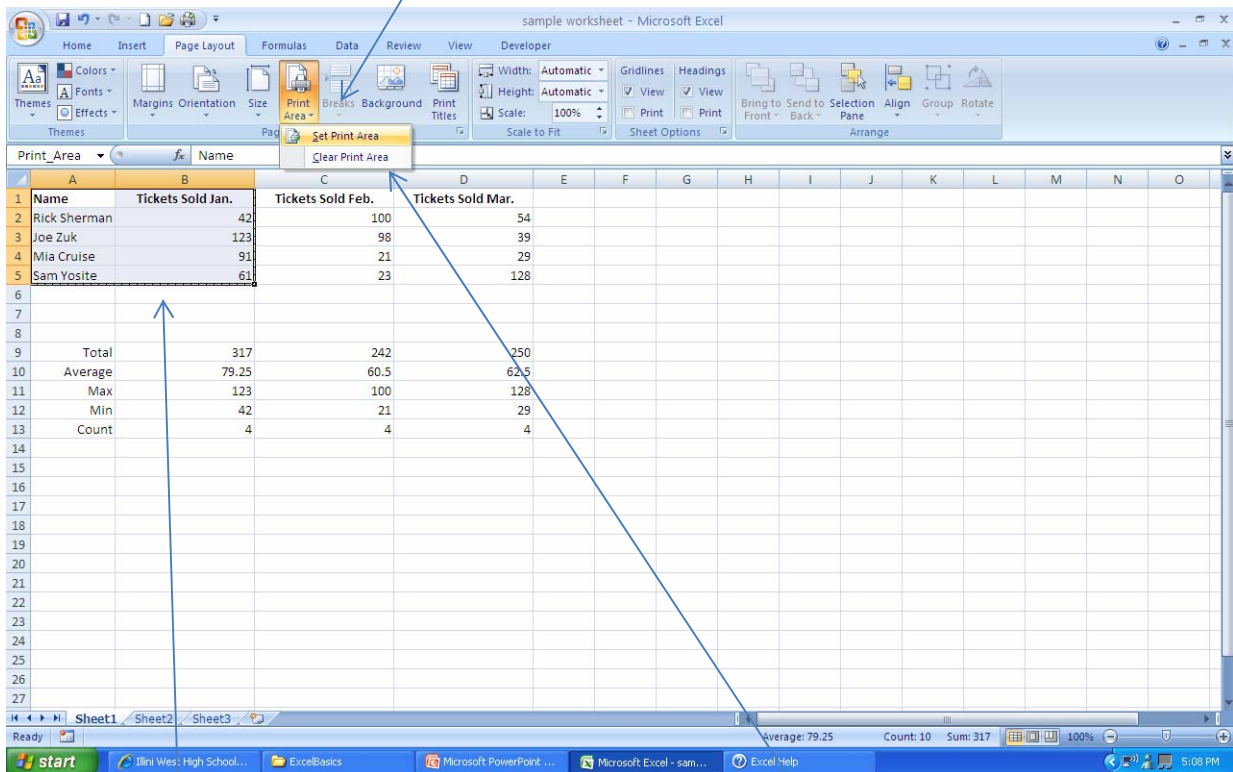


MS Excel - Selecting a Print Area

Selecting a print area allows you to print a portion of a worksheet. This can save on printer toner when comparing draft copies. To select a print area, highlight the area you want to print, choose **Page Layout** tab, in the **Page Setup** group, click **Print Area**, and then click **Set Print Area**.

MICROSOFT EXCEL 2007 BASIC TIP SHEET

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Notice the border around the print area after this has been set. The print area that you set is saved when you save the workbook. If you don't want this print area to be saved, you will need to remember to **Clear Print Area**.