.00	Gay	259 Southern Hwy	Vancouver	BC	V7Y3V6	99-102-10	21-Dec-50	55
Grady	Phyllis	95,720.00	9,572.00	Mary	1914 Pringle St.	Edmonton	AB	L4R4R1	99-191-80	25-Oct-42	62
Hico	Wendy	19,550.00	1,955.00	Louis	450 Dupont Rd.	Fort McMurray	AB	T7P7C3	99-559-70	25-May-54	63
Hoer	Clara	23,530.00	2,353.00	Gordon	425 Guelph St.	Regina	SK	S4R0R1	99-579-59	16-Jul-42	75
Jones	Esther	29,900.00	2,990.00	Kathy	1432 Central Ave.	Fort McMurray	AB	T7F4V1	99-203-48	12-Jun-58	59
Jones	Zoe	32,880.00	3,288.00	Thomas	1432 Central Ave.	Edmonton	AB	T4X0A4	99-471-37	25-May-23	34
Keppel	Margaret	42,200.00	4,220.00	Gay	1623 Main Rd.	Prince Albert	SK	S8A8Q2	99-444-11	*****	63
Kiper	Clara	44,060.00	4,406.00	Mary	1031 Gainsford Rd.	Prince Albert	SK	S6V9V1	99-464-04	11-Nov-38	73
Kraybill	Adrian	36,720.00	3,672.00	Kathy	1006 Saveland St.	Prince Albert	SK	S8A8Q2	99-469-23	*****	63
Krinsky	Genevieve	95,440.00	9,544.00	Kathy	1914 Pringle St.	Edmonton	AB	T4C0R6	99-423-25	20-Jun-50	53
Dubois	Georgette	22,820.00	2,282.00	Kathy	601 Hopedale Ct.	Edmonton	AB	T4L4Q3	99-609-57	*****	63
Reade	Charis	62,900.00	6,290.00	Kathy	630 Bellvue Rd.	Regina	SK	S4P9D3	99-1470-76	14-Sep-17	82
Rendahl	Christina	22,230.00	2,223.00	Louis	1601 Kensington Rd.	Edmonton	AB	T4C0R1	99-209-82	16-Sep-61	61
Rudbauer	Ursula	32,290.00	3,229.00	Mary	1944 Pringle St.	Vancouver	BC	V7Y3M4	99-594-22	5-Sep-52	62
Rudolph	Wendy	24,940.00	2,494.00	Kathy	184 Central St.	Edmonton	AB	L4R4R3	99-466-65	20-May-41	61
Spencer	Mel	25,250.00	2,525.00	Mary	1903 Main St.	Edmonton	AB	T3L3U3	99-474-23	12-Jul-43	61
Stanop	Mary	69,890.00	6,989.00	Louis	259 Hopedale Ct.	Vancouver	BC	V7R6M6	99-609-76	19-Jun-16	67
Tavares	Fran	42,850.00	4,285.00	Kathy	1803 Main St.	Fort McMurray	AB	T7M8T7	99-444-24	19-Jun-54	64
Teufel	Victor	38,880.00	3,888.00	Gay	1864 Pringle St.	Victoria	BC	V8T2T4	99-373-26	24-Oct-29	63
Trochard	Lois	3,840.00	384.00	Kathy	1444 Estima St.	Fort McMurray	AB	T7M8T7	99-255-85	15-Aug-68	51
Wainwright	Margaret	10,200.00	1,020.00	Louis	1803 Main St.	Edmonton	AB	L4R4R3	99-466-65	20-May-41	61



Click Normal to get back to Normal



absolute and functions practice - Excel

Print

Copies: 1

Printer: Brother HL-3170CDW series... Toner Low

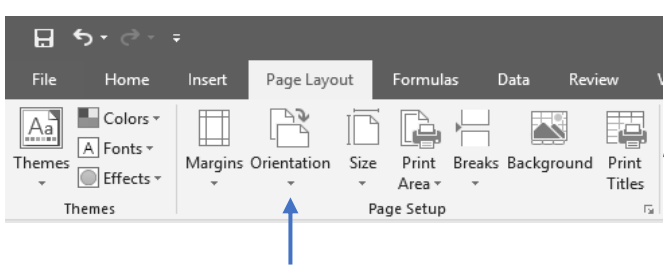
Settings

- Print Selection: Only print the current sel... #4
- Pages: 1 to 1
- Print One Sided: Only print on one side of... #5
- Collated: 1,2,3, 1,2,3, 1,2,3
- Portrait Orientation #5
- Letter: 21.59 cm x 27.94 cm #6
- Last Custom Margins Set... #7
- No Scaling
- Print sheets at their actual size

1 of 4

Show Margins

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Page Setup

Page Margins Header/Footer Sheet

Print area:

Print titles

Rows to repeat at top: \$7:\$7

Columns to repeat at left: \$A:\$B