

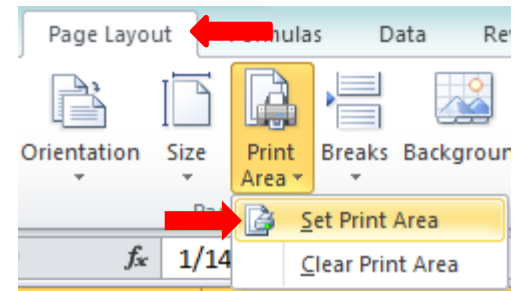
# Printing a Specific Area in Excel 2010

1.) First we need to set the range of data you want printed out. To do this, you need to select the two diagonal and opposite corners of the range you would like to print.

Left-click in the cell of one corner, hold down your shift key, then left-click in the cell of the other corner. The range of cells for printing will be highlighted in blue.

	F	Barcode	Matter Name	Client Code	Matter Number	Billing Atty.	Responsible Atty.	Card
1								
2	01/14/10	618663499	Pac Corp Grp Holding v. State of Penn.	532	23289	JCS	ML	2
3	01/14/10	618663498	PERC v. Bernite	465	14043	JCS	JCS	2
4	01/14/10	618663498	Steadfast v. Santa Clarita	465	13636	NHS	NHS	2
5	01/14/10	618663499	Amco v. RJT Homes	7631	27505	GJN	DWM	
6	01/14/10	618663499	D&M Loose Docs	380	26607	ABY	REH	
7	01/14/10	618663499	American Logistics	380	26569	SWL	SWL	
8	01/14/10	618663499	Del Monte Fresh	112	5693	JCS	JCS	
9	01/19/10	618663500	James v. Lapiekre	1011	27554	DLW	DLW	
10	01/19/10	618663500	Baldwin	1011	27732	DLW	DLW	
11	01/19/10	618663501	Flesher	1011	27561	DLW	DLW	
12	01/19/10	618663501	Alvis	1011	25251	DLW	RLD	
13	01/19/10	618663501	Collins	1011	28189	DLW	DLW	
14	01/19/10	618663502	Gibson	1011	27852	DLW	DLW	
15	01/19/10	618663502	Jensen	1011	27685	DLW	DLW	
16	01/19/10	618663502	Adams	1011	27452	DLW	DLW	
17	01/19/10	618663503-618663504	630 F. St Consumnes v. Amer. River	1011	27553	DLW	DLW	
18	01/19/10	618663505	Desimone	1011	26290	DLW	DLW	
19	01/19/10	618663505	Laine	1011	26895	DLW	DLW	
20	01/19/10	618663506	IPV City View	1011	27540	DLW	DLW	
21	01/19/10	618663506	Niami	1011	25104	DLW	DLW	
22	01/19/10	618663507	Lang	1011	27296	DLW	DLW	

2.) Next, click on the "Page Layout" ribbon, where you will find the button named "Print Area." Click on the "Print Area" button and select the option named "Set Print Area." This will designate the area you highlighted in blue as the range of data you would like to print.



3.) Lastly we print the selected area. To do so, click on the "File" ribbon, then select "Print" along the options along the left-side. Finally, select the large square button in the middle named "Print."

Alternatively, you can also go to the Quick Access Toolbar in the top left corner of the Excel window and click on the "Quick Print" icon there.

And that's printing specific ranges in Excel!

