

Print pages with column and row headers in Excel

Introduction

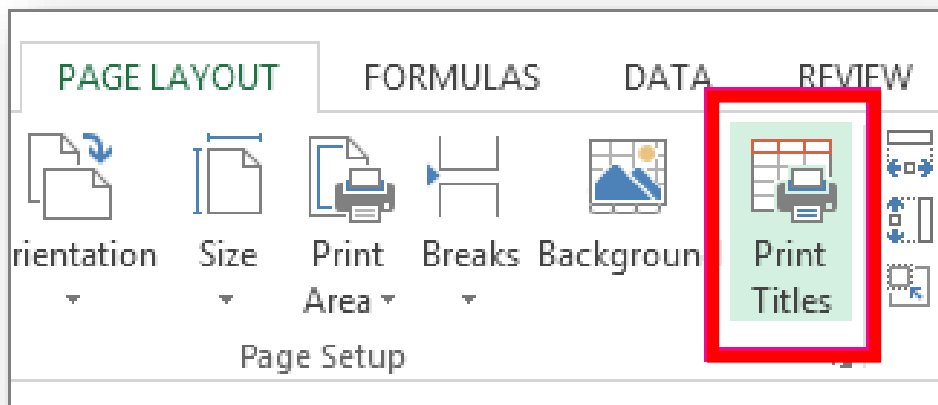
In the data sheets of Excel we can store infinity of data that we have perfectly arranged in rows and columns, when these data we have to present them in a printing format if the spreadsheets are large and complex the information will be printed on many pages dividing the rows and columns, thus losing the visual connection with the first rows and columns of headings, and creating an impression of confused and disconnected data, and if we want all the rows and columns to be, in print we will obtain a disproportionate diminutive unreadable scale.

If we want to maintain a clear format and style and with a readable text scale, we can configure printing to print headers or labels of rows and columns on each page and ensure that the data is correctly related, and we will have an orderly and clear text.

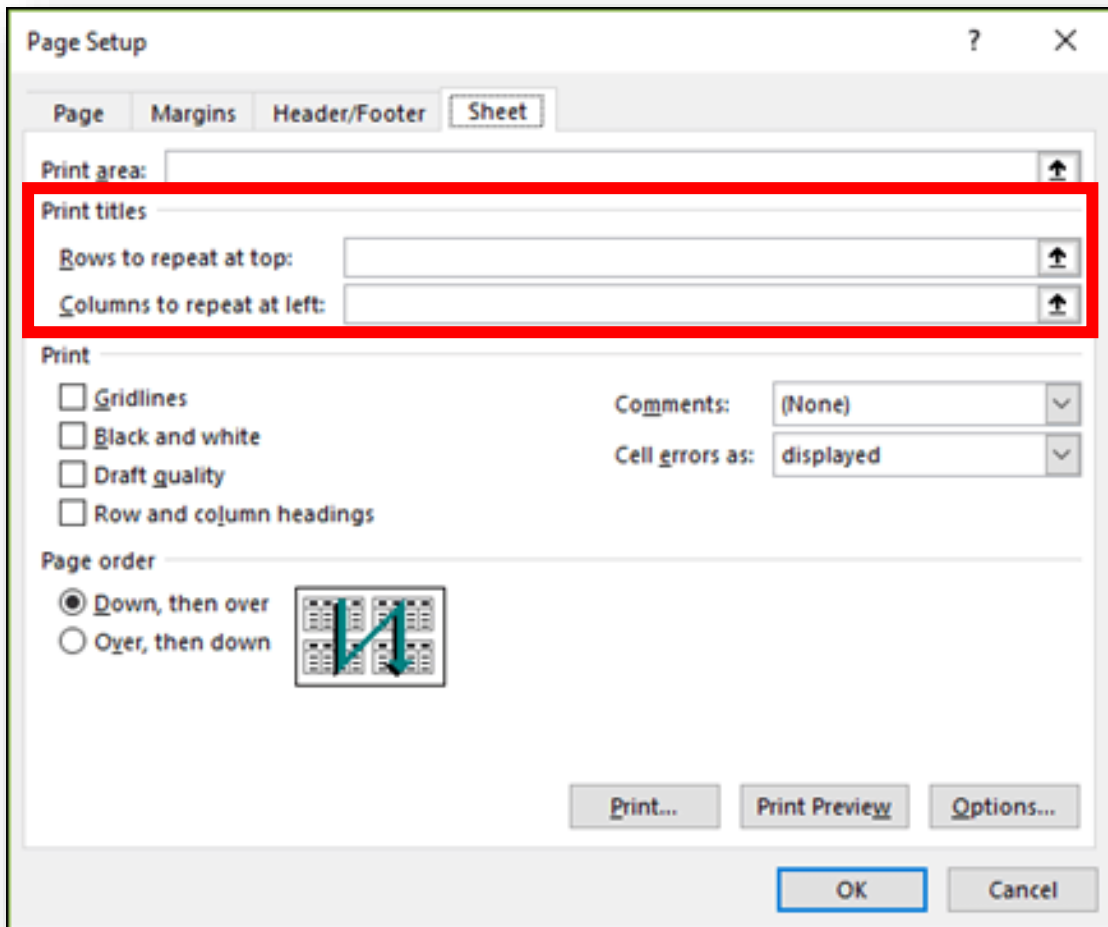
Set up the Excel sheet for printing titles

We open the sheet that we want to print.

In the **Page Layout** tab, in the **Setup Page** group, click on **Print Titles**.



And the Page Setup menu will open, in the **Sheet** tab



In Print titles:

a.- Rows to repeat at the top: In this section we will indicate the headings of the columns that we want to repeat on all the pages in the print, for this we click on the arrow on the right and select the row or rows to repeat.

It will appear: \$ (first row number): \$ (last row number).

In case there is only one row the two numbers will match, for example if the header we have in row 1 will be \$ 1: \$ 1





Drawing with Cad

If the header is in more than one contiguous row, we can select them by keeping the right click pressed or by selecting the first one and with the Shift key pressed select the last one, and all intermediates will automatically be selected.

For example if the heading is in row 1, 2 and 3 will be \$ 1: \$ 3



To accept we click on the arrow on the right

b.- Columns to repeat at left: In this section we will indicate the headings of the rows that we want to repeat in all the pages in the print, for this we click on the arrow on the right and select the column or columns to repeat.

It will appear: \$ (first column letter): \$ (last column letter).

The selection will be the same as we have done with the rows, with the shift key we select adjacent columns. For example, if we want to repeat the first 4 columns, it will be \$ A: \$ D



To accept we click on the arrow on the right.

And we have it set up and ready to print, in the Print Preview button we can see how the print design will remain and if we want to print it, select the printer and print it.