

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

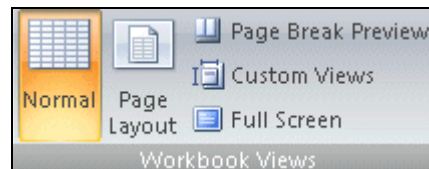
Exercise 109 - Views

Guidelines:

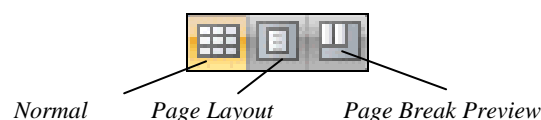
Excel supports various Views for different circumstances. **Normal** is the default view and is displayed when starting a new workbook. **Page Layout** is a view that shows a worksheet as it would be printed, i.e. with headers and footers. **Page Break Preview** shows a version with the pages labelled 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.

Actions:

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



3. **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.
4. Click the **Page Break Preview** button. A **Welcome message** may be displayed, if so, click **OK**. This view shows the 5 pages with their content.
5. Click and drag the blue dividing line at the right of **Page 2** to the right to include the **TOTAL** column.
6. Click the **Normal** button to display the **Normal** view.
7. **Custom Views** are covered later in this section. 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. Press the **<Esc>** key to return to the previous view.
8. 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.



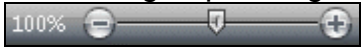


9. Close the workbook without saving.

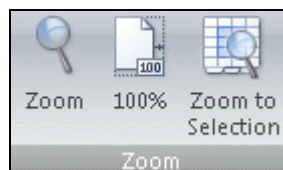
Exercise 110 - Zoom

Guidelines:

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.

Actions:

1. Open the workbook **Retail**.
2. 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 to **80** by dragging the slider to the left. The display changes interactively as the slider is moved.
3. 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 down **70**. The  increases the percentage up in a similar manner.
4. The range of display percentages is **10** to **400**. Try each of these by dragging the slider to each end in turn. Drag the slider back to the centre to display **100%**.
5. Display the **View** tab in the **Ribbon**. The **Zoom** group controls the display in a similar way to the slider.



6. The **Zoom** button displays the **Zoom** dialog box, the **100%** button returns the display to normal and the **Zoom to Selection** button is used to fit a selected range to the size of the window. The **Zoom to Selection** option requires a range to be selected first. Highlight the range **A1:G14**, the first six months and click the **Zoom to Selection** button. The range is increased in size to fit the available space.
7. Click the **100%** button to return the worksheet view to normal.
8. Click the **Zoom** button to display the **Zoom** dialog box. An extra feature this has is the option to enter an exact percentage. Click **Custom** and enter **63** in the box and click **OK**. Change **Zoom** back to **100%**.
9. Leave the workbook open for the next exercise.

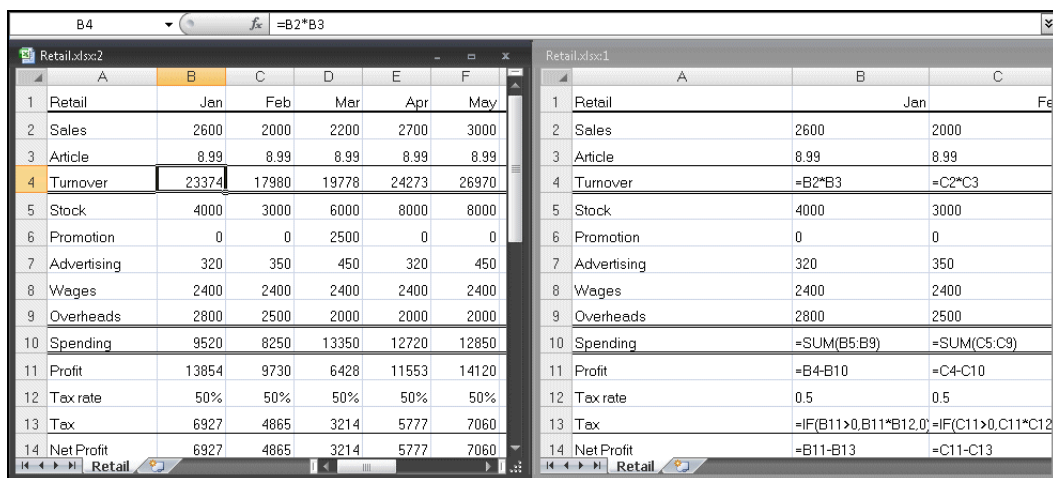
Exercise 111 - Multiple Windows

Guidelines:

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.

