Lesson 1-16: Understand views

Views provide different ways to look at your worksheet.

Excel 2013 has three main views. They are:

<table>
<thead>
<tr>
<th>View</th>
<th>Icon</th>
<th>What it is used for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal</td>
<td>![Normal Icon]</td>
<td>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.</td>
</tr>
<tr>
<td>Page Layout</td>
<td>![Page Layout Icon]</td>
<td>This view allows you to see (almost) exactly what the printout will look like. Unlike running a Print Preview you are able to edit cells just as you can in Normal view.</td>
</tr>
<tr>
<td>Page Break Preview</td>
<td>![Page Break Icon]</td>
<td>A page break indicates when the printer should advance onto a new sheet of paper. We’ll use this view in: Lesson 7-5: Insert, delete and preview page breaks to make sure that the page breaks in the right place.</td>
</tr>
</tbody>
</table>

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.

   ![Worksheet in Page Layout view]

   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.


   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:

   ![Page Break Preview view]

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

   ![Page Break Preview with dotted line]

   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.