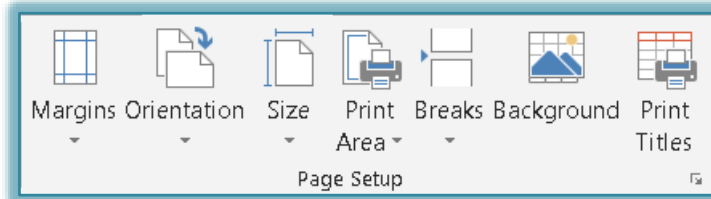


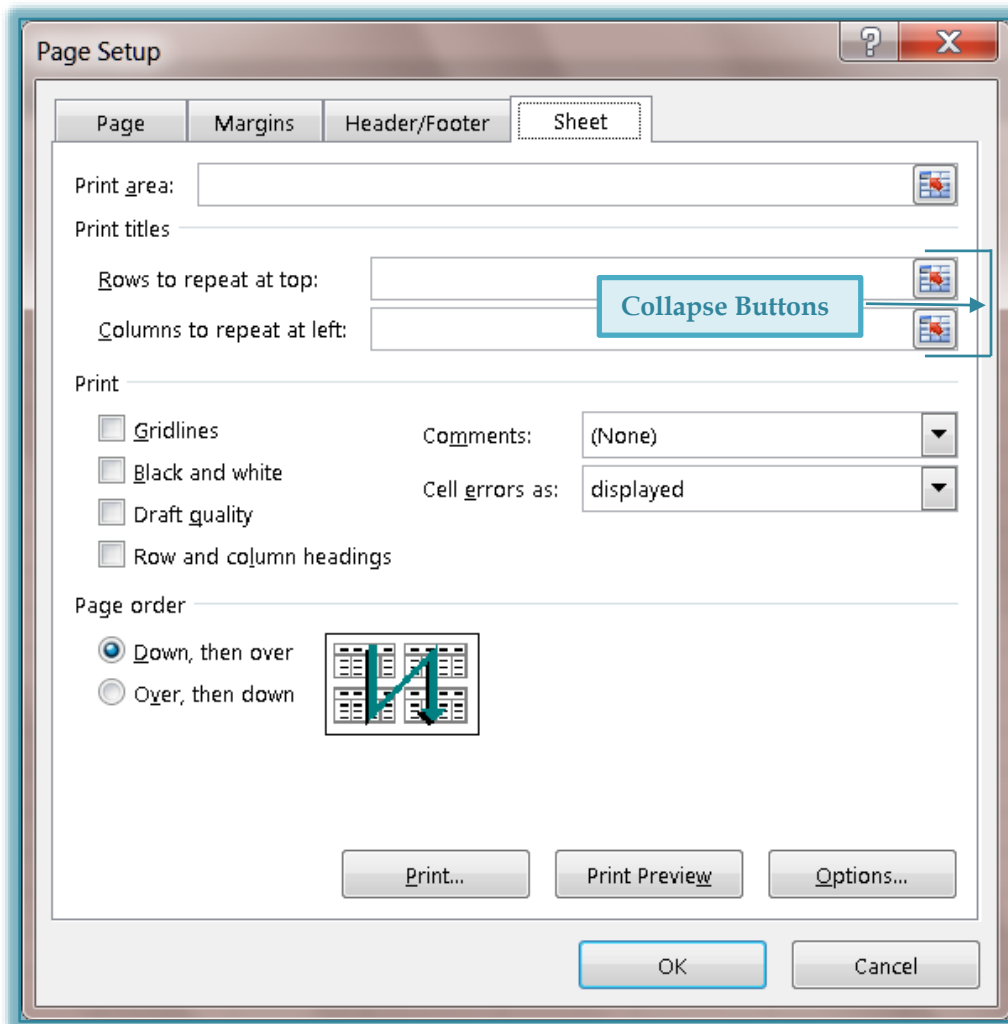
PRINT ROW AND COLUMN HEADINGS ON EVERY PAGE

When working with a worksheet that is more than one page long, it is possible to have the computer automatically print the row and column headings on each page, rather than just on the first page. This will make the document easier to read and it will look more professional. To print row and column headings on each page:

- ✦ Click the **Print Layout Tab**.
- ✦ In the **Page Setup Group**, click the **Print Titles** button (see illustration below).

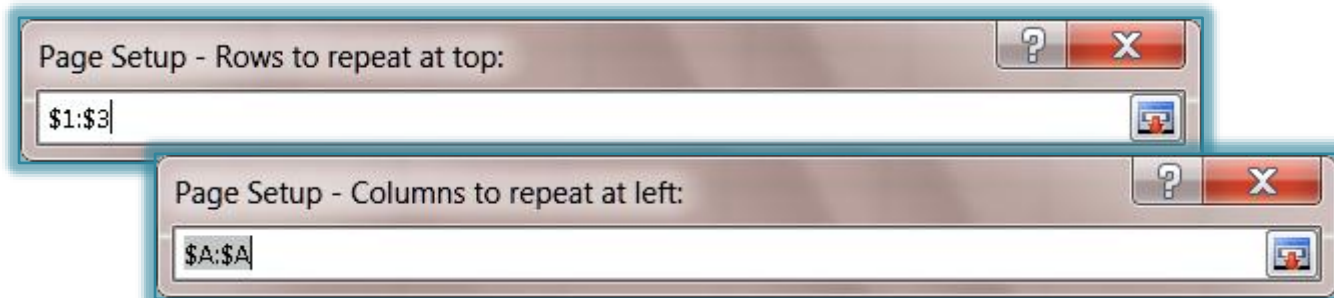


- ✦ The **Page Setup** dialog box will display with the **Sheet** tab selected (see illustration below).



- ✦ In the **Print Titles Section**, click the **Collapse** button for the **Rows to repeat at top** option or the **Columns to repeat at left** option. These are the **Red** buttons at the end of the box.
- ✦ The dialog box will collapse as shown in the illustrations on the next page.
- ✦ Select the rows or columns that are to be printed on each page.

- ✦ The row number or column letter should appear in the box with a dollar sign before each number or letter and a colon in between the numbers or letters.
- ✦ For instance, if you selected rows 1 through 3, **\$1:\$3** would appear in the **Row** box.
- ✦ If you selected column A, **\$A:\$A** would appear in the **Columns** box.
- ✦ Click the **Expand (Red)** button at the end of the **Page Setup - Rows to Repeat at Top** or the **Page Setup - Columns to Repeat at Left** box (see illustration below).



- ✦ Click the **Print Preview** button in the **Page Setup** dialog box to view the pages of the worksheet.
- ✦ The **Print Preview and Print** page will open in **Backstage View**.
- ✦ Click the **Next Page** button to view each of the pages.
- ✦ Click **Page Setup** at the bottom of the page.
- ✦ Change some of the other options, such as **Gridlines** or **Row and column headings** to see what happens with the preview.
- ✦ After looking at each of these options, click the **Back** arrow to return to the worksheet.