How to Center Worksheet Horizontally and Vertically in Excel 2010
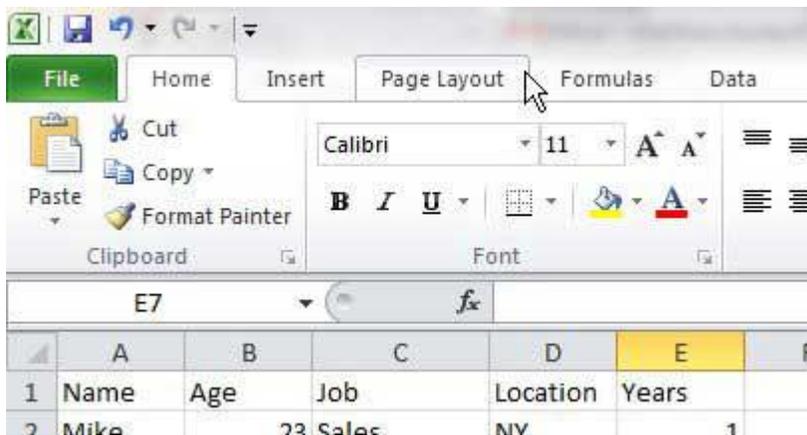
June 14, 2012

By default, Microsoft Excel 2010 will print your spreadsheet based upon how it is laid out in the spreadsheet. Since most people start creating their spreadsheets from the A1 cell, this means that most Excel 2010 documents print from the top-left corner of the page. You can change this, however, by adjusting a few page settings for your document. For example, if you want to center a worksheet horizontally and vertically in Excel 2010 when the document is printed, it is possible to configure your sheet so that your desired print layout occurs.

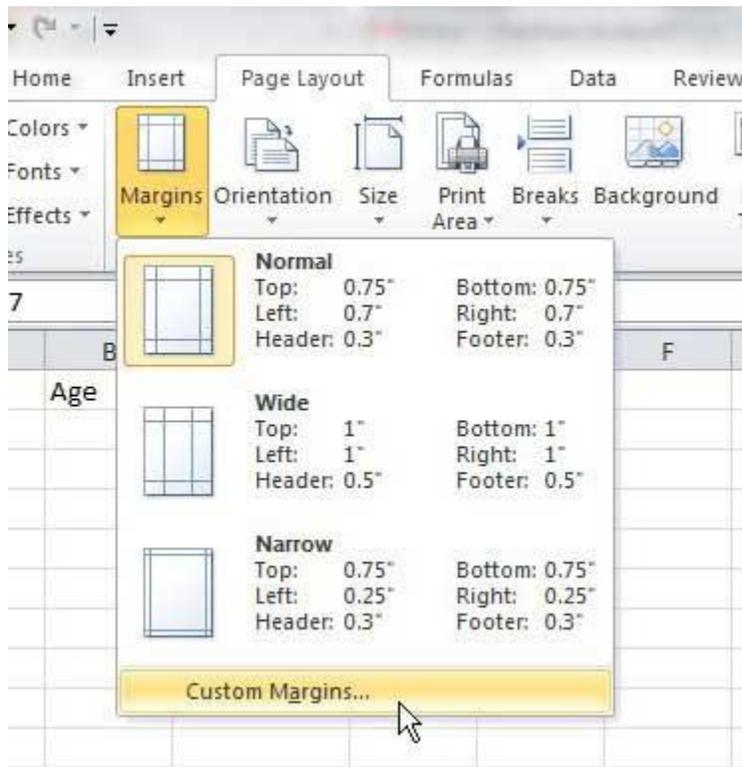## Print Excel 2010 Spreadsheet in the Middle of the Page

If you have attempted to achieve this effect on your own, then you likely investigated many of the options on the Print menu in Excel 2010. While you can achieve most of your required print settings from that menu, such as printing a two page spreadsheet on one page, this particular option is found on a different menu.

