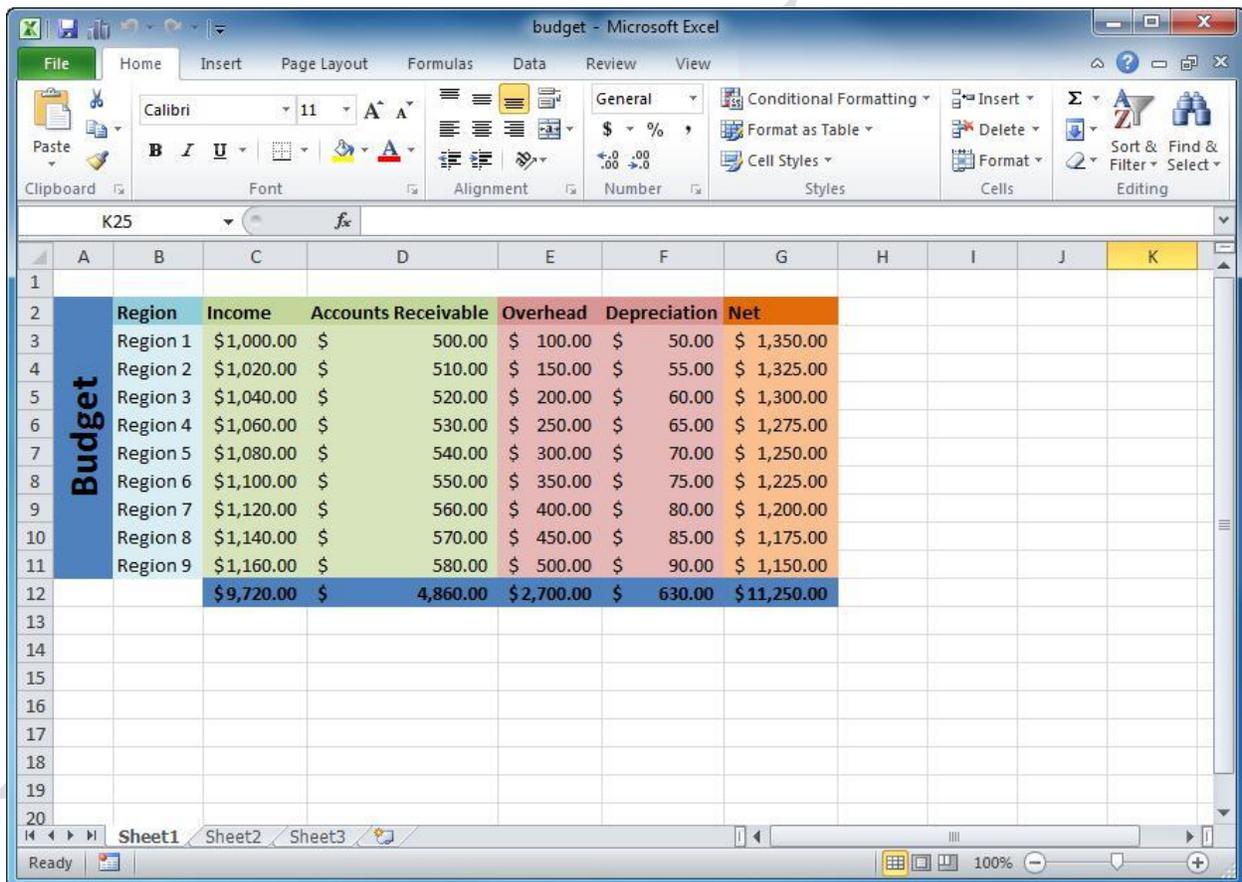


Using the View Tab

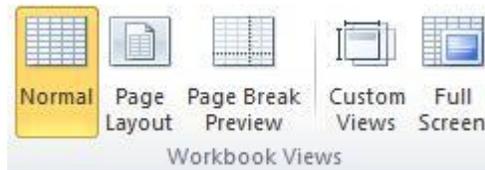
Excel has a number of different view options that make viewing your workbook easier in certain situations. For example, if you are ready to print, you probably don't want to view your workbook as a normal spreadsheet because it can be hard to tell exactly where your printed pages will begin and end. 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

