Set Print Titles

The print titles function allows you to repeat the column and row headings at the beginning of each new page to make reading a multiple page sheet easier to read when printed.

To Print Titles:
- Click the Page Layout tab on the Ribbon
- Click the Print Titles button
- In the Print Titles section, click the box to select the rows/columns to be repeated
- Select the row or column
- Click the Select Row/Column Button
- Click OK