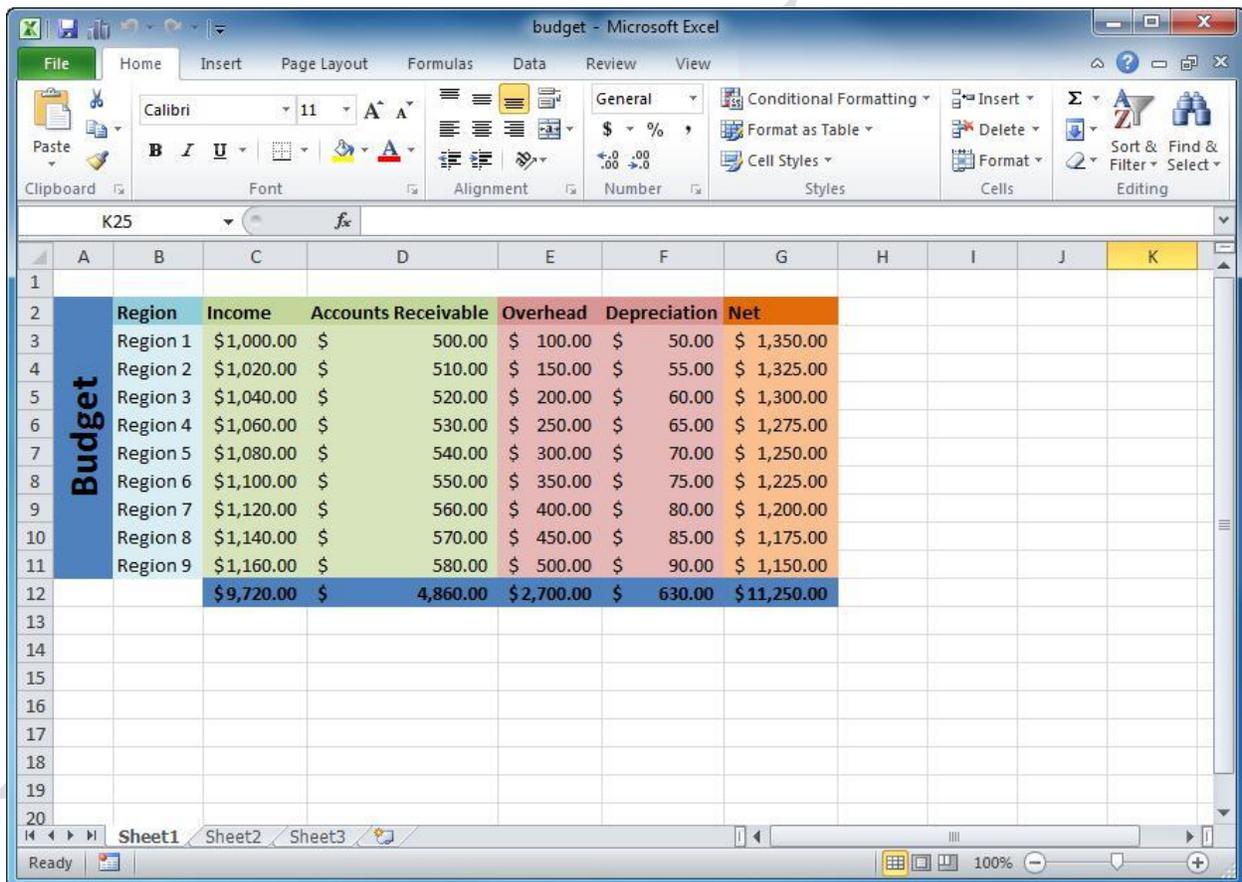# Using the View Tab

Excel has a number of different view options that make viewing your workbook easier in certain situations. For example, if you are ready to print, you probably don't want to view your workbook as a normal spreadsheet because it can be hard to tell exactly where your printed pages will begin and end. Sometimes, you may want to view a larger section of the grid area, or you may want to view several spreadsheet pages at once. In this lesson, we will explore the different commands on the View tab.
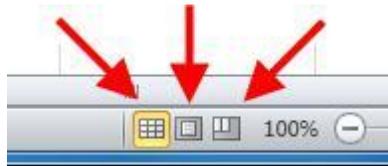
Using Normal View