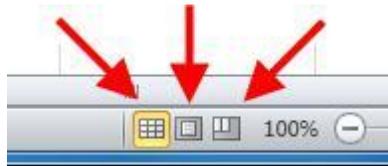
The first of the different views is Normal view, the default view used by Excel. This view displays the ribbon, Quick Access Toolbar, status bar, and as much of the worksheet that will fit using the current zoom level. Chances are you will use this view most often:



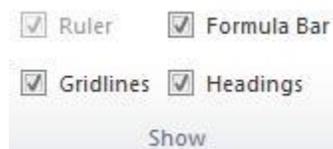
The Workbook Views group in the View tab lets you switch between all of the different views. When you start Excel, Normal view will be highlighted:



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:



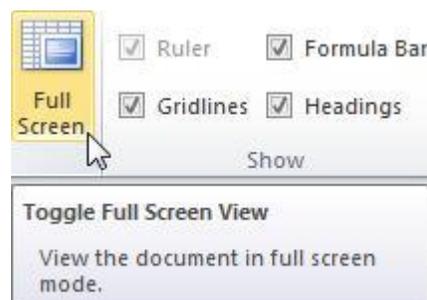
You can also adjust which elements of the worksheet will be visible by checking/unchecking the commands in the Show group of the View tab:



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 →
Full Screen:



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:

The screenshot shows Microsoft Excel in Full Screen view. The worksheet is titled 'Budget' and contains the following data:

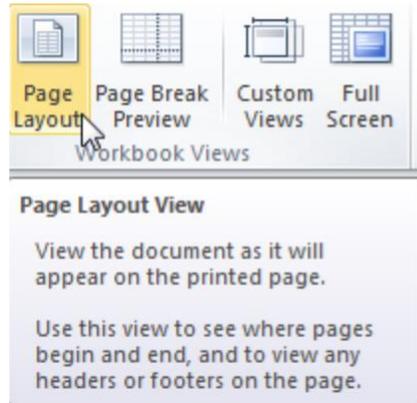
Region	Income	Accounts Receivable	Overhead	Depreciation	Net
Region 1	\$1,000.00	\$ 500.00	\$ 100.00	\$ 50.00	\$ 1,350.00
Region 2	\$1,020.00	\$ 510.00	\$ 150.00	\$ 55.00	\$ 1,325.00
Region 3	\$1,040.00	\$ 520.00	\$ 200.00	\$ 60.00	\$ 1,300.00
Region 4	\$1,060.00	\$ 530.00	\$ 250.00	\$ 65.00	\$ 1,275.00
Region 5	\$1,080.00	\$ 540.00	\$ 300.00	\$ 70.00	\$ 1,250.00
Region 6	\$1,100.00	\$ 550.00	\$ 350.00	\$ 75.00	\$ 1,225.00
Region 7	\$1,120.00	\$ 560.00	\$ 400.00	\$ 80.00	\$ 1,200.00
Region 8	\$1,140.00	\$ 570.00	\$ 450.00	\$ 85.00	\$ 1,175.00
Region 9	\$1,160.00	\$ 580.00	\$ 500.00	\$ 90.00	\$ 1,150.00
	\$9,720.00	\$ 4,860.00	\$ 2,700.00	\$ 630.00	\$11,250.00

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.

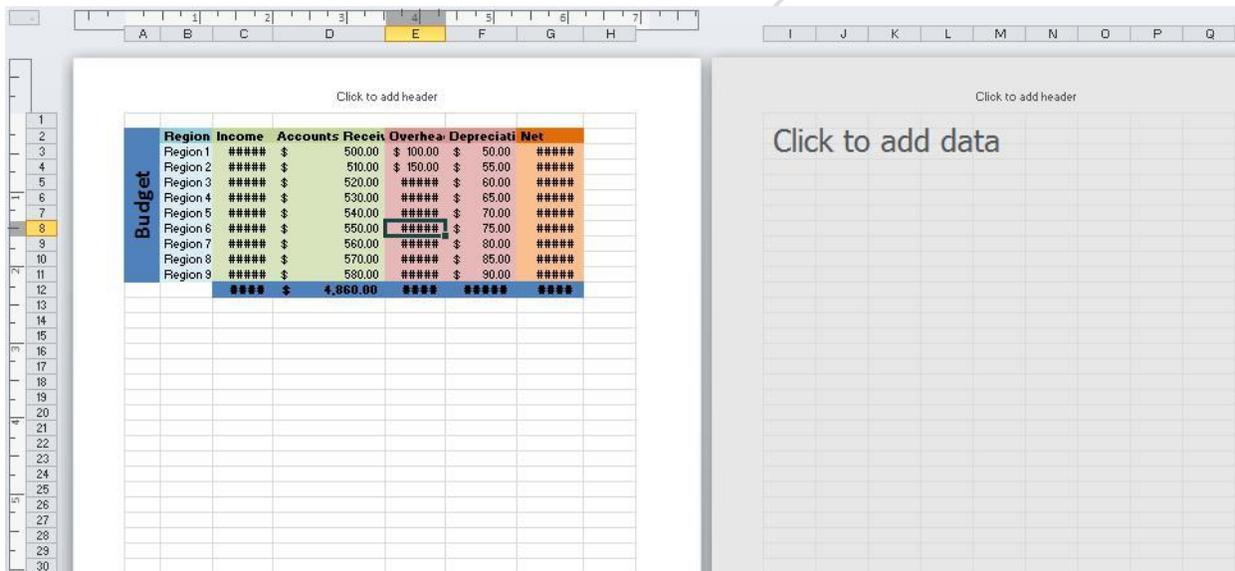
To exit full-screen mode, press the Esc key on your keyboard. You will return to Normal view.

