



Section 14

Worksheet Views

By the end of this Section you should be able to:

Use Worksheet Views

Use Zoom

Display Multiple Windows

Freeze Panes

Use Split

Create Custom Views

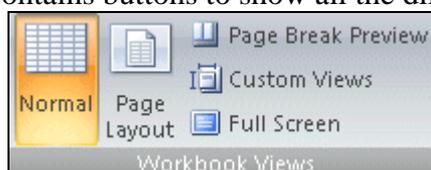
Display and Delete Custom Views

Views

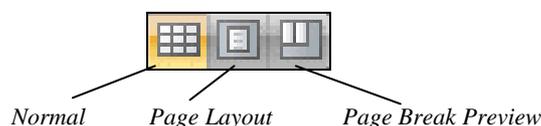
Excel supports various Views for different circumstances. **Normal** is the default view and is displayed when starting a new workbook. **Page Layout** is a view that shows a worksheet as it would be printed, i.e. with headers and footers. **Page Break Preview** shows a version with the pages labelled where the page breaks can be adjusted. **Full Screen** is a view where the worksheet fills most of the screen and where the **Ribbon**, **Formula Bar** and **Status Bar** are all hidden.

To use Views

- A workbook opens in **Normal** view. Display the **View** tab on the **Ribbon**. The **Workbook Views** group contains buttons to show all the different views.



- **Normal** is highlighted to show that it is the currently displayed view.
- Click the **Page Layout** button to display that view. The worksheet is shown with the headers and footers. Scroll the worksheet to see the pages.
- Click the **Page Break Preview** button. A **Welcome message** may be displayed, if so, click **OK**. This view shows all the pages with their content.
- Click and drag a blue dividing line to change the columns or rows to be included on that page.
- Click the **Full Screen** button. More of the worksheet is displayed but at the expense of the Ribbon, Formula Bar and Status Bar. This view is used only to scan the contents of a worksheet. The <Esc> key returns to the previous view.
- Check the right side of the **Status Bar**. Place the cursor over each of the three **View Shortcuts** to show the ToolTip for each. These buttons are available for use at any time.



*Note: **Custom Views** are described later in this section.*

Zoom

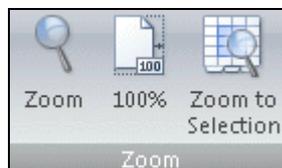
Zoom is used to control the magnification in the worksheet window to see more by making the worksheet smaller, or to see less by making it bigger. The **Zoom** percentage is saved with the worksheet. **Zoom** is purely visual and does not affect the printing of the worksheet.

To use the Zoom Slider

- The **Zoom** magnification can be changed using either the **Zoom** slider or via the **View** tab, **Zoom** group. Using the **Zoom** slider, at the bottom right of the screen, , change the zoom percentage by dragging the slider to the left or right. The display changes interactively as the slider is moved.
- The buttons at either end of the slider can be used to increase or decrease the percentage down to the nearest 10%. Click , the percentage reduces. The  increases the percentage in a similar manner.
- The range of display percentages is **10** to **400**.

To use Zoom from the Ribbon

- Display the **View** tab in the **Ribbon**. The **Zoom** group controls the display in a similar way to the slider.



To use the Zoom dialog box

- The **Zoom** button displays the **Zoom** dialog box. Select a percentage and click **OK**.
- If the required percentage is not available from the list, then enter it in the **Custom** box and click **OK**.

To use Zoom to Selection

- The **Zoom to Selection** button is used to fit a selected range to the size of the window. It requires a range to be selected first. Highlight a range and click the **Zoom to Selection** button. The range is increased in size to fit the available space.

To return to Normal View

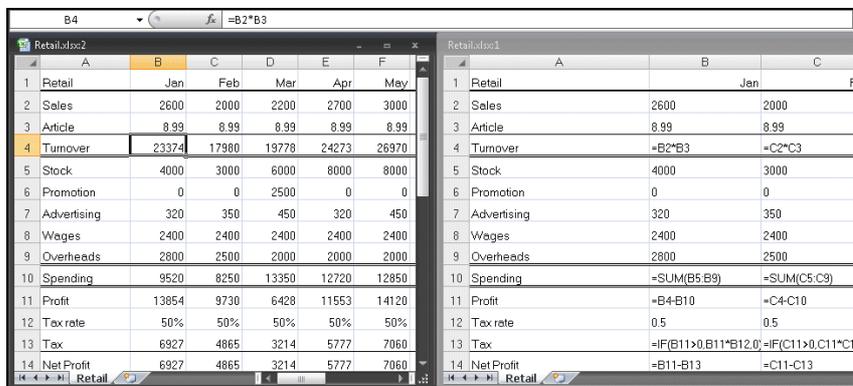
- Click the **100%** button to return the worksheet view to normal.

