

## **EXCEL PRINTING INSTRUCTIONS:**

**FOOTER:** To enter a FOOTER – Click the INSERT TAB – Select the Header & Footer Button – Scroll to BOTTOM OF PAGE – Type Your Name, Title of Spreadsheet, Period #, <shift+enter> Today’s Date

### **DO NOT USE QUICK PRINT**

**DISPLAY COPY** – Tap or Click the FILE Tab – Tap or Click the PRINT tab – SELECT the HP Color LaserJet 3800 – Tap or Click the PORTRAIT ORIENTATION button and select LANDSCAPE – Tap or Click the NO SCALING BUTTON and select ‘FIT SHEET ON ONE PAGE – Tap or Click the PRINT button

**FORMULAS COPY** – Hold down the CTRL KEY and hit the ACCENT KEY ( ~ ) to display the formula’s copy – Tap or Click the FILE Tab – VERIFY that LANDSCAPE ORIENTATION and FIT SHEET ON ONE PAGE is STILL Selected – Tap or Click the PRINT button.

**GRAPH COPY** – Tap or Click on the MONTHLY EXPENSES tab at the bottom of the Excel Window – Tap or Click the FILE tab – Tap or Click the PRINT tab – Select the HP Color LaserJet 3800 – VERIFY that LANDSCAPE ORIENTATION – Tap or Click the PRINT button