

## 03 Printing

### *Introduction*

There may be times when you want to **print a workbook** to view and share your data **offline**. Once you've chosen your **page layout** settings, it's easy to preview and print a workbook from Excel using the **Print** pane.

Click the link below to view Video:

 Link: [Printing Workbooks](#)

### Exercise 03

*Complete the exercise below.*

- Open your EXCEL folder and open  
**Excel 02a YourFirstNameLastInitial CELL BASIC**
- If you wish, you may print this document for your own practise.
- You do not need to submit it.