Multiple Windows

Multiple Windows make it easier to enter, compare, format and edit data in different parts of the same sheet, different sheets in the same book and sheets in two or more different books.

To open multiple windows of a single worksheet

- Display the **View** tab. The **Window** group controls multiple windows. To display the same sheet in two windows, click the **New Window** button.
- Click the **Arrange All** button in the **Window** group, choose an option and click **OK**.
- Below displays two windows **Name.xlsx:1** and **Name.xlsx:2**, using the **Vertical** option. As shown below, the data can be displayed in one window and the formulas in the other.



	A	B	C	D	E	F
1	Retail	Jan	Feb	Mar	Apr	May
2	Sales	2600	2000	2200	2700	3000
3	Article	8.99	8.99	8.99	8.99	8.99
4	Turnover	=B2*B3	=C2*C3			
5	Stock	4000	3000	6000	8000	8000
6	Promotion	0	0	2500	0	0
7	Advertising	320	350	450	320	450
8	Wages	2400	2400	2400	2400	2400
9	Overheads	2800	2500	2000	2000	2000
10	Spending	=SUM(B5:B9)	=SUM(C5:C9)			
11	Profit	=B4-B10	=C4-C10			
12	Tax rate	0.5	0.5	0.5	0.5	0.5
13	Tax	=IF(B11>0,B11*B12,0)	=IF(C11>0,C11*C12)			
14	Net Profit	=B11-B13	=C11-C13			

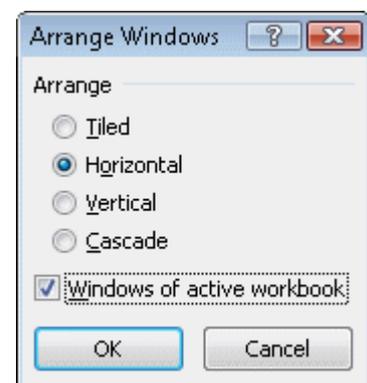
- Another use for multiple windows is to display different parts of the same sheet. Scroll to a different part of the spreadsheet in one window only.
- Changing cell values in one window, will update both windows automatically.
- To display a single window again, simply close one of the multiple windows and **Maximize** the remaining window.

To open multiple windows of several workbooks

- Open the required workbooks.
- To display all of the workbooks, each in its own window, click **Arrange All**. Make a selection from **Horizontal**, **Vertical**, **Tiled** or **Cascade**, and then click **OK**.

To open a window for each worksheet in a Workbook

- Open the workbook, select **Arrange All**, **Horizontal** and check **Windows of active workbook**. Click **OK**.
- The windows are displayed.



Freeze Panes

The **Freeze Panes** command is used to keep particular information rows and columns of information on the screen at all times. This is generally used so that the labels (titles) at the left of the rows and/or at the top of the columns are always displayed even while scrolling through the data in a worksheet.

The options are: **Freeze Panes**, **Freeze Top Row** and **Freeze First Column**. Placement of the active cell is required for the **Freeze Panes** option, as all rows above and all columns to the left of the active cell are frozen.

To freeze panes

- Open the required workbook.
- Click in the cell which has the columns to the left and the rows above that are to be left on display. For instance, clicking in cell **B4** will freeze rows **1-3** and column **A**.
- With the **View** tab displayed, click the **Freeze Panes** button in the **Window** group and the **Freeze Panes** option.

	A	G	H	I	J	K	L
1	Hotel Accounts for Year						
2							
3	Receipts	June	July	August	September	October	November
20	Repairs & Maint.	£857.93	£1,146.95	£987.65	£1,276.42	£849.37	£654.32
21	Gas	£786.58	£0.00	£0.00	£984.38	£0.00	£0.00
22	Rates	£0.00	£1,205.00	£0.00	£0.00	£0.00	£0.00
23	Electricity	£0.00	£0.00	£1,663.48	£0.00	£0.00	£1,205.84
24	Wages / NI	£5,042.85	£6,137.63	£6,042.93	£5,253.64	£4,276.80	£4,276.80
25	Insurance	£1,394.00	£0.00	£0.00	£0.00	£0.00	£0.00

Note: If panes are frozen when a worksheet is saved, they will be still be frozen when the workbook is re-opened.

To unfreeze panes

- When removing the frozen panes, the placing of the active cell is not important. Select the command **Freeze Panes** button and click **Unfreeze Panes**.