Using Page Layout View

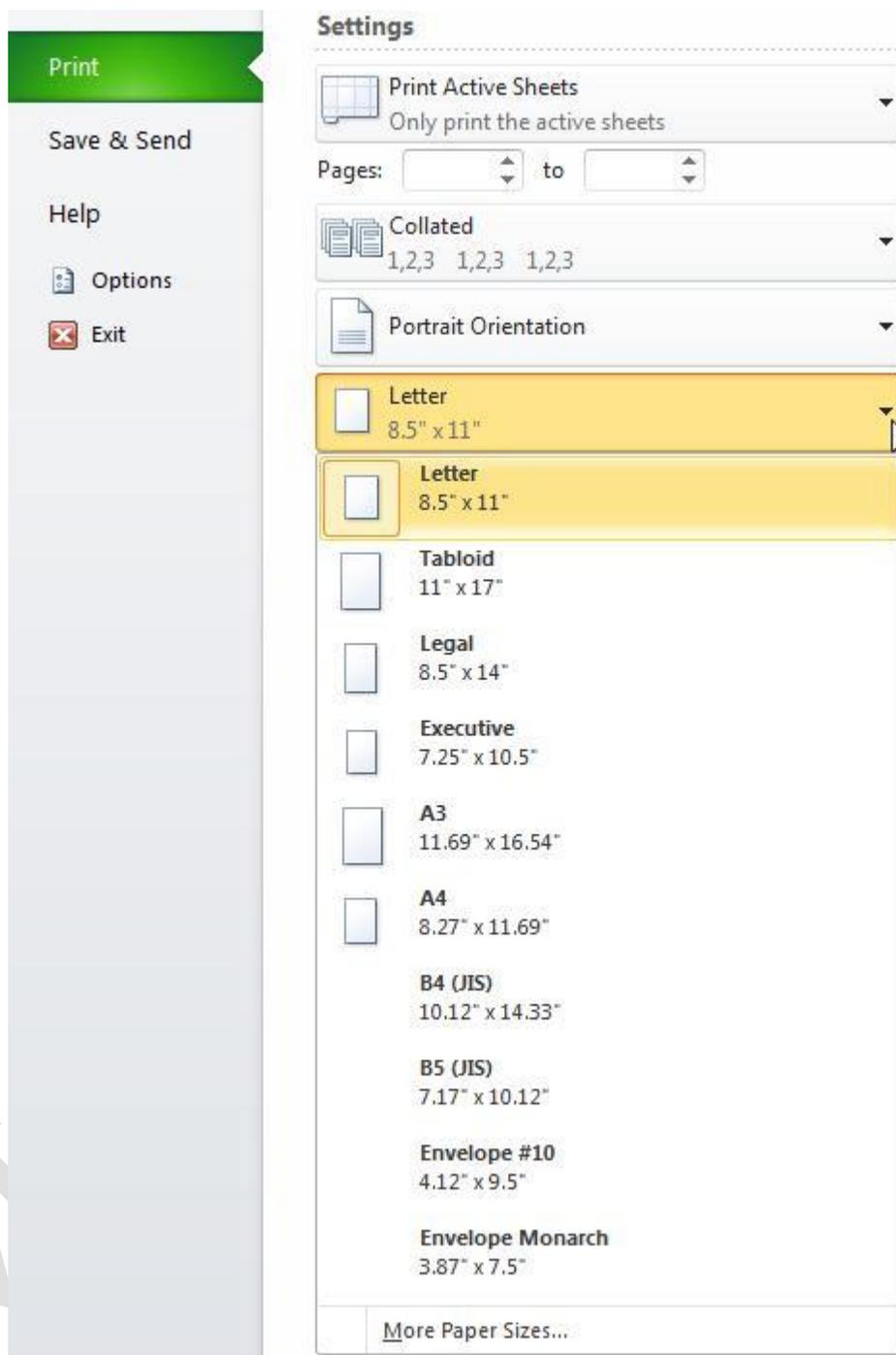
Page Layout view lets you view your worksheet as if it were printed on paper. This view is similar to the Print commands we look at in Lesson 3.1. To see this view, click View → Page Layout or click the middle view button on the status bar:



