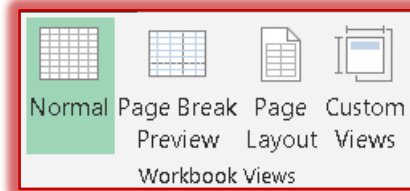


## WORKBOOK VIEWS

### Views Tab

Within the Microsoft Excel program, there are four different ways that a document can be displayed. These ways are described in the table below. To access these views, click the **View Tab**. In the **Workbook Views Group**, select one of the views.



View	Description
<b>Normal</b>	This option is used to view a worksheet in normal view. When viewing a worksheet or workbook in this view, the headers and footers do not display.
<b>Page Break Preview</b>	To see a preview of where pages in the worksheet will break, click this button. The page breaks are indicated by broken lines. Moving the broken line to the right or left will change the page break.
<b>Page Layout</b>	This View will display the page as it will look when it is printed. This is a good way to see where page breaks will begin and end and to see the headers and footers
<b>Custom Views</b>	Use this button to save a set of view and print options as a custom view. Once the view has been saved, it can be applied to the document by selecting from a list.

### View Shortcuts

In addition to using the **Views Tab** to display worksheets in a workbook, it is possible to view the worksheets using the **View Shortcuts** buttons (see illustration) on the **Status Bar**. These shortcuts contain the following buttons from left to right:

- ✚ Normal
- ✚ Page Layout
- ✚ Page Break Preview

These views are described in the table above.



### Zoom Controls

The **Zoom Controls** (see illustration) can also be used to view the document. These buttons are used to magnify and reduce the view of the worksheet. To change the Zoom, click the plus (+) or minus (-) button, or move the slider handle to the left or right.