To freeze the first column only

- Click anywhere on the worksheet and select **Freeze Panes**, then **Freeze First Column**. This freezes column **A** only. Scroll around the worksheet to see the effect.

Split

Split is similar to freeze panes except that the individual panes can be scrolled to show different information in each pane.

To split a worksheet

- Open the workbook.
- **Split** is created at the active cell position. Click on the cell where the split is to occur. If the chosen cell is in column **A** or row **1**, then the screen will split into two areas. If the chosen cell is in the middle of the worksheet, then it will split into four areas.
- With the **View** tab displayed, click **Split** in the **Window** group. The worksheet is now split, all displaying the same worksheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Retail	Jan	Feb	Mar	Apr									
2	Sales	2600	2000	2200	2700	3000	3200	2500	1500	1600	2500	6800	8000	38600
3	Article	8.99	8.99	8.99	8.99	8.99	8.99	8.99	8.99	8.99	8.99	8.99	8.99	8.99
4	Turnover	23374	17980	19778	24273	26970	28768	22475	13485	14384	22475	61132	71920	347014
5	Stock	4000	3000	6000	8000	8000	7000	3000	4000	10000	12000	15000	14000	94000
6	Promotion	0	0	2500	0	0	2000	0	0	2000	8000	8000	4000	26500
7	Advertising	320	350	450	320	450	350	320	400	300	280	1000	1200	5740
8	Wages	2400	2400	2400	2400	2400	2400	2400	2400	2400	2400	3200	3200	30400
9	Overheads	2800	2500	2000	2000	2000	2000	2000	2000	2000	3000	3500	4000	29800
10	Spending	9520	8250	13350	12720	12850	13750	7720	8800	16700	25680	30700	26400	186440
11	Profit	13854	9730	6428	11553	14120	15018	14755	4685	-2316	-3205	30432	45520	160574
12	Tax rate	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%
13	Tax	6927	4865	3214	5777	7060	7509	7378	2343	0	0	15216	22760	83048
14	Net Profit	6927	4865	3214	5777	7060	7509	7378	2343	-2316	-3205	15216	22760	77527
15														
16														

- Try clicking on each of the scroll bars. Different parts of the worksheet can be displayed, creating four different views of the same worksheet - very useful if using a large worksheet.
- The split can be moved by clicking on the split lines and dragging them when  appears.

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Split - Continued

To remove the split

- Click the **Split** button again.

or

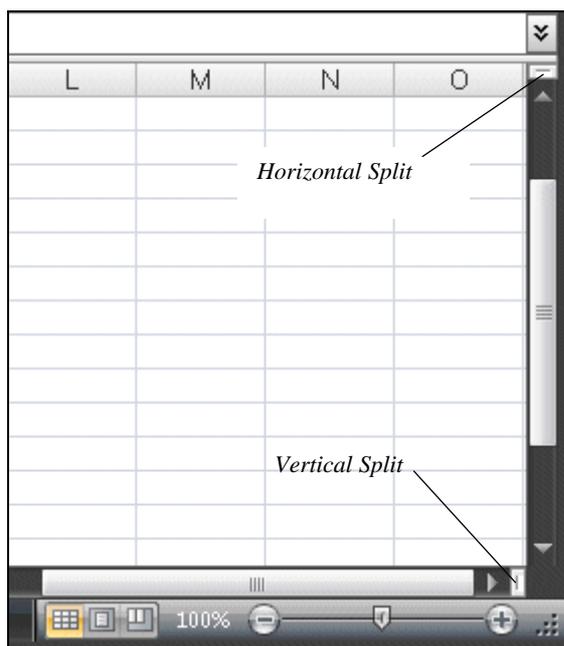
- Drag the horizontal split to the top of the worksheet window or the vertical split to the left to remove it.

or

- Double click on the split adjust cursor, .

To split using icons

- Split panes can also be achieved by dragging the **Split** icons to the required positions.



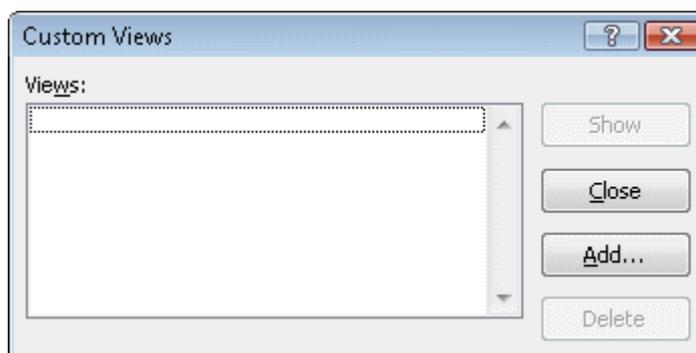
- Drag the **Horizontal Split** and/or the **Vertical Split** on to the screen.