The first of the different views is Normal view, the default view used by Excel. This view displays the ribbon, Quick Access Toolbar, status bar, and as much of the worksheet that will fit using the current zoom level. Chances are you will use this view most often:

The Workbook Views group in the View tab lets you switch between all of the different views. When you start Excel, Normal view will be highlighted:
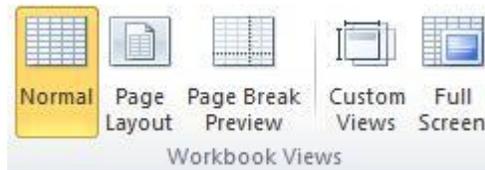
You can switch between views using commands on the status bar as well. From left to right, you can switch between Normal, Page Layout, and Page Break views:

You can also adjust which elements of the worksheet will be visible by checking/unchecking the commands in the Show group of the View tab:
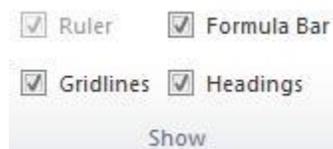
Using Full Screen View

Normal view gives you access to all of the commands and tools needed to modify your worksheet. However, sometimes you won't be able to see all of your data at once, meaning you might have to zoom out a bit or use the scroll bars. You might also need to give an impromptu presentation about your work in Excel.

To help with these issues, Excel features a Full Screen view. To switch to this view, click View $\rightarrow$ Full Screen:

Mustansiriyah University/ College of Dentistry   **Lecturer: Mustafa H. Ali**
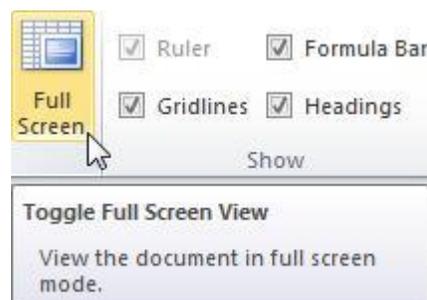
This view will expand the working area of your worksheet to fill your entire screen, regardless of if the Excel window was maximized or not. Full Screen view is designed to show as much data as possible. Only the working area, title bar, worksheet tabs, and scroll bars will be visible:

Although the ribbon commands are not visible, you still have access to a number of commands using the right-click menu. Full Screen view could therefore be used for some editing tasks; however, editing is not recommended because the formula bar is not visible.

To exit full-screen mode, press the Esc key on your keyboard. You will return to Normal view.

