

Mara was working with an Excel spreadsheet that had multiple workbook pages. She wants to print a multiple pages from the spreadsheet. Is it possible to print just the sheets that Mara is interested in rather than the entire file?

Yes! Simply follow these steps:

1. Open the Excel spreadsheet.
2. Hold down the “ctrl” key and click on the tabs at the bottom of the screen to select the pages you would like to print.
3. Follow the steps for the application you are using:

In Excel 2007:

Click on the Microsoft Office button and select the print icon.

In the “Print” screen, select “Active Sheet” and press the “ok” button

In Excel 2010:

In the File tab, select “print.”

Under Printer Settings, click the down arrow next to “print active sheets.”

Select “Print Active Sheets” and click the “Print” icon.

NOTE: All page numbers will automatically adjust according to the number of pages selected to print