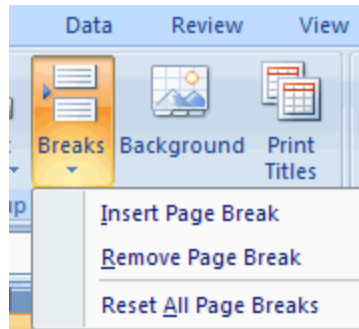


Set Page Breaks

You can manually set up page breaks in a worksheet for ease of reading when the sheet is printed.

To set a page break:

- Click the **Breaks** button on the **Page Layout** tab
- Click **Insert Page Break**



Print a Range

There may be times when you only want to print a portion of a worksheet. This is easily done through the Print Range function. To print a range:

- Select the area to be printed
- Click the **Print Area** button on the **Page Layout** tab
- Click **Select Print Area**

