




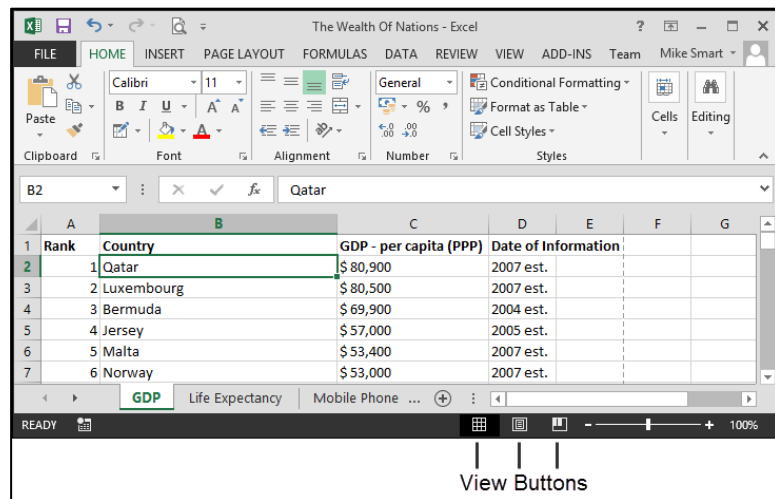
Lesson 1-16: Understand views

Views provide different ways to look at your worksheet.

Excel 2013 has three main views. They are:-

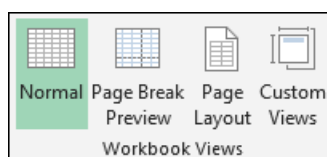
View	Icon	What it is used for
Normal		This is the view you've been using until now. It's the view most users use all of the time when they are working with Excel.
Page Layout		This view allows you to see (almost) exactly what the printout will look like. Unlike running a <i>Print Preview</i> you are 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. We'll use this view in: <i>Lesson 7-5: Insert, delete and preview page breaks</i> to make sure that the page breaks in the right place.

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



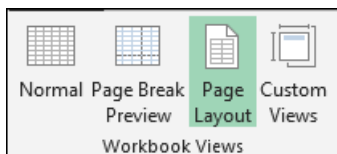
You can change views in two ways:

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 image shows a screenshot of an Excel worksheet in Page Layout view. The worksheet has a header row with columns 'Rank', 'Country', and 'GDP - per capita (PPP)'. The data rows are as follows:

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

The worksheet is displayed in a single page with a watermark that says 'Click to add header'.

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.

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 image shows a screenshot of an Excel worksheet in Page Break Preview view. The worksheet is divided into two pages. The first page contains data for ranks 22 to 29, and the second page contains data for ranks 30 to 37. A vertical dotted line indicates the page break between columns D and E. A watermark 'Page 1' is visible over the first page, and 'Page 6' is visible over the second page.

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.		

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

The image shows a screenshot of an Excel worksheet in Page Break Preview view. The worksheet is divided into two pages. The first page contains data for ranks 48 to 50, and the second page contains data for ranks 51 to 55. A vertical dotted line indicates the page break between columns D and E. A watermark 'Page 1' is visible over the first page, and 'Page 6' is visible over the second page.

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.		

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

Adjusting page breaks using click and drag will be covered later in: *Lesson 7-6: Adjust page breaks using Page Break Preview.*

4 Select *Normal* view.

Click: View→Workbook Views→Normal.