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:

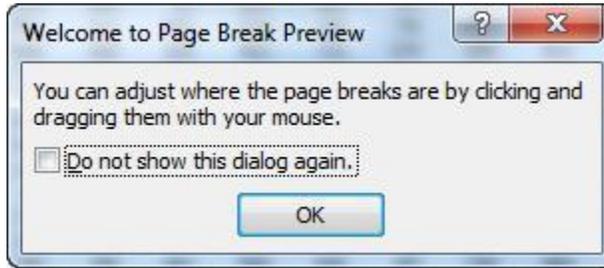
	A	B	C	D	E	F	G	H	I
1									
2	Budget	Region	Income	Accounts Receivable	Overhead	Depreciation	Net		
3		Region 1	\$1,000.00	\$ 500.00	\$ 100.00	\$ 50.00	\$ 1,350.00		
4		Region 2	\$1,020.00	\$ 510.00	\$ 150.00	\$ 55.00	\$ 1,325.00		
5		Region 3	\$1,040.00	\$ 520.00	\$ 200.00	\$ 60.00	\$ 1,300.00		
6		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									

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  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.):

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	
1	Test 1	Test 2	Test 3	Test 4	Test 5	Test 6	Test 7	Test 8	Test 9	Test 10	Test 11	Test 12	Test 13	Test 14	Test 15	Test 16	Test 17	Test 18	Test 19	Test 20	Test 21	Test 22	Test 23	Test 24	Test 25	Test 26	Test 27	Test 28	Test 29	Test 30		
2	45	625	181	21	783	594	245	625	881	825	379	43	58	282	9	222	368	83	87	94	802	6	207	280	717	8683	869	823	942			
3	202	730	859	842	643	462	432	568	3	148	470	280	0	12	250	314	94	454	845	953	185	701	690	982	832	758	141	916	870			
4	856	129	127	658	648	285	301	440	223	6	882	18	297	686	52	142	2375	839	288	17	257	812	907	943	387	670	610	701	262			
5	707	240	932	383	563	685	952	218	41	882	263	124	85	250	105	85	328	639	238	767	250	865	454	731	383	8871	450	624	250			
6	536	262	540	8	488	8	428	9125	529	334	888	895	606	540	456	3925	264	521	86	614	822	3817	443	853	941	204	790	628				
7	744	394	467	148	862	237	877	215	52	240	885	232	808	85	547	402	3708	831	562	320	988	253	821	683	684	688	654	705	259			
8	582	286	821	42	436	294	639	810	593	249	289	836	943	697	100	330	852	513	325	58	216	147	240	335	166	602	273	664	628			
9	897	316	429	522	836	866	126	592	605	813	889	292	584	689	970	630	488	322	883	478	550	880	405	161	413	688	466	421	703			
10	122	884	322	184	375	10	376	711	580	891	889	568	10	617	237	511	288	591	216	706	437	791	426	383	593	658	764	271	805			
11	80	852	607	793	356	866	887	128	580	962	837	828	484	903	462	290	168	182	283	563	237	437	54	832	616	851	280	826				
12	496	775	325	431	944	508	341	811	607	263	683	83	220	551	238	432	6648	514	357	268	641	869	105	216	617	391	602	748	591			
13	961	227	357	276	756	384	221	662	934	952	471	305	888	59	232	228	743	148	294	444	82	109	481	573	702	676	916	591				
14	314	206	471	639	353	268	624	9008	451	993	528	544	788	266	194	59	5208	182	379	759	30	241	2017	19	592	748	947	901	738			
15	558	472	83	380	68	145	894	718	326	483	86	833	882	852	336	696	828	549	886	524	166	660	964	825	289	368	232	66	303			
16	544	233	372	526	594	218	268	6018	814	647	283	52	57	282	623	7	7778	873	594	585	89	480	693	19	744	708	472	250	438			
17	239	562	58	247	18	68	206	3708	762	473	274	96	286	487	985	463	8708	223	894	340	251	406	829	217	217	682	254	101	763			
18	901	164	539	718	785	227	2	5218	721	647	282	793	203	830	639	582	6948	873	424	478	830	846	835	799	82	427	81	821	272			
