

## EXCEL VIEW TAB

This bar provides different options for viewing the sheets in an Excel workbook. It also provides options for viewing different windows in Excel, for enlarging or reducing the size of the worksheet while it is being viewed, and what elements in the Excel window should be displayed. The table below provides a list and description of the buttons that are located in the different groups on this tab.



Groups/Buttons	Description
<b>Workbook Views Group</b>	
<b>Normal</b>	This is the default view when an Excel workbook is created or opened. This view does not show any headers and footers. It also does not show when a worksheet page begins or ends.
<b>Page Break Preview</b>	To display where the page breaks appear in the worksheet page, click this button. While in this view, it is possible to change the page breaks by clicking the page break indicator which is a dotted line.
<b>Page Layout</b>	When this view is selected, it is possible to view the worksheet page as it will appear when printed. The page breaks will display along with the headers and footers that have been created for the worksheet page.
<b>Custom Views</b>	Click this button to save a set of display and print settings as a custom view. Once the view is saved, it will be listed in the custom views list.
<b>Show/Hide Group</b>	
<b>Ruler</b>	Click the check box for this option to display a ruler at the top of the worksheet when in Page Layout view. This function is not available in any other view except Page Layout.
<b>Gridlines</b>	To have the gridlines display in the Excel window, place a check mark into the check box for this option.
<b>Formula Bar</b>	Place a check mark in the check box for this option to display the formula bar in the Excel workbook window. The <b>Formula Bar</b> is the area where the formulas, functions, labels, and so forth are displayed while they are being entered into a cell in the worksheet.
<b>Headings</b>	To display the row and column headings in the workbook window, place a check mark in the check box for this option. The row headings are indicated by the number down the left side of the window. The column headings are indicated by the letters across the top of the workbook window.
<b>Zoom Group</b>	
<b>Zoom</b>	Click this button to open the <b>Zoom</b> dialog box to specify the zoom level for the workbook sheet. The zoom controls appear on the status bar in the lower right corner of the worksheet window. They can also be used to zoom the worksheet in and out.

<b>Groups/Buttons</b>	<b>Description</b>
<b>100%</b>	To zoom the worksheet to 100% of the worksheets normal size, click this button.
<b>Zoom to Selection</b>	When this button is clicked, the currently selected range of cells will fill the entire workbook window.
<b>Windows Group</b>	
<b>New Window</b>	To open up a new window within the workbook, click this button. With this option more than one window can be open at a time.
<b>Arrange All</b>	Click this button to display open Excel windows as specified in the dialog box that appears. The options are Tiled, Horizontal, Vertical, or Cascade. You can also select whether to Arrange all the windows in the active workbook or to arrange open workbooks.
<b>Freeze Panes</b>	This button is used to keep a portion of the Excel window visible while scrolling through the rest of the worksheet. This is a good feature to use when the headings of the worksheet need to remain visible while scrolling through the data.
<b>Split</b>	When this button is clicked, the Excel window is split into multiple panes containing views of the worksheet. This is a good feature to use when working with different sections of a worksheet.
<b>Hide</b>	To hide the current window (where the insertion point is located) so that it cannot be seen, click this button.
<b>Unhide</b>	To unhide the hidden window, click this button.
<b>View Side by Side</b>	This feature is used to view two worksheets side-by-side so the contents of the worksheets can be compared.
<b>Synchronous Scrolling</b>	Click this button to synchronize the scrolling of two worksheets or workbooks so that they scroll together. In order to enable this feature, View Side-by-Side must be turned on.
<b>Reset Window Position</b>	To reset the window position of the workbooks to be compared side-by-side so that they share the screen equally, click this button. In order to enable this feature, View Side-by-Side must be turned on.
<b>Switch Windows</b>	To switch back-and-forth between open windows, click this button. When the button is clicked, a list of currently open windows will display.
<b>Macro Group</b>	
<b>Macros</b>	Click this button to record a new macro or to work with other macro features. A macro is a program where steps performed in a program can be recorded and stored for future use. An example of a macro is the print macro, where all that is necessary to print a document is to hold down the CTRL key and then press the letter P.