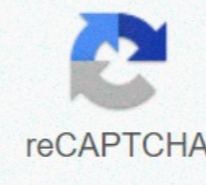




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Where is area code 941 coming from

June 14, 2012 Updated by Matt Updated: December 23, 2018 By default, Microsoft Excel 2010 will print your spreadsheet based on the way it is arranged in the spreadsheet. Because most people start to create their spreadsheets from the A1 cell, this means that most Excel 2010 documents are printed from the upper-left corner of the page. However, you can change this by adjusting some page settings for your document. For example,B center a worksheet horizontally and vertically in Excel 2010 when the document is printed. It is possible to configure the sheet to create the print layout you want. Quick Summary - Create worksheets in Excel 2010 Click the Page Layout tab. Select the Margins button. Select the Custom Margins option. Click the field on the left or horizontally and/or vertically. More information and pictures can be found in the section below. Excel 2010 Print Table in the middle of the page If you tried to achieve this effect yourself, you've probably explored many of the options in the Print menu in Excel 2010. While you can use this menu to achieve most of your required print settings, such as: B printing a two-page spreadsheet on one page, this particular option is found in another menu. Step 1: First, open the Excel spreadsheet in Excel 2010. Step 2: Click the Page Layout tab at the top of the window. Step 3: In the Page Setup section of the ribbon at the top of the window, click the Margins drop-down menu and click Custom Margins at the bottom of the drop-down menu. Step 4: Check the boxes in the lower left corner of the window under Center on page, left of Horizontal and Vertical. Step 5: Click the OK button. You can then see what your printed Excel spreadsheet will look like on the page by clicking the File tab in the upper-left corner of the window, and then clicking the Print option. For example, a small sample set of data I created looks like this when centering—you can also access the Print menu at any time by pressing Ctrl + P on your keyboard. You can also make minor adjustments to your edges if you need to optimize the layout of your centered information. Alternative method for centering a worksheet in Excel The steps above allow you to center your printed spreadsheet horizontally and vertically from the Margins menu, but you can also access this menu in other ways. Step 1: Click the Page Layout tab. Step 2: Click small button page setup in the lower right corner of the Page Setup section of the ribbon. Step 3: Select the Margins tab at the top of the window. Step 4: Select the check box to the left of Horizontal or Vertical based on your centering requirements. The methods described above are just one of the many ways you can improve the way your spreadsheet is printed. This guide walks you through some other options that can make printing in Excel a little easier. Can. Most pages on the Internet contain affiliate links, including some on this website. With Microsoft Excel, you can align worksheets on a page, change margins, specify custom margins, or center the worksheet horizontally or vertically on the page. Margins are the spaces between the worksheet data and the edges of the printed page. Top and bottom margins can be used for such elements, such as B headers, footers, and page numbers. Let's take an example and understand which command to apply to the Center worksheet both horizontally and vertically. I have data in the range A1:B18. Now I want Excel to align it horizontally and vertically on the page. Click Page Layout > Margins > Custom Margins, as shown in the illustration below. Page setup dialog box appears and the specification of the sheet is displayed here, as shown in the figure below. Instead of clicking horizontally and vertically, simply reduce and increase the margins for top, bottom, left, and right, as shown above. Click OK and the worksheet is aligned. The page must be aligned to print pages. Hope you've learned how to use page settings in Excel to align pages. You can perform these functions in Excel 2016, 2013, and 2010. More content about Excel can be found here. If you have any other unresolved queries, please indicate this in the comments box below. We help you. Related Articles: How to Move a Chart to a New Sheet In Excel Popular Articles: 50 Excel Shortcuts to Boost Your Productivity How to Use the VLOOKUP Function in Excel How to Use the COUNTIF Function in Excel How to Use the SUMIF Function in Excel Have You Ever Printed a Spreadsheet in Excel and It Was Aligned on the Left Side of the Sheet? In some cases this is perfectly fine, but in other situations this might look bad or unprofessional. Fortunately, Excel 2010 has several ways to customize the appearance of your printed spreadsheets, including a setting that allows you to center the worksheet horizontally and vertically. Our tutorial below will show you two ways to get to the menu where you will be able to perform this centering. Center worksheet in Excel TipsYou have the option to center the printed worksheet