19	524	813	387	478	46	226	78	3248	400	85	273	965	28	943	405	424	1838	482	667	207	723	257	639	239	323	882	874	20	794			
20	506	184	713	884	883	645	578	728	793	83	281	461	712	544	281	185	7178	744	638	252	285	326	891	898	483	288	594	271	184			
21	391	840	934	852	638	478	839	792	520	209	547	825	624	778	911	827	528	682	768	854	580	671	721	946	884	888	525	946	302			
22	524	83	812	287	988	638	57	7708	337	247	62	588	696	308	704	185	5448	889	382	884	863	761	386	240	813	888	52	978	834			
23	537	972	381	838	848	398	472	828	609	470	444	844	728	70	85	363	978	716	479	856	288	478	580	223	833	243	804	708				
24	207	140	887	887	128	572	592	528	790	811	852	48	847	684	936	182	3948	889	567	88	372	850	967	232	78	8471	301	901	511			
25	65	838	483	778	738	288	288	282	17	69	881	852	288	993	414	969	118	548	322	437	704	694	280	883	881	288	433	860	48			
26	389	731	836	97	447	884	462	4018	890	372	789	278	573	717	588	189	288	588	548	343	717	529	214	64	466	582	962	983	607			
27	225	242	729	648	521	688	268	6238	973	297	349	628	886	224	768	187	6288	298	382	876	132	182	381	880	165	588	184	628	812			
28	54	884	868	820	72	247	861	4638	952	902	186	296	888	186	778	807	3288	836	588	798	811	891	819	538	182	254	100	542				
29	514	880	838	881	862	580	808	2148	881	881	881	881	881	881	881	881	881	881	881	881	881	881	881	881	881	881	881	881	881			
30	695	594	161	81	145	778	188	888	881	2	188	387	688	388	287	332	825	348	158	443	833	183	381	358	241	868	532	38				
31	485	486	763	53	688	348	304	728	806	478	888	287	707	682	798	303	4778	688	422	644	848	853	204	788	333	284	598	53	778			
32	889	826	397	143	389	94	438	844	844	188	143	788	894	458	186	408	991	988	389	283	21	888	25	245	982	88	817	571				
33	23	889	887	887	472	88	848	2618	888	182	884	837	288	886	51	498	788	282	758	838	428	822	367	847	189	828	88	145	696			
34	188	783	395	988	884	572	694	848	378	842	823	874	433	784	888	828	428	285	384	648	956	942	893	398	637	488	708	145	732			
35	486	872	181	88	428	58	507	568	203	188	584	548	888	53	73	137	3748	3	888	732	228	688	97	15	97	818	528	438	248			
36	639	1000	888	488	788	828	217	862	51	814	488	728	338	761	697	388	748	286	688	28	468	783	281	424	888	381	707	778	5	618		
37	778	35	827	888	328	12	77	968	315	22	838	428	7	588	694	828	78	342	881	521	378	830	793	328	478	278	888	980	761			
38	754	34	185	895	848	825	304	8638	540	17	188	182	882	334	77	973	958	811	485	988	685	847	238	388	881	634	788	286	282			
39	638	704	881	880	888	888	882	448	698	828	828	828	828	828	828	828	828	828	828	828	828	828	828	828	828	828	828	828	828			
40	517	287	888	788	887	683	808	4818	83	888	488	588	282	591	625	213	188	173	628	687	746	637	482	488	148	707	843	938				
41	787	883	132	341	584	483	204	858	778	130	88	671	477	328	181	978	888	889	388	344	688	258	810	795	841	588	598	388	188			
42	822	973	890	778	884	888	258	6418	222	489	833	279	374	825	988	44																