Print Areas in Microsoft Excel 2010

1. Open the spreadsheet you want to work in

Set Print Area

1. Select the cells you want to set as the print area

2. Click the Page Layout tab

3. Click Print Area > Set Print Area
4. The Print Area will now be identified by a dashed outline.

Adjust Page Breaks in Print Area

1. Click the **View** tab

2. Click the **Page Break Preview** button

3. A message will appear letting you know how to adjust the page breaks. Click the **OK** button.
4. Click and drag any blue lines to adjust the print area to fit your needs (solid lines are the print area border, dashed lines are page breaks)

5. Return to the other view by clicking the **Normal** button in the “Workbook Views” area

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**Clear Print Area**

1. Click the **Page Layout** tab

2. Click **Print Area > Clear Print Area**