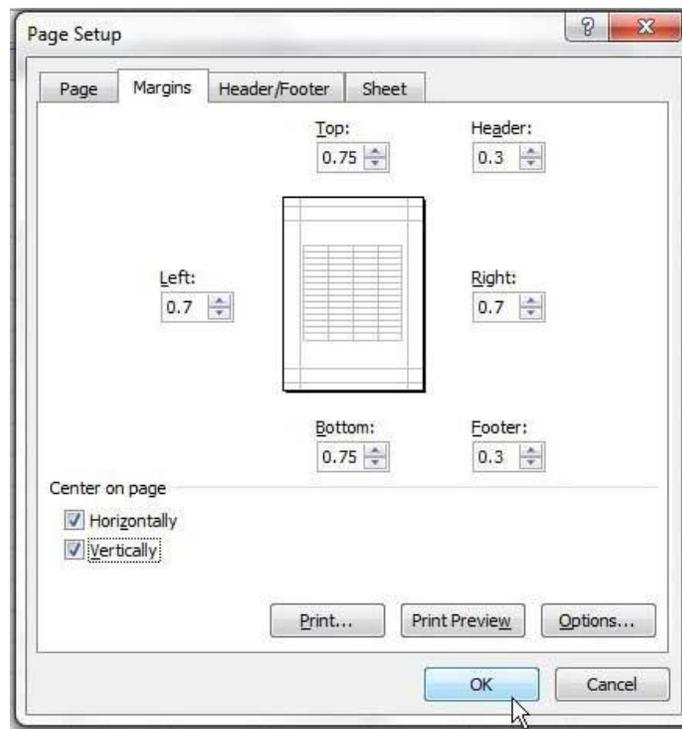Step 1: Begin by opening the Excel spreadsheet in Excel 2010.

Step 2: Click the **Page Layout** tab at the top of the window.

Step 3: Click the **Margins** drop-down menu in the **Page Setup** section of the ribbon at the top of the window, then click **Custom Margins** at the bottom of the drop-down menu.
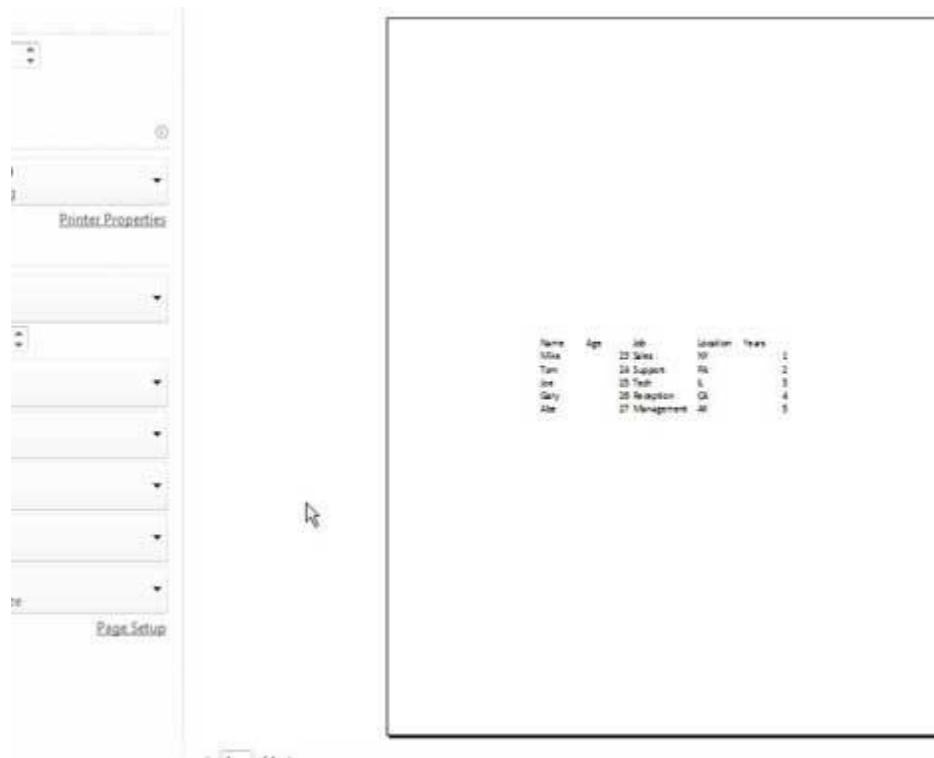

Step 4: Check the boxes at the bottom-left corner of the window under **Center on page**, to the left of **Horizontally** and **Vertically**.

Step 5: Click the **OK** button.

You can then see what your printed Excel spreadsheet will look like on the page by clicking the **File** tab at the top-left corner of the window, then clicking the **Print** option. For example, a small sample set of data that I created looks like this when centered -

You can also access the Print menu by pressing **Ctrl** + **P** on your keyboard at any time. You can also make slight adjustments to your margins if you need to tweak the layout of your centered information.