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:

1. Click the Print Layout Tab.
2. In the Page Setup Group, click the Print Titles button.

The Page Setup dialog box will display with the Sheet tab selected.

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.

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.