




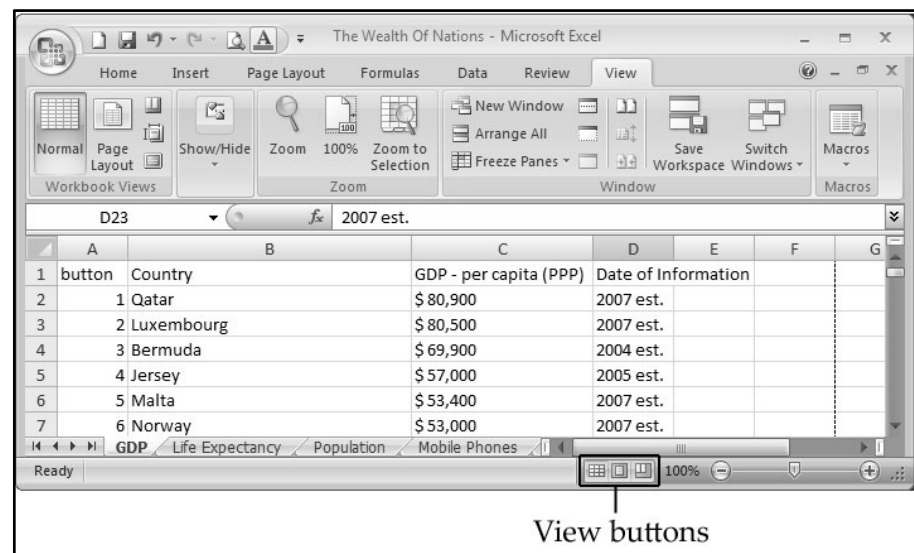
Lesson 1-12: Understand views


Views are different ways to look at your worksheet.

Excel 2007 has three 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 break preview		A page break is when the printer advances 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.
Page layout		This is a fantastic new view for Excel 2007. It 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.

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

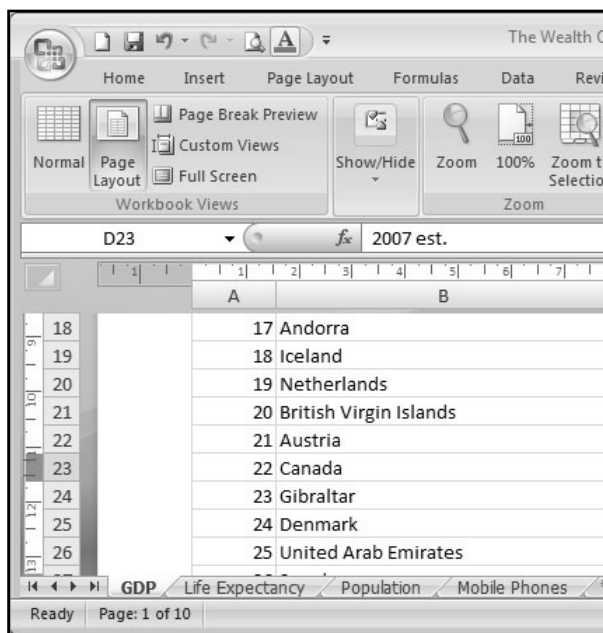



- 2 Click on the GDP tab and then click on the *page layout view* button