

Word, Excel & Microsoft 365 | Easy | 2 min read

Excel: how to print a sheet to fit on one page

Few things are more irritating than printing a spreadsheet and finding that one column has spilled onto a second page. Excel has a setting that shrinks everything to fit, and you do not need to resize anything yourself.

Fit everything on one page

1. Click the **Page Layout** tab.
2. In the **Scale to Fit** group, set **Width** to **1 page**.
3. Set **Height** to **1 page** if you want it all on a single sheet. Choose **Automatic** if you only mind about the width, as long sheets can then run over several pages.

You can also do it from print preview: press Ctrl+P, find the scaling option near the bottom of the settings and choose **Fit Sheet on One Page** or **Fit All Columns on One Page**.

Switch to landscape

Wide spreadsheets usually fit better sideways. On **Page Layout**, click **Orientation** and choose **Landscape**.

Print only part of the sheet

1. Select the cells you want.
2. On **Page Layout**, click **Print Area**, then **Set Print Area**.

To go back to printing everything, choose **Clear Print Area**.

Repeat headings on every page

On **Page Layout**, click **Print Titles**. In **Rows to repeat at top**, click the box and then click the row number holding your headings. Click **OK**.

Check before you print

Always press Ctrl+P first. The preview on the right shows exactly what will come out. If the writing looks tiny, tidying the sheet may help. Hide columns you do not need, or choose a larger paper size such as A3 if your printer can handle it.

Page Break Preview

On the **View** tab, choose **Page Break Preview** to see blue lines showing where pages break. You can drag the lines to change them. Click **Normal** to go back.

Common problems

- **The text is too small:** you are probably fitting too many columns on one page. Trim some columns first.

On a Mac the **Page Layout** tab is in the same place.

When to get more help

If printing still fails or comes out wrong, the issue may be with the printer rather than Excel, so contact us.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.