Using Page Layout View

Page Layout view lets you view your worksheet as if it were printed on paper. This view is similar to the Print commands we look at in Lesson 3.1. To see this view, click View → Page Layout or click the middle view button on the status bar:
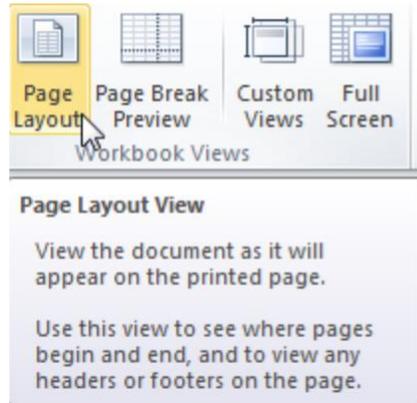
Excel outlines which column/row headings will print on which page, effectively splitting up your worksheet into page-sized pieces:
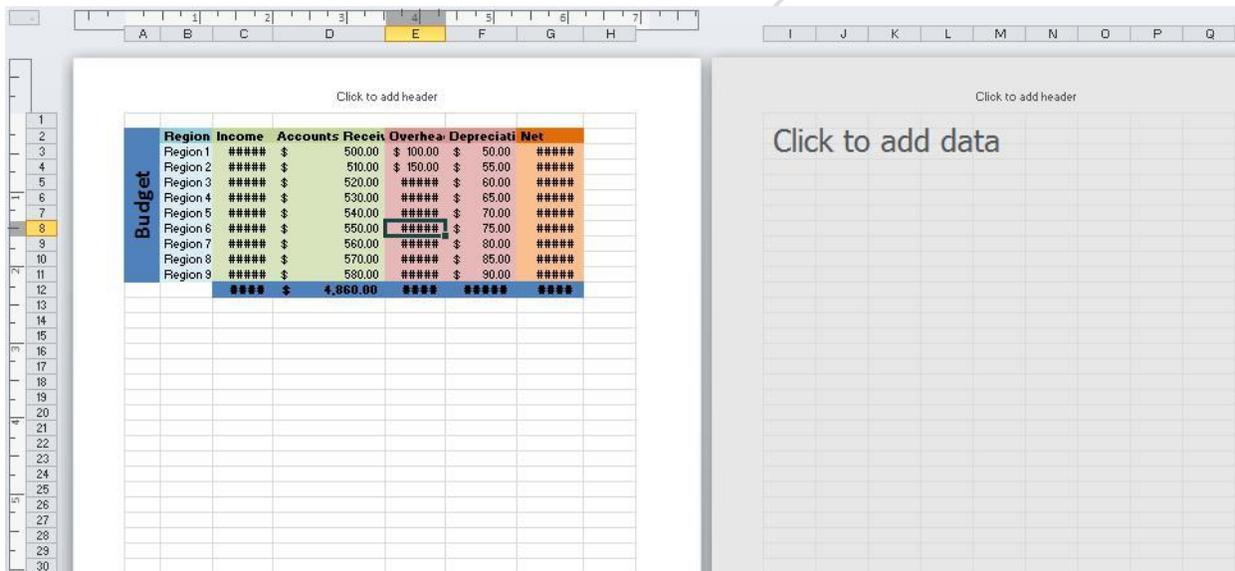
The amount of data that can fit on a page is relative to the paper size. You can define the paper size by clicking File → Print and choosing a paper size:
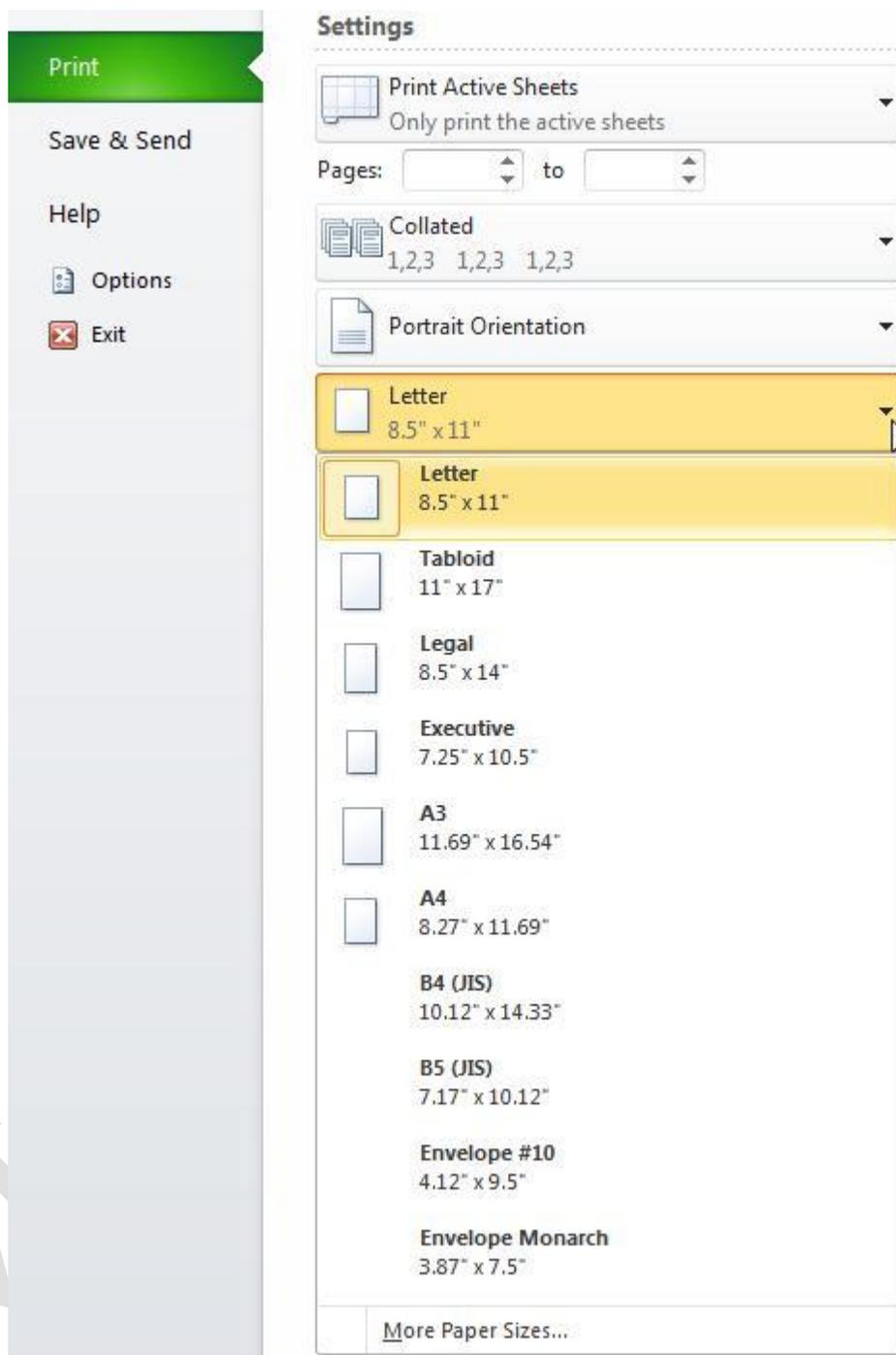
Note that if you switch back to Normal view, you will see dotted lines appear between some of the columns or rows. These lines indicate the page breaks where Excel will split the data during printing:

