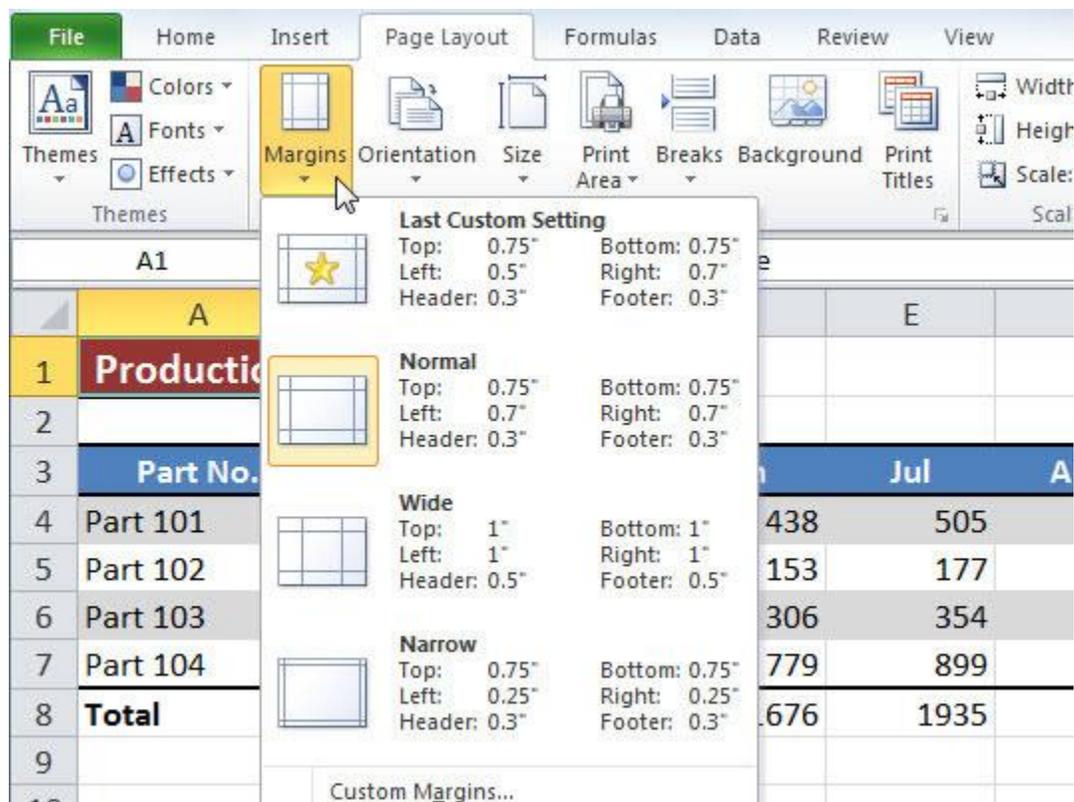


# How to Change the Print Margins in Excel 2010

Print *margins* indicate how much white space Excel 2010 places between the [worksheet](#) data and the edge of the page. The Normal margin settings that Excel applies to a new [workbook](#) have top and bottom margins of 0.75 inches and left and right margins of 0.7 inches. You also can specify margins for the header and footer and center your worksheet horizontally or vertically on the page to improve the appearance of a printed report.

In addition to the Normal margin settings, Excel enables you to select two other standard margins from the Margins button's drop-down menu on the Page Layout [tab](#) of the [Ribbon](#):

- **Wide** margins with 1-inch top, bottom, left, and right margins and 0.5 inches separating the header and footer from the top and bottom margins.
- **Narrow** margins with top and bottom margins of 0.75 inches, and left and right margins of 0.25 inches with 0.3 inches separating the header and footer from the top and bottom margins.



*Excel 2010 provides a few margin presets on the Margins drop-down menu.*

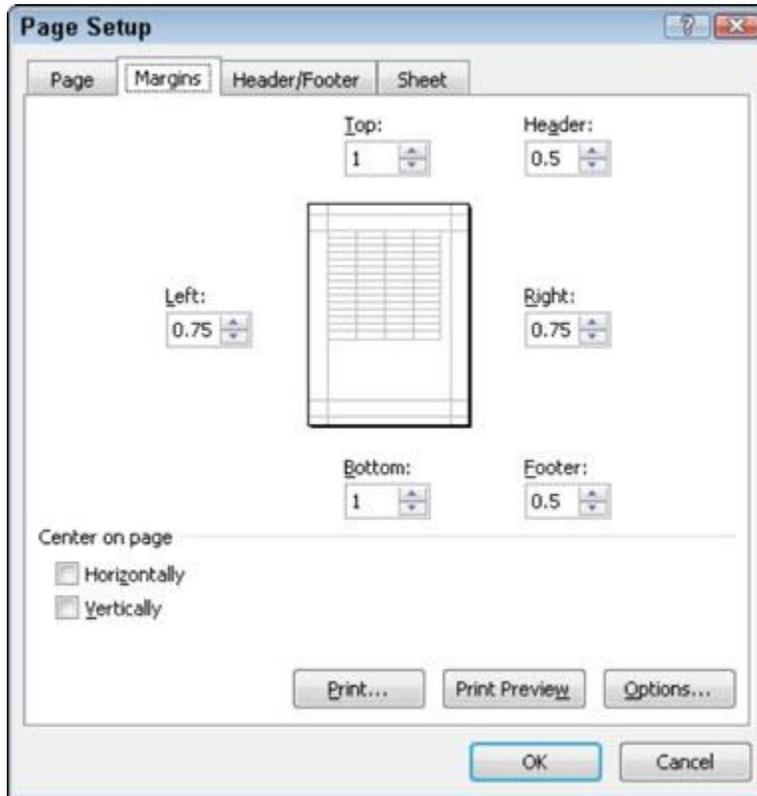
You also can manually adjust the margins of a report either from the Margins tab of the Page Setup [dialog box](#) or by dragging the margin markers in the Print panel of Excel's [Backstage view](#) (press Ctrl+P and then click the Show Margins icon). To get more columns on a page, try reducing the left and right margins. To get more rows on a page, try reducing the top and bottom margins.