Actions:

1. The workbook **Retail** should still be open, if not, open it.
2. **Retail** should be the only open workbook. Close any other open workbooks.
3. Display the **View** tab. The **Window** group controls multiple windows. To display the same sheet in two windows, click the **New Window** button.
4. Click the **Arrange All** button in the **Window** group, choose the **Vertical** option and click **OK**, to display the two windows side by side.
5. This displays two windows **Retail.xlsx:1** and **Retail.xlsx:2**. Why show the same data in two windows? As shown below, the data can be displayed in one window and the formulas in the other.

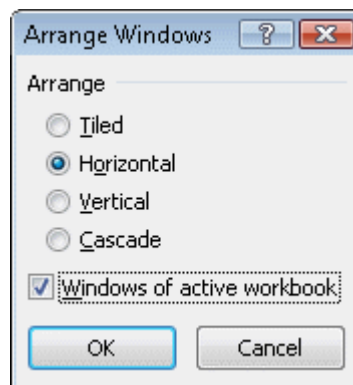


6. Another use for multiple windows is to display different parts of the same sheet. In the right window scroll to the right to display column **N**, the **Totals**.
7. Click in the left window and change cell **C3** to **9.50**. The values change in both windows automatically.
8. To display a single window again, simply close one of the multiple windows and **Maximize** the remaining window, named **Retail**.
9. With **Retail** still open, open the workbook **Spires**.



Exercise 111 - Continued

10. Both of these workbooks are now open with **Spires** displayed. Click the **Switch Windows** button. The two workbooks are listed. Click **Retail** to display that workbook.
11. To display both workbooks, each in its own window, click **Arrange All**. Select **Horizontal**, then click **OK**.
12. The two open worksheets are now arranged horizontally on the screen. Click **Arrange All**, choose the **Vertical** option and click **OK**.
13. The windows are now arranged vertically on the screen. Open the workbook **Budget** and click **Arrange All**. Choose the **Tiled** option and click **OK**.
14. The windows are arranged so that they are all visible on screen, tiled. Repeat the **Arrange All** command and select the **Cascade** option. **Cascade** is a rarely used option as the windows are available for selection in the **Taskbar**.
15. Make **Budget** active and close it.
16. Make **Spires** active and **Maximize** it. The **Spires** workbook contains 3 sheets. To display these sheets, each in a window, click **New Window** twice, to create 3 windows: **Spires.xlsx:1**, **Spires.xlsx:2** and **Spires.xlsx:3**.
17. If the windows are arranged, these 3 plus the others will be displayed. To display only the worksheets within **Spires**, make **Spires** active and select **Arrange All**, **Horizontal** and check **Windows of active workbook**.



18. Click **OK**. The three windows are displayed. In **Spires.xlsx:2** make the **Rooms** sheet active and in **Spires.xlsx:3** the **Tax** sheet active. Now the three sheets are displayed, a different one in each window.
19. Close **Spires.xlsx:2** and **Spires.xlsx:3**.
20. Maximize **Spires** then close the **Spires** and **Retail** workbooks without saving.

Exercise 112 - Freeze Panes

Guidelines:

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.

Actions:

1. Open the workbook **Hotel Accounts**, the cash flow of a small hotel.
2. Before freezing the panes, one question: how much did the hotel pay in **October** for **Wages / NI**. (National Insurance)?
3. Scrolling to the right loses columns at the left and, scrolling down, rows from the top. These important rows/columns on the screen can be frozen on the screen. Press **<Ctrl Home>** to return to cell **A1**, then click in cell **B4** (the first cell containing data).
4. With the **View** tab displayed, click the **Freeze Panes** button in the **Window** group and the **Freeze Panes** option. This freezes column **A** and rows **1** to **3**, i.e. above and to the left of **B4**. Find **October's Wages / NI**, by scrolling down and across.

	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.

5. When removing the frozen panes, the placing of the active cell is not important. Select the command **Freeze Panes** button and click **Unfreeze Panes**.
6. Click on the worksheet anywhere and select **Freeze Panes**, then **Freeze First Column**. This freezes column **A** only. Scroll around the worksheet to see the effect.
7. Select **Freeze Panes** then **Unfreeze Panes** to remove the frozen panes.
8. Close the workbook without saving.

Exercise 113 - Split

Guidelines:

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

Actions:

1. Open the workbook **Retail**.
2. **Split** is created at the active cell position. Click on cell **F8**.
3. With the **View** tab displayed, click **Split** in the **Window** group. The worksheet is now split into four areas, all displaying the same worksheet.
4. Using the arrow keys move the active cell to cell **L5**.

