



## Print in Excel

Print one or several worksheets

1. [Select the worksheets](#) that you want to print.
2. Select **File > Print**, or press CTRL+P.
3. Select the **Print** button or adjust **Settings** before you select the **Print** button.

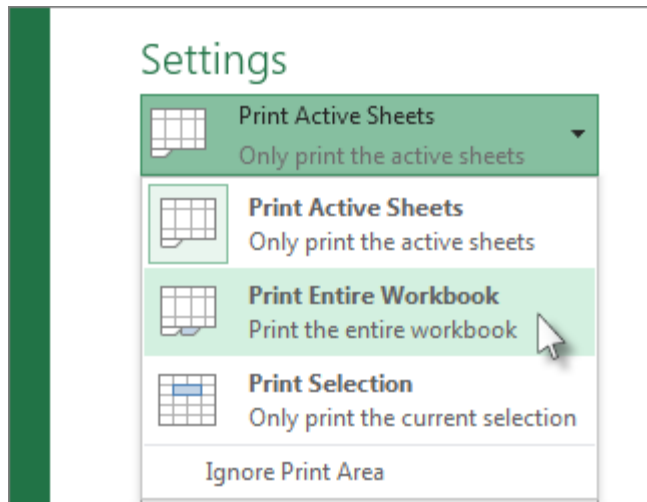
Print one or several workbooks

All workbook files that you want to print must be in the same folder.

1. Select **File > Open**.
2. Hold down CTRL click the name of each workbook to print, and then select **Print**.

Print all or part of a worksheet

1. Click the worksheet, and then select the range of data that you want to print.
2. Select **File**, and then click **Print**.
3. Under **Settings**, select the arrow next to **Print Active Sheets** and select the appropriate option.

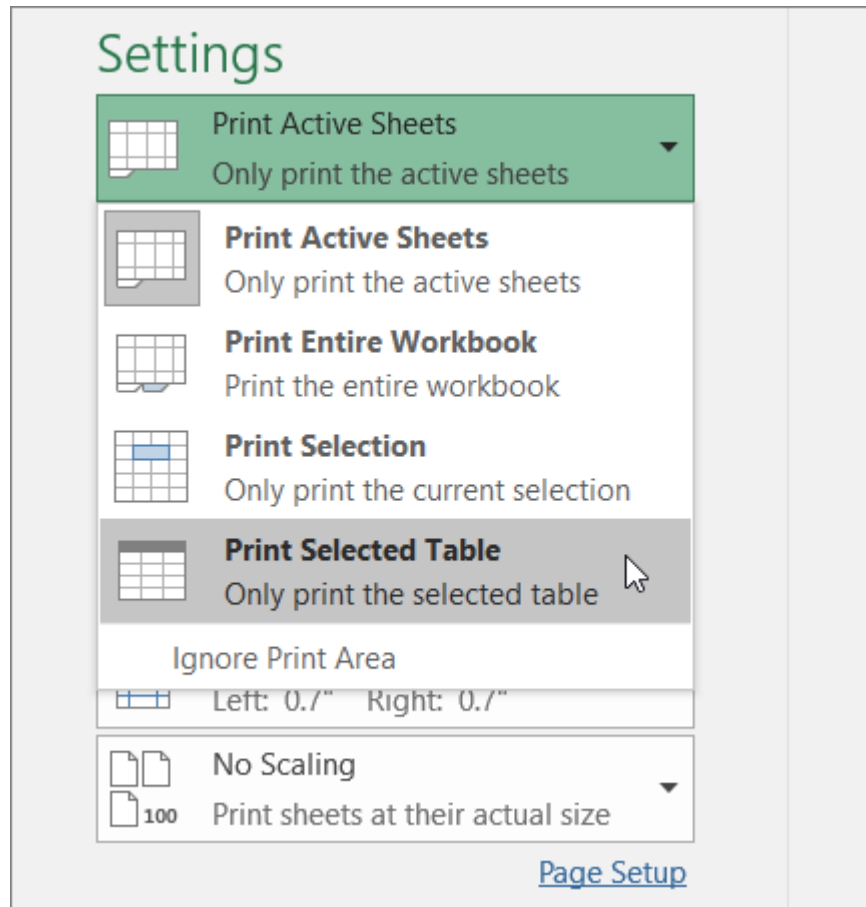


#### 4. Select **Print**.

**Note:** If a worksheet has defined print areas, Excel will print only those print areas. If you don't want to print only the defined print area, select the **Ignore print area** check box. Learn more on [setting or clearing a print area](#).

#### Print an Excel table

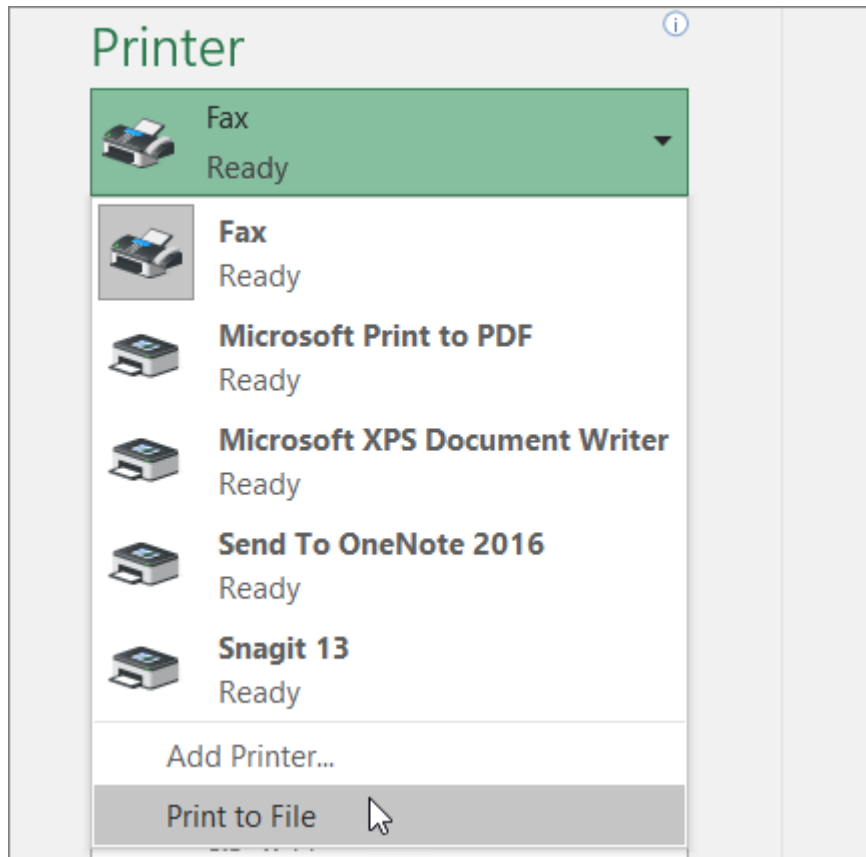
1. Select a cell within the table to enable the table.
2. Select **File**, and then select **Print**.
3. Under **Settings**, select the arrow next to **Print Active Sheets** and select **Print Selected Table**.



4. Select **Print**.

Print a workbook to a file

1. Select **File**, and then select **Print**, or press Ctrl+P.
2. Under **Printer**, select **Print to File**.



3. Select **Print**.
4. In the **Save Print Output As** dialog box, enter a file name and then select **OK**. The file will be saved in your *Documents* folder