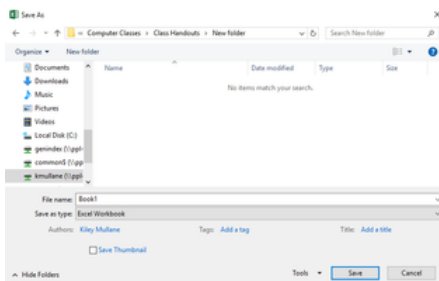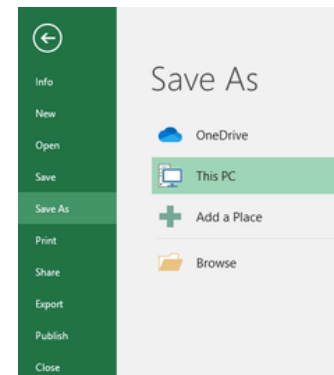# Saving & Printing Microsoft Excel

To save your workbook, click on the File tab on the Ribbon and click Save or click on the Save icon on the Quick Access Toolbar.

Choose a location for your workbook; OneDrive, This PC, or Add a Place.

Select This PC to save your document on your desktop or other computer files. To save to a folder, click once on the folder.
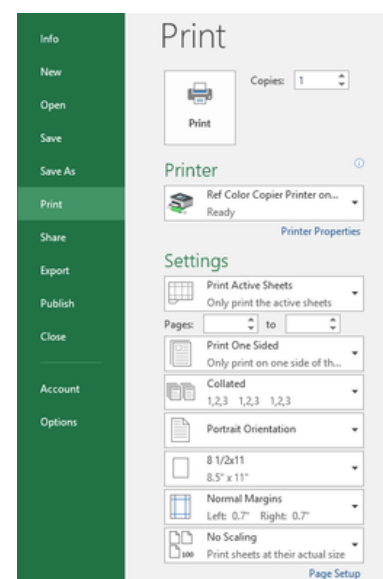

The Save As dialog box will appear once you select a location. At the bottom next to File Name, type a name for you file. Then click the save button to save the file and close the dialog box.

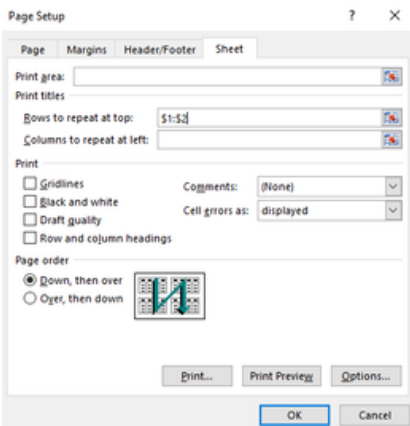To print your spreadsheet without any modifications: Click on the File Tab and select Print.

The Print menu will appear. Select the number of copies as well as printer destination from the drop down menus. Under Settings, select either Active Sheets, Whole Workbook or a Selection.

The Settings allow you to modify the Orientation, Page Size, Margins, select which pages to print, double sided printing and more.

Select the Print square to print your documents.

Saving & Printing Microsoft Excel

When you print your spreadsheet on multiple pages, the column and row headings will not repeat unless you modify it.

- Click the Page Layout Tab.
- Open the Page Setup Dialog Box and click the Sheet Tab.
- Choose Rows to repeat at top or Columns to repeat at left. Enter the row or column you wish to repeat, using this format: "$1:$1: or "$A:$C".
- Click on Print Preview button to make sure preview looks correct.

Printing a Spreadsheet on One Page

- Click the Page Layout tab.
- Open the Dialog Box in bottom right hand corner of the Scale to Fit Group.
- Under the Page Tab, choose Fit to: 1 page wide by 1 page tall.
- Click on the Print Preview button
- If you like the print preview click the Print Button.

Note: when printing your spreadsheet on one page, the print may be very small.

- You can customize the Page Fit to however many pages wide or tall you choose.
- Use the arrows to select the number of pages or type the number in.