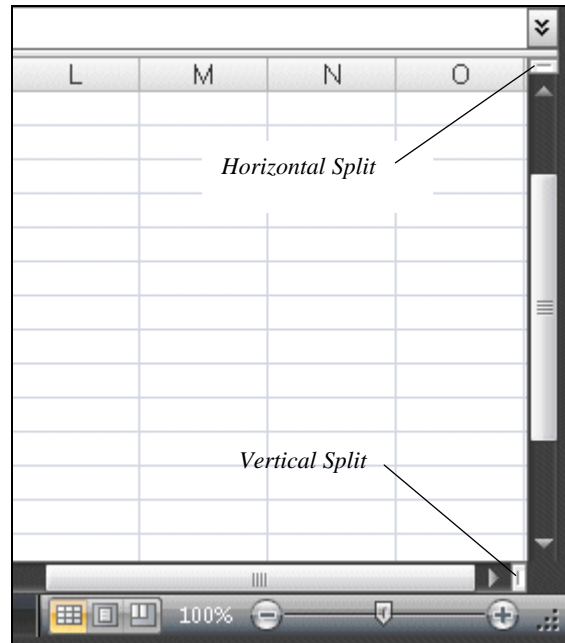
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Retail	Jan	Feb	Mar	Apr		Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2	Sales	2600	2000	2200	2700	3000	3200	2500	1500	1600	2500	6800	8000	38600
3	Article	8.99	8.99	8.99	8.99	8.99	8.99	8.99	8.99	8.99	8.99	8.99	8.99	8.99
4	Turnover	23374	17980	19778	24273	26970	28768	22475	13485	14384	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	Stock	4000	3000	6000	8000	8000	7000	3000	4000	10000	12000	15000	14000	94000
9	Promotion	0	0	2500	0	0	2000	0	0	2000	8000	8000	4000	26500
10	Advertising	320	350	450	320	450	350	320	400	300	280	1000	1200	5740
11	Wages	2400	2400	2400	2400	2400	2400	2400	2400	2400	2400	3200	3200	30400
12	Overheads	2800	2500	2000	2000	2000	2000	2000	2000	2000	3000	3500	4000	29800
13	Spending	9520	8250	13350	12720	12850	13750	7720	8800	16700	25680	30700	26400	186440
14	Profit	13854	9730	6428	11553	14120	15018	14755	4685	-2316	-3205	30432	45520	160574
15	Tax rate	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%
16	Tax	6927	4865	3214	5777	7060	7509	7378	2343	0	0	15216	22760	83048
17	Net Profit	6927	4865	3214	5777	7060	7509	7378	2343	-2316	-3205	15216	22760	77527
18														
19														


5. Try clicking on each of the four scroll bars. Different parts of the worksheet move around, creating four different views of the same worksheet - very useful if using a large worksheet.
6. The split can be moved by clicking on the split lines and dragging them when \leftarrow appears. Drag the vertical split to the left to display only columns **A** and **B** in the left panes.
7. To remove the **Split** click the **Split** button again.
8. Click on cell **F1** and click **Split** to divide the worksheet into just two vertical panes. Scroll around to see the effect and remove the **Split**.



Exercise 113 - Continued

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



- Drag the **Horizontal Split** to the centre of the screen and the **Vertical Split** on to the screen.
- Drag the horizontal split to the top of the worksheet window to remove it.
- A quicker way to remove a split is to double click on the split adjust cursor, . Place the cursor on the vertical split and double click.
- Leave the workbook open for the next exercise.

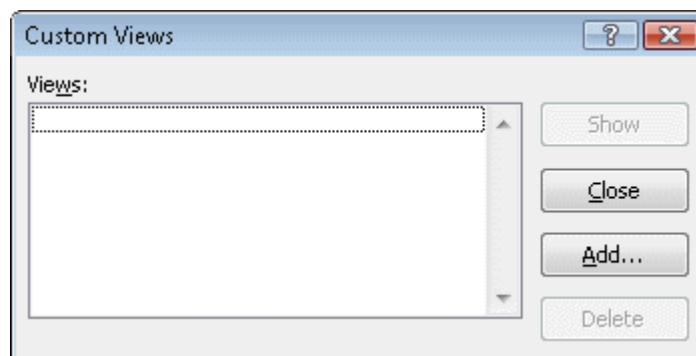
Exercise 114 - Creating Custom Views

Guidelines:

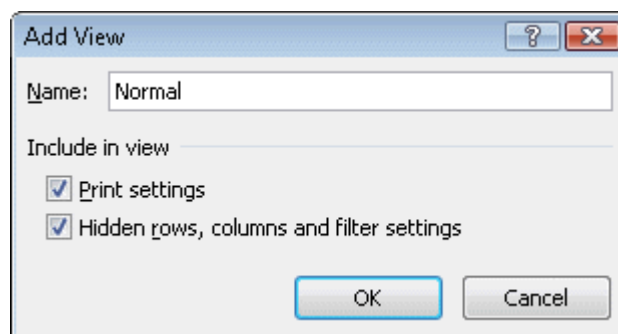
Often, when examining a worksheet, only particular parts of the worksheet will need to be viewed, i.e. the totals, or the sales figures. These views of the worksheet can be named and saved, so that when opening the workbook, the required information can easily be displayed. Print settings can also be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

Actions:

1. The workbook **Retail** should still be open, if not, open it. When creating **Custom Views**, if there is a need for a standard view, create this first.
2. With the **View** tab displayed, select the range **A1:N14** and click the **Zoom to Selection** button.
3. In the **Workbook Views** group, click **Custom Views**, to display the Custom Views dialog box.



