

How to Print Formulas in an Excel 2010 Worksheet

By [Greg Harvey](#) from [Excel 2010 For Dummies](#)

A basic printing technique you may need in Excel 2010 is printing the *worksheet formulas* instead of printing the calculated results of the formulas. You can check over a printout of the formulas in your worksheet to make sure that you haven't made a mistake (like replace a formula with a number or use the wrong *cell* references in a formula) before you distribute the worksheet companywide.

Follow these steps to print formulas in an Excel 2010 worksheet:

1. **On the *Ribbon's Formulas* tab, in the *Formula Auditing* group, click the *Show Formulas* button.**

Excel displays the contents of each cell in the worksheet as they normally appear only in the *Formula bar* or when you're editing them in the cell. Notice that value entries lose their number formatting and long text entries no longer spill over into neighboring blank cells. Excel widens the columns so that the formulas appear in their entirety.

Display formulas in the worksheet to help check for possible errors.

2. **With the formulas displayed, print the worksheet as you normally would any other report.**
3. **Return the worksheet to normal by clicking the *Show Formulas* button on the *Formulas* tab of the *Ribbon* or by pressing **Ctrl+`** (the accent mark next to the 1 key).**

Excel allows you to toggle between the normal cell display and the formula cell display by pressing **Ctrl+`**. (That is, press **Ctrl** and the key with the tilde on top.) This key — usually found in the upper-left corner of your keyboard — does double-duty as a tilde and as a weird backward accent mark: ` (Don't confuse that backward accent mark with the apostrophe that appears on the same key as the quotation mark!)

You can include the worksheet column letters and row numbers as headings in the printout so that if you do spot an error, you can pinpoint the cell reference right away. To include the row and column headings in the printout, click the *Page Layout* tab, and then select the *Print* check box under *Headings* in the *Sheet Options* group before you send the report to the printer.