



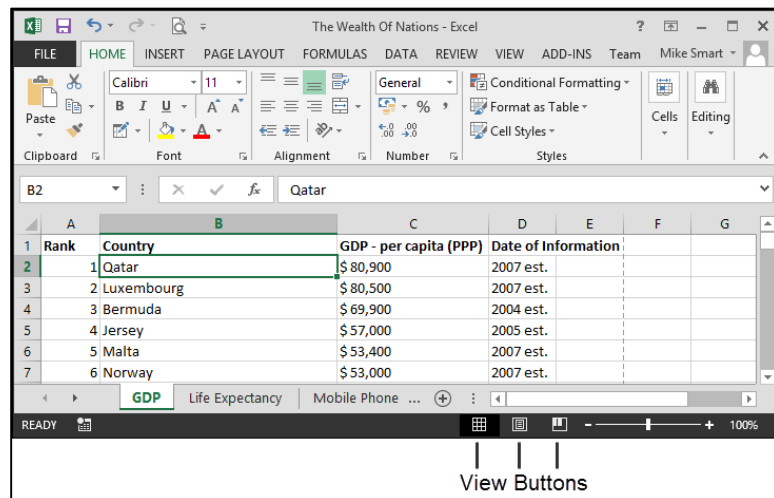
# Lesson 1-16: Understand views

Views provide different ways to look at your worksheet.

Excel 2013 has three main views. They are:-

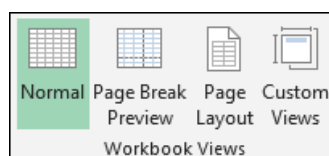
| View               | Icon | What it is used for  |
|--------------------|------|--|
| Normal             |      | This is the view you've been using until now. It's the view most users use all of the time when they are working with Excel.   |
| Page Layout        |      | This view allows you to see (almost) exactly what the printout will look like. Unlike running a <i>Print Preview</i> you are able to edit cells just as you can in <i>Normal</i> view. |
| Page Break Preview |      | A page break indicates when the printer should advance onto a new sheet of paper.  |

- 1 Open the *Wealth of Nations* sample workbook (if it isn't already open).



You can change views in two ways:

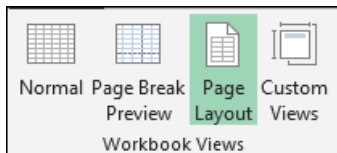
1. By clicking one of the View buttons at the bottom of the window (see above).
2. By clicking one of the buttons in the *Workbook Views* group on the Ribbon's *View* tab (see below).



- 2 View the GDP worksheet in *Page Layout* view.

1. Click on the *GDP* tab and then select *Page Layout* view.
2. Click: View→Workbook Views→Page Layout.





The screenshot shows an Excel worksheet in Page Layout view. A table is displayed with the following data:

| Rank | Country    | GDP - per capita (PPP) |
|------|------------|------------------------|
| 1    | Qatar      | \$ 80,900              |
| 2    | Luxembourg | \$ 80,500              |

A watermark 'Click to add header' is visible in the background of the worksheet.

The worksheet is displayed in *Page Layout* view. You are able to see (almost) exactly what will be printed. Headers, footers and margins are all shown.

You are also able to edit the worksheet.

You may wonder why we don't use *Page Layout* view all of the time when editing worksheets. While some users may prefer to do this, most will want to see the maximum amount of data possible on screen and so will prefer the *Normal* view.

You won't use *Page Layout* view at all in this *Basic Skills* book but the many things you can do with this view are covered in depth in the *Essential Skills* book in this series (in *Session Seven: Printing Your Work*).

### 3 Select *Page Break Preview* view.

Click: View → Workbook Views → Page Break Preview.

The worksheet is displayed in *Page Break Preview* view (you may also see a help dialog first).

This view shows each page with a watermark to indicate which sheet of paper it will be printed on:

The screenshot shows an Excel worksheet in Page Break Preview view. A table is displayed with the following data:

|    | B                    | C         | D         | E | F |
|----|----------------------|-----------|-----------|---|---|
| 22 | Austria              | \$ 38,400 | 2007 est. |   |   |
| 23 | Canada               | \$ 38,400 | 2007 est. |   |   |
| 24 | Gibraltar            | \$ 38,200 | 2005 est. |   |   |
| 25 | Denmark              | \$ 37,400 | 2007 est. |   |   |
| 26 | United Arab Emirates | \$ 37,300 | 2007 est. |   |   |
| 27 | Sweden               | \$ 36,500 | 2007 est. |   |   |
| 28 | Australia            | \$ 36,300 | 2007 est. |   |   |
| 29 | Belgium              | \$ 35,300 | 2007 est. |   |   |

A vertical dotted line is positioned between columns D and E, indicating a page break. Watermarks 'Page 1' and 'Page 6' are visible across the table.

It also shows the break between each page as a dotted line:

The screenshot shows an Excel worksheet in Page Break Preview view. A table is displayed with the following data:

|    | A  | B                                 | C         | D         | E | F |
|----|----|-----------------------------------|-----------|-----------|---|---|
| 48 | 47 | Israel                            | \$ 25,800 | 2007 est. |   |   |
| 49 | 48 | Bahamas, The                      | \$ 25,000 | 2007 est. |   |   |
| 50 | 49 | Falkland Islands (Islas Malvinas) | \$ 25,000 | 2002 est. |   |   |
| 51 | 50 | Liechtenstein                     | \$ 25,000 | 1999 est. |   |   |
| 52 | 51 | Korea, South                      | \$ 24,800 | 2007 est. |   |   |
| 53 | 52 | Czech Republic                    | \$ 24,200 | 2007 est. |   |   |
| 54 | 53 | Oman                              | \$ 24,000 | 2007 est. |   |   |
| 55 | 54 | Saudi Arabia                      | \$ 23,200 | 2007 est. |   |   |

A vertical dotted line is positioned between columns D and E, indicating a page break.

It is possible to click and drag the dotted line to change the place where the page breaks.

This view is not covered in this *Basic Skills* book but is covered in depth in the *Essential Skills* book in this series (*Session Seven: Printing Your Work*).

### 4 Select *Normal* view.

Click: View → Workbook Views → Normal.