Creating Custom Views

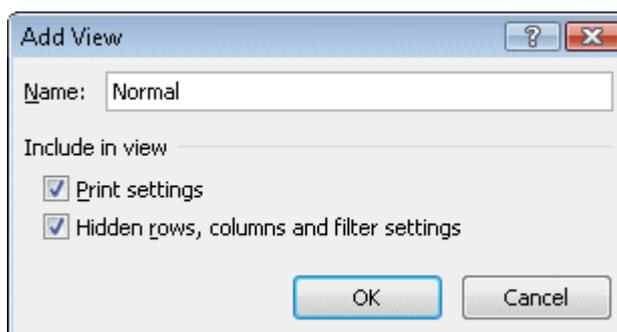
Often, when examining a worksheet, only particular parts of the worksheet will need to be viewed, i.e. the totals, or the sales figures. These views of the worksheet can be named and saved, so that when opening the workbook, the required information can be displayed. Print settings can also be saved in a view so that they need only be set up once for each part of a sheet.

To create a custom view of the whole sheet

- When creating **Custom Views**, if there is a need for a standard view, create this first.
- With the **View** tab displayed, select the range and click the **Zoom to Selection** button.
- In the **Workbook Views** group, click **Custom Views**, to display the **Custom Views** dialog box.



- Click **Add** to display the **Add View** dialog box. Enter the name, **Normal** is usual for the whole sheet.



- Click **OK** to name the view.

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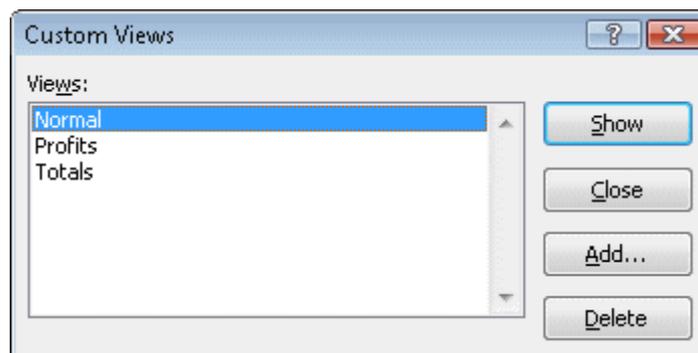
Creating Custom Views - Continued

To create a custom view of part of a worksheet

- Select the parts of the sheet that are to be saved as a view. Use **Freeze Pane**, or use the **<Ctrl>** key to select non-adjacent parts, or use **Hide** to show only the columns and rows required.

	A	B	C	D	E	F
1	Retail	Jan	Feb	Mar	Apr	
14	Net Profit	6927	4865	3214	5777	7060
15						
16						

- Click **Custom Views**, and then click the **Add** option, enter the name of the view and click **OK**.
- The example below has three created views.



- The views are saved with the worksheet.

Displaying and Deleting Custom Views

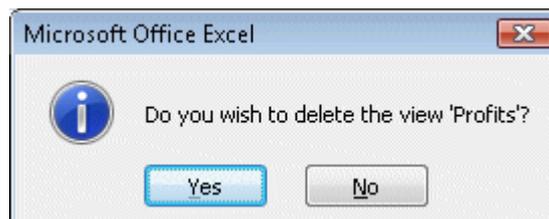
Once views have been created, it is very easy to display or delete a particular view of the worksheet.

To display a saved view

- Open the required worksheet.
- Click **Custom Views**.
- Click on the name of the view to be displayed, then **Show**. The view is displayed.

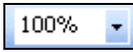
To delete a saved view

- Click **Custom Views**.
- Choose the name of the view to be deleted and click **Delete**. A warning dialog box is displayed, similar to that below.



- Click **Yes**. This view is now deleted and is no longer available.

Summary

Zoom	From the View tab, select Zoom , make selection, click OK or use the Zoom button  to set magnification
Open two windows on same sheet	From the View tab, select Window then New Window then Window and Arrange all , make selection, click OK to display
Arrange open windows	From the View tab, select Window then Arrange all and select from Tiled, Horizontal, Vertical or Cascade . Click OK
Freeze panes	Position cursor display the View tab and from the Window group select Freeze Panes . Use Window and then Unfreeze Panes to remove frozen panes
Split window	From the View tab, select Split from the Window group. To remove split, select Split again or double click the split adjust cursor
Create a Custom View	Prepare the required view. From the Views tab, click Custom Views . Click Add , name the view and click OK
Display a Custom View	From the Views tab, click Custom Views . Select the required view and click Show