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:

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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					
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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:

Normal	Page Layout	Page Break Preview	Custom Views	Full Screen
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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:

1	Ruler	Formula Bar
V	Gridlines	Headings
	5	how

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:

	Ruler	🔽 Formula Bar
Full Screen.	Gridlines	🗹 Headings
5	2 5	show
Toggle	Full Screen Vie	w
View t mode.	he document i	n full screen

Page2

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:

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3 6	Region 3	\$1,040.00	\$ 520.00	\$ 200.00	\$ 60.00	\$ 1,300.00											
0 0	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											
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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:

Page Page Break Layouth Preview Workbook Views	
Page Layout View	
View the document as it will appear on the printed page.	
Use this view to see where pages begin and end, and to view any headers or footers on the page.	

Excel outlines which column/row headings will print on which page, effectively splitting up your worksheet into page-sized pieces:

	Click to add header	Click to add header
Region 1 ### Tot Region 1 ### Tot Region 2 ### Tot Region 3 ### Tot Region 4 ### Tot Region 5 ### Region 6 ### Region 7 ### Region 8 ### Region 8 ### Region 8 ### Region 8 ###	Accounts Receiv Overhear Depreciati Net ## \$ 500.00 \$ 100.00 \$ 50.00 ##### ## \$ 500.00 \$ 150.00 \$ 55.00 ##### ## \$ 530.00 ##### \$ 65.00 ##### ## \$ 530.00 ##### \$ 65.00 ##### ## \$ 530.00 ##### \$ 65.00 ##### ## \$ \$ 550.00 ##### \$ 65.00 ##### ## \$ \$ \$ 75.00 ##### \$ 8 ###### ## \$ \$ \$ \$ \$ \$ \$ ####################################	Click to add data

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:

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	Letter
	Tabloid 11" x 17"
	Legal 8.5" x 14"
	Executive
	A3 11 69" x 16 54"
	A4 8.27" x 11.69"
	B4 (JIS) 10.12" × 14.33"
	7.17" x 10.12"
	4.12" x 9.5"
	3.87" x 7.5"

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:

	А	В	С	D	E	F	G	Н	Î.
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	ē	Region 3	\$1,040.00	\$ 520.00	\$ 200.00	\$ 60.00	\$ 1,300.00		
6	00	Region 4	\$1,060.00	\$ 530.00	\$ 250.00	\$ 65.00	\$ 1,275.00		
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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		
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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.):

