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Volume 122

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Excel - Columns and Rows as Print Borders

Recently, I had a client ask me how she can print a report from Excel without having to print the full spreadsheet. Excel contains many tricks to accommodate printing - one of the best is the ability to specify the rows or columns as borders that print on every page, no matter what data you picked. It's similar to using Splitting or Freezing frames in your view.

Let me show you what I mean graphically; say you have this sheet – but only want to print the area I have bordered ...

MONTHLY REPORT										
PAGES VISITED										
One Free Day										
Month	Pageviews	Exits	New Visits	Request for Information	Request for Information	Request for Information	Membership Information	Membership Information	Membership Information	Membership Information
	ageviews	Exits	New Visits	ageviews	Exits	New Visits	Pageviews	Exits	New Visits	Pageviews
January, 2012	3,164	692	138	7,883	1,104	60	3,025	595	119	
February, 2012	2,507	516	134	6,238	907	69	2,446	467	98	
March, 2012	2,240	485	87	5,029	734	52	2,260	456	66	
April, 2012	1,663	358	67	4,007	641	21	1,818	360	80	
May, 2012	1,959	371	59	4,633	735	35	2,119	420	76	
June, 2012	1,752	365	32	3,991	645	40	1,829	390	78	
July, 2012	1,884	402	24	4,399	671	41	1,973	378	83	
August, 2012	2,005	470	40	4,573	683	40	2,580	528	98	
September, 2012	1,640	385	31	4,083	703	24	2,119	471	145	
October, 2012	1,658	371	67	4,115	715	31	1,935	411	82	
November, 2012	1,675	374	52	3,696	628	48	1,568	379	75	
December, 2012	2,290	534	94	4,103	673	29	1,498	342	82	
TOTAL YTD	24,437	5,323	825	56,750	8,839	490	25,170	5,197	1,082	

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- Web Design
- Content Management Web Sites
- Graphic Design
- Print Design
- Social Media Marketing
- Creative Marketing Ideas

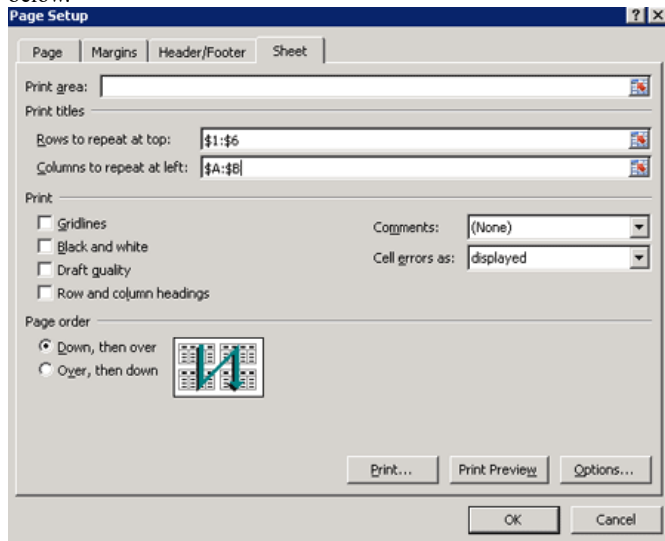
If you printed this sheet normally you'd get all data or if you tried to specify just that data to print you wouldn't see the left column that denotes the Month or possibly the header rows that give the titles.

To solve this you want to set up the page so that you choose the rows and columns to print on any page and then specify the data to print.

Let's get started:

- Identify the data to print as well as the rows and columns you want to see.
- Click on Page Layout tab and choose Print Titles, this will bring up the Page Setup Window (you might recognize this window from Page Setup in earlier Excel versions) – see the window

below.



- Where it says “Rows to repeat at top” click on the print icon – it will put you back into the worksheet where you can now highlight the rows to repeat. You will see that Excel puts a dollar sign (\$) in front of the row (numbers) and column (letters). The \$ tells Excel that this entry is an absolute reference – meaning that no matter where the data moves the cell references will not change.
- Do the same thing as above for the “Columns to repeat at left”.
- Now highlight the data that you want to print (but don’t choose the rows or columns of the borders you’ve already identified).
- Go to the MS Icon in the upper left corner, click on it and choose Print and then Print again (Note – Print Preview does not recognize the area you have highlighted so you will not be able to see the true results until you print).
- In the Print window go to Print What” and select “selection”. This tells Excel only to print what you have chosen surrounded by the borders you set up – see the final results below.

MONTHLY REPORT

Information current as

12/31/2012

PAGES VISITED

Month	Request for Information		
	Pageviews	Exits	New Visits
January, 2012	7,883	1,104	60
February, 2012	6,238	907	69
March, 2012	5,029	734	52
April, 2012	4,007	641	21
May, 2012	4,633	735	35
June, 2012	3,991	645	40
July, 2012	4,399	671	41
August, 2012	4,573	683	40
September, 2012	4,083	703	24
October, 2012	4,115	715	31
November, 2012	3,696	628	48
December, 2012	4,103	673	29
TOTAL YTD	56,750	8,839	490

There are many ways to control your printing, this is just one of the ways. If you have questions or a MS Office project contact me at info@aapk.com I have years of experience and can help you.

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Copying Web Page Content

Some times you need to copy content from a web page – whether it is text, links, graphics or other content. Have you done this and discovered when you put it into a program like Word you get a lot of stuff you didn’t want? Or have you had the need to print out only one part of an article? Then read on for some hints and information.

Highlighting/Selecting:

- [Excel, Word and PowerPoint](#)
- Web Design
- Content Management Web Sites
- Graphic Design
- Print Design
- Social Media Marketing
- Creative Marketing Ideas

Text – put your cursor at the beginning or end of the desired text and drag your mouse till you get it all.
NOTE: if there are several columns of data on the web page keep your cursor within the column you are seeking – otherwise you will get text from the next column and can create confusion.

Select the whole page – put your cursor any where on the page and click Ctrl-A to highlight the whole page. NOTE: this will highlight all text (and it's formatting), graphics, form, or search boxes, advertising, and some design elements.

Graphics/Photos – to capture right click on the item you want and choose copy or save.

URL Links – either highlight the click itself or right click to choose copy link location.

Pasting

(I am going to use Word as my sample of where to paste, but you can do this with email, Excel, PowerPoint or other programs.)

Paste (Ctrl-V) – what ever you copied will be pasted into your document. This includes the text (and formatting), graphics, form boxes, and links. Be careful using this Paste option – because the form boxes and text formatting can create havoc in your document (if you don't believe me tried it!). See the example below from the top of this web page – the upper part of the example is how a Paste would look in Word (see the table structures and graphics).

Paste Special – you can reach Paste Special in Word (and most other MS programs) from the home menu ribbon or by right clicking and choosing Paste Special. Depending on what you have copied you will be presented with a variety of options - here are a few you are most likely to see (the bottom part of the example above shows how using Unformatted Text will affect the paste):

- HTML Format – pastes in the content as it would look on a web page. This includes URL links, table structures, graphics, etc.
- Unformatted Text – just the text – no formatting or graphics
- Unformatted Unicode Text – just the text – same as above

I used these methods the other day to copy off biographies with pictures I was editing for a client's web site. You could use this if you want to print just a part of an article (copy and paste only the part of the article in Word and print it) or are copying a graphic into a presentation. Try this out for yourself and if you need help with a web or marketing project contact me at info@aapk.com.

You Have To Laugh

Funny Video: White Elephant Origami - <https://www.youtube.com/watch?v=vYrQ2j0Z8h8&feature=youtu.be>

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