Follow these steps to adjust margins using the Page Setup dialog box:

1. On the Page Layout tab, in the Page Setup [group](#), click the Margins button and select the Custom Margins command from the drop-down menu.

You can also click the Page Setup [dialog box launcher](#) in the bottom-right corner of the Page Setup group. The Page Setup dialog box appears.

2. Click the Margins tab.



*Adjust your report margins from the Margins tab in the Page Setup dialog box.*

3. Enter the new margin settings in the Top, Bottom, Left, and Right text boxes. You also can use the spin buttons to change the margin settings in small increments.
4. (Optional) Select one or both Center on Page check boxes to center the data between the current margin settings.
5. Click OK.

You can click the Print Preview button in the Page Setup dialog box at any time to see how the changes you make affect the preview of your report.

If you select the Show Margins icon near the bottom-right corner of the Print panel in Backstage view, you can modify the margins by dragging margin markers. When you release the mouse button, Excel redraws the page, using the new margin setting. (You can also adjust column widths like this.)

Income Analysis - 2010.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Save Save As Open Close

Info Recent New

Print

Save & Send

Help Options Exit

Print

Copies: 1

Printer: HP LaserJet 4200/4300 PCL6

Settings

Print Active Sheets: Only print the active sheets

Pages: to

Collated 1,1,1 1,2,3 1,2,3

Portrait Orientation

Letter 8.5" x 11"

Custom Margins

No Scaling Print sheets at their actual size

Printer Properties

Page Setup

Regional Income 2010				
Item	Jan	Feb	Mar	Qtr 1
<b>Sales</b>				
Northwest	\$30,536	\$35,910	\$36,707	\$103,153
Southwest	20,772	22,426	24,992	\$68,190
Central	15,485	144,864	156,759	\$497,077
Midwest	64,472	110,930	114,712	\$289,114
International	1,267,739	136,413	151,364	\$1,555,516
<b>Total Sales</b>	<b>\$4,337,404</b>	<b>\$444,543</b>	<b>\$489,934</b>	<b>\$5,271,881</b>
<b>Cost of Goods Sold</b>				
Northwest	83,741	11,272	12,281	\$107,294
Southwest	6,546	1,175	7,777	\$15,498
Central	46,443	71,769	78,228	\$196,440
Midwest	40,467	69,724	75,869	\$185,960
International	72,218	78,822	83,454	\$234,494
<b>Total Cost of Goods</b>	<b>\$269,615</b>	<b>\$279,858</b>	<b>\$297,529</b>	<b>\$847,002</b>
<b>Operating Expenses</b>				
Northwest	\$25,526	\$20,036	\$24,469	\$69,931
Southwest	10,486	11,012	18,217	\$39,715
Central	27,554	29,483	31,547	\$88,584
Midwest	41,303	17,264	18,467	\$77,034
International	32,361	14,426	37,030	\$83,817
<b>Total Operating Expenses</b>	<b>\$137,530</b>	<b>\$112,221</b>	<b>\$153,730</b>	<b>\$403,481</b>
<b>Net Income</b>				
Northwest	(\$1,510)	(\$490)	(\$281)	(\$2,281)
Southwest	3,820	(\$1,960)	(\$1,420)	(\$4,600)
Central	9,289	43,802	46,964	\$99,955
Midwest	14,316	16,817	18,846	\$49,979
International	22,664	25,364	30,388	\$78,416
<b>Total Net Income</b>	<b>\$71,279</b>	<b>\$83,667</b>	<b>\$88,438</b>	<b>\$243,384</b>
<b>Regional Ratio Analysis</b>				
<b>Gross Profit on Sales</b>				
Northwest	61.9%	68.2%	66.2%	
Southwest	68.2%	66.5%	66.8%	

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Show Margins

Drag a marker to adjust its margin in the Print panel when the Show Margins icon is selected.