4. Click **Add** to display the **Add View** dialog box. Enter the name **Normal**.



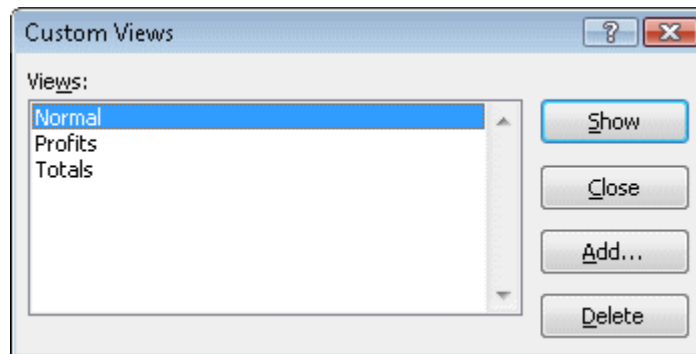
5. Click **OK** to name the view.
6. Click in cell **B2** and click the **Freeze Panes** button and then the **Freeze Panes** option, then scroll down so that only rows **1** and **14** are visible.



Exercise 114 - Continued

B2		fx 2600				
	A	B	C	D	E	F
1	Retail	Jan	Feb	Mar	Apr	
14	Net Profit	6927	4865	3214	5777	7060
15						
16						

7. Click **Custom Views**, then click the **Add** option.
8. Enter the name **Profits** and click **OK**.
9. Unfreeze the panes and click in **Freeze Panes** then select **Freeze First Column**. Scroll right so that only columns **A** and **N** are visible.
10. Click **Custom Views**, then **Add** and enter **Totals** in the **Name** box. Click **OK**.
11. Remove the frozen panes.
12. Click **Custom Views**. The workbook now has three created views.



13. Click **Close**.
14. Save the workbook as **Views**. The three views are saved with the worksheet.
15. Leave the workbook open for the next exercise.

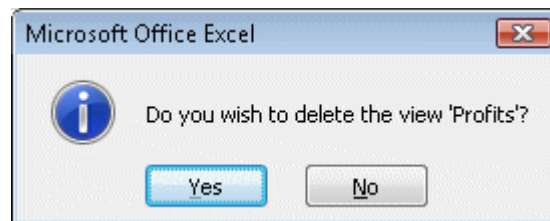
Exercise 115 - Displaying and Deleting Custom Views

Guidelines:

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

Actions:

1. The workbook **Views** should still be open. If not, open it.
2. The three views created on this worksheet can now be quickly displayed. Click **Custom Views**.
3. Click **Totals**, then **Show**. The **Totals** view is displayed.
4. Try selecting the other views of the worksheet using the same method.
5. Click **Custom Views**.
6. Choose **Profits** and click **Delete**.



7. Click **Yes**. This view is now deleted and is no longer available.
8. Delete the other views in this worksheet, then click **Close**.
9. Save the workbook as **Views2** and close it. The workbook **Views** has 3 created views attached and **Views2** has none.
10. Open each workbook in turn, check the **Custom Views** and then close them.

Exercise 116 - Revision: Worksheet Views

1. Open the workbook **Budget**.
2. Add a vertical **Split** between **Apr** and **May**.
3. Display **Oct** next to **Apr**.
4. Remove the **Split**.
5. Add **Freeze Panes** to keep **Row 1** and **Column A** on the screen permanently.
6. Scroll to see the effects of the freeze. Remove the **Freeze Panes**.
7. Use the **Custom** option within **Zoom** to change the display to **87%**.
8. Select the range **A1:N1** and use zoom to display this selection.
9. Change the **Zoom** back to **100%**.
10. Close the workbook without saving.
11. Open the workbook **Hotel01**.
12. Save this as a **Custom View** named **Normal**.
13. To display just the first half of the year, hide columns **H** to **M**.
14. Change the page orientation to **Landscape**.
15. Save the **Custom View** as **First Half**.
16. Display the **Normal** view.
17. Hide the first six months, i.e. columns **B** to **G**.
18. Save the **Custom View** as **Second Half**.
19. Display the **Normal** View.
20. Print preview the worksheet (the orientation is **Portrait** and covers three pages). Close the preview.
21. Display the **First Half** View.
22. Print preview the worksheet. The **Custom View** is displayed as **Landscape** and fits on one page.
23. **Delete** the **Second Half** view.
24. Close the worksheet without saving.