	A	B	C	D	E	F	G	H	I
1									
2		Region	Income	Accounts Receivable	Overhead	Depreciation	Net		
3		Region 1	$1,000.00	$ 500.00	$ 100.00	$ 50.00	$ 1,350.00		
4		Region 2	$1,020.00	$ 510.00	$ 150.00	$ 55.00	$ 1,325.00		
5		Region 3	$1,040.00	$ 520.00	$ 200.00	$ 60.00	$ 1,300.00		
6		Region 4	$1,060.00	$ 530.00	$ 250.00	$ 65.00	$ 1,275.00		
7		Region 5	$1,080.00	$ 540.00	$ 300.00	$ 70.00	$ 1,250.00		
8		Region 6	$1,100.00	$ 550.00	$ 350.00	$ 75.00	$ 1,225.00		
9		Region 7	$1,120.00	$ 560.00	$ 400.00	$ 80.00	$ 1,200.00		
10		Region 8	$1,140.00	$ 570.00	$ 450.00	$ 85.00	$ 1,175.00		
11		Region 9	$1,160.00	$ 580.00	$ 500.00	$ 90.00	$ 1,150.00		
12			$9,720.00	$ 4,860.00	$2,700.00	$ 630.00	$11,250.00		
13									
14									
15									
16									

(The word "Budget" appears vertically in column A across rows 5–8.)

Page Break Preview

Excel worksheets can get very large. In fact, most real worksheets contain too much data to fit on one printed page. To print a large worksheet, you have to break up the data into manageable sections. The point where one continuous sheet of data is broken into separate pages is called a page break.

If you print an Excel worksheet that is too big for a single page, Excel will define page breaks for you based on the size of the cells, the size of the paper, and the print scale you choose. However, Excel doesn't care about the meaning or interpretation of your data when it sets up page breaks, meaning the data can be broken into pages in awkward, illogical ways. This is why it is a good idea to learn how to manage page breaks on your own.

Click View $\rightarrow$ Page Break Preview to display page breaks. You will see a notification appear stating you can manually adjust the page breaks in order for your printed data to make sense:
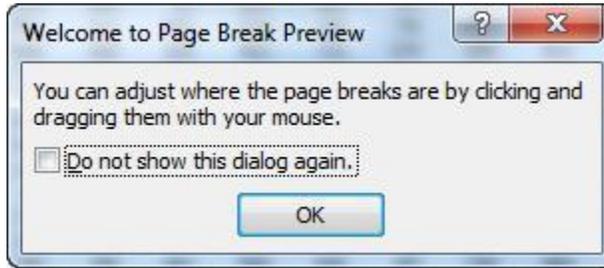
Page breaks appear as dotted blue lines. The solid blue lines indicate the boundaries of the information that will be printed. You can also see a faint outline of the printing order (Page 1, Page 2, etc.):

Page Break Preview still provides full functionality, but is not that great for actually working with your data. This view is designed to help you organize your spreadsheets for printing.