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	Day 2	902	710	000	047	260	407	430	540		140	475	100	012	- 10	350	314	-	47.4	848	000	100	201	690	-200	812	78.0	141	940	34.0	
-	Dava		129	127	451	641	14.8	200	ALO	223		4110	10	267	606	82	142	297	924	155	17	267	812	907	143	167	267	200	201	202	
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10	Day 9	097	316	429	\$22	536	888	120	592	965	813	899	292	584	609	970	693	40	132	863	476	850	100	465	161	413	683	466	421	79.2	
п	Day 10	120	304	972	164	975	10	38	717	590	151	808	568	10	617	297	511	295	510	2%	706	407	701	426	503	595	651	764	271	005	
12	Dayl	NO	152	607	793	355	866	967	125	500	562	897	828	404	900	462	290	H.	15.2	283	563	227	437	54	832	616	15	200	926	874	
11	Day 12	496	775	325	431	344	515	341	BT	907	263	603	163	231	551	230	422	664	514	- 367	206	641	969	165	216	637	28	602	THE	591	
14	Day D	961	221	357	276	756	204	221	662	224	952	4/1	205	050	59	60	232	223	743	140	29	444	02	109	451	973	782	676	36	50.2	
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17	Day 10	544	213	972	926	514	265	268	607	114	647	- 201	82	8.7	262	623	7	777	871	104	100	00	400	621	19	744	200	472	290	470	
10	Dayly	238	802	80	347	18	62	206	370	762	673	274	- 10	288	487	963	453	0.70	229	104	340	251	400	829	217	217	682	264	101	763	
12	Des 10	901	164	530	711	705	237	2	527	721	647	292	783	200	830	619	502	604	873	434	470	010	046	835	798	42	427	410	021	272	
28	Dag 19	524	513	987	473	45	218	710	324	400	65	273	565	21	943	405	454	100	482	667	327	723	257	638	215	323	863	874	39	794	
21	Deg 20	508	104	773	884	985	645	58	738	793	153	200	461	772	544	351	16	717	744	638	292	205	526	651	505	483	290	594	371	194	
22	Deg 25	251	540	504	652	618	470	538	792	520	209	541	525	624	1110	211	027	521	652	768	054	550	671	721	346	064	500	521	546	962	
-23	Dag 22	924	83	-141Z.	_312.	540	630	38	770	337	247	62	1754.	_106_	379	704	115	544	909	392	664	m.863	761	JE 399	240	838	555	52	518	834	
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25	Dag 25	65	835	493	178	725	388	398	352	17	63	891	512	288	993	414	965	113	545	322	437	184	694	290	153	861	293	433	963	40	
27	Dag 26	300	731	335		447	064	462	40	910	372	790	278	573	110	5000	112	- 279	505	540	343	10	929	214	54	455	552	952	. 853	601	
20	Dep 27	225	242	729	842	121	247	260	640	313	297	343	520	26	224	105	167	6.758	200	252	076	100	102	201	610	165	200	114	628	OT-	
- 30	Deg 10	614	904	470	600	643	640	401	900	891	902	140	607	100	18-	110		100	485	441	644	100	6.26	010	330	100	410	100	800		
31	Day 20	1055	664	9.90	11	145	228	780	376	967	- 2	100	167	150	6.00	200	387	112	6.75	145	110	445	815	193	501	164	100	600	Rich.	910	
12	Day 31	455	496	263	- 51	626	248	304	729	906	425	895	282	707	652	790	303	\$77	650	422	644	849	183	204	788	333	184	68.		775	
-11	Day 32	169	826	397	143	289	154	418	644	844	103	343	788	814	458	196	451	993	369	283	25	886	25	245	982	40	360	56	817	871	
34	Deg 33	23	989	807	957	472	38	848	287	908	192	964	877	260	806	51	496	200	282	251	838	428	822	367	647	195	929	188	148	605	
25	Day 34	118	793	995	988	684	672	684	548	379	842	823	574	433	794	659	828	420	285	384	648	955	942	893	895	612	468	761	745	732	
38	Day 36	456	872	101	88	429	50	307	665	203	168	504	548	038	- 33	73	137	379	- 3	881	732	226	655	57	15	- 97	126	529	439	245	
37	Dag 36	639	1000	998	493	758	828	271	662	51	614	415	720	336	761	707	398	743	296	658	20	460	783	291	424	257	212	778	8	679	
- 38	Deg 37	778	- 35	927	966	128	12	- 77	956	313	- 22	936	425	1	596	694	626	798	342	961	521	378	530	753	329	478	275	388	990	767	
-39	Dieg 38	754	- 34	116	999	848	921	334	563	540	17	199	382	298	334		973	353	621	405	960	685	847	226	399	801	834	790	395	262	
12	Dag 39	636	734	60	490	- 191	665	662	443	699	6,25	525	503	682	991	346	773	247	427	638	886	488	156	290	32	790	- 38	876	741	100	
- 11	Day 40	202	281	399	703	107	465	308	431	930	633	403	600	432	001	625	213	190	173	100	002	146	- 1000	452	492	505	141	4/0		- 22	
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45	Dag 44	308	633	817	383	683	482	266	464	673	1955	651	890	360	808	866	818	375	589	554	607	981	106	482	210	389	128	130	641	313	
#6	Day 45	132	13	631	499	. 899	120	424	934	299	940	843	758	452	681	776	496	46	857	652	-945	242	839	990	961	719	467	534	747	297	
47	Dan 46	777	217	828	475		547	494	906	845	990	533	125	628	388	29	636		390	621	238	687	- 835	159	284	- 14	227		813	817	
凝	Day 47	168	69	- 87	\$70	223	306	112	356	253	979		628	390	596	666	21	150	531	727	775	200	959	369	370	- 993	628	479	362	809	
49	Dag 48	104	276	43	- 916		768	576	766	573	224	620	- 28		- 66	41	145	299	505		411	626	880	390	649	254	250	206	768		
- 59	Day 49	719	522	728	223	- 68	254	686	92	132	817	82	404	48	- 90	128	- 34	875	695	425	883	96	951	821	617	192	327	910	490	776	
01	Day 60	901	730	513	625	402	666	- 64	720	881	993	- 40	285	31	840	220	980	800	408	801	28	473	478	954	196	463	- 262	309	106		
32	Day 61	257	407	725	288	797	210	340	812	630	113	610	431		600	809	379	902	682	- 812	41	945	648	529	500	839	382	240	78	925	
22	U-HI DE	362	200	895	614	100	410	813	919	- 2017	101	101	500	000	306	591		410	100			000	600	600	613	045	663	625	165		
- 10	Day 54	595	809	- 695	510	244	485	304	000	314	433	734	234	695	25	675	299	\$24	619	34	504	191	627	\$72	420	222	204	267	940	414	
100	Day 55	728	254	800	776	766	227	404	975	92	295	791	812	225	70	- 341		541	252	878	190	960	491	481	826	474	995	563	752	200	
57	Day 56	587	756	619	95	723	5/1	394	669	720	729	899	410	80	900	160	837	4724	332	\$23	405	802	220	349	812	\$77	4621	87	88	937	
- 59	Day 57	638	906	873	999	942	20	.24	987	573	273	379	582	259	397	692	203	649	372	54	707	652	44	29	633	497	196	101	106	361	
69	Day 58	260	832	509	136	400	365	336	902	368	772	163	1000	234	491	812	881	92	563	229	655	845	376	494	816	852	768	632	438	702	
- 80	Day 59	262	643	334	794	542	369	669	951	766	390	582	658	2%	49	5	206	873	397	496	282	943	600	717	619	430	500	166	906	89	
-81	Dag 60	996	346	495	. 569	33	744	979	- 99	96	992	779	628	428	271	88	292	934	544	618	20	367	94	94	399	309	354	994	HB	809	
- 82	Day 61	686	619	554	969	827	409	232	976	695	522	252	587	646	751	762	549	605	19	651	129	762	97	395	583	782	609	67	748	610	
- 81	Day 62	173	- 34	36	482	878	699	555	935	597	673	799	178	628	848	751	942	899	605	757	374	322	524	699	381		428	697	692	758	
-64	Day 63	108	421	661	177	- 28	556	929		655	195	829	60	05	52	939	993	342	439	128	106	396	909	-602	654	386	- 242	787	506	624	

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.