horizontally, vertically, or both. This selection depends on your own preferences, the size of the worksheet, and simply what the data looks like when you print it. It is helpful to use the Print Preview window that is displayed, Switch to the Print menu from the File tab or when you press Ctrl + P to get there directly. This way, you can see what everything will look like before you possibly waste paper and spend time printing something you don't like. Excel does not center worksheets in any way by default, nor does it remember the decisions you make with their previous file. You must make this adjustment for each new spreadsheet that you can use in Application. The centering option you have made applies only to the current worksheet. The remaining worksheet tabs in the workbook do not affect them. However, you can apply changes to the entire workbook if you hold down the Ctrl key on the keyboard and select all tabs before you apply the Centering option. When you center the worksheet using the steps in this guide, only the entire worksheet is centered as a unit on the printed page. This does not affect the centering of the data with your cells. Continue to the sections that follow in sections to find the centering options. Quick Summary — As you center horizontally and vertically in Excel 2010 when printing, click the Page Layout tab. Click the Page Setup button at the bottom right of the Page Setup section of the ribbon. Select the Margins tab. Select the check box to the left of Horizontal or Vertical, or both. You can continue below for images of each step, as well as an alternative way to get to this menu. Printing a centered worksheet in Excel 2010The steps in this article were performed in Microsoft Excel 2010, but they also work in other newer versions of Excel. Note that you can center horizontally, vertically, or both. Step 1: Open the spreadsheet that you want to center in Excel 2010. Step 2: Select the Page Layout tab at the top of the window. Step 3: Click the small Page Setup button in the lower right corner of the Page Setup section of the ribbon. Step 4: Select the Margins tab at the top of this window. Step 5: Click the box to the left of Horizontal, Vertical, or both, depending on the way you want to center. Then, when you press Ctrl + P on your keyboard or click the Print Preview button in this menu, open the Print menu, where you'll see a preview of the centered worksheet. Alternative method to center horizontal and vertical in Excel 2010This method is very similar to the first method, we simply go through the Margins option in the ribbon and not through the Page Setup menu. Step 1: Click the Page Layout tab at the top of the window. Step 2: Click the Margins button, and then select the Custom Margins option at the bottom of the menu. Step 3: Click the box to the left of the type of centering you want to use. Note that filling in the above steps does not affect the appearance of your spreadsheet if you are Edit. This setting affects only the way the spreadsheet is printed. If you want to center the data in your cells, simply select the cells you want to center, and then select one of the options in the Align section of the Home tab. For more information on how to make your printed tables look better, see our Excel Print Optimization Guide and see some additional tips/Kermit Matthews is a freelance writer based in Philadelphia, Pennsylvania, with more than a decade of experience writing technology leaders. It has a and master's degree in computer science and has spent much of his career in IT management. He specializes in writing content via iPhones, Android devices, Microsoft Office and many other popular applications and devices. 1 Open the Excel spreadsheet that you want to edit. Find and double-click the spreadsheet that you want to edit on your computer and open it in Microsoft Excel. 2 Click on the Page Layout tab at the top. You can find it in the menu bar above the toolbar tape above. It opens your layout tools on the Band toolbar. 3 On the toolbar, click Margins. You can find it in the Page Setup section of the Page Layout toolbar. It opens your margin options in a drop-down menu. 4 Click custom margins. This option is located at the bottom of the margin menu. It opens your advanced margin options in a new pop-up window. 5 Find the bottom center on page. You can find it at the bottom of the window. 6 Click on the check box next to Horizontal and select it. When on, your spreadsheet is centered horizontally on the page. 7 Click the check box next to Vertical and select it. When on, the spreadsheet is centered vertically in the center of the page. You can select both check boxes and center the spreadsheet in the middle. Ask a question thank you! This article was co-authored by our trained team of editors and researchers who validated it for accuracy and completeness. WikiHow's content management team carefully monitors the work of our editorial staff to ensure that each article is supported by trusted research and meets our high quality standards. This article has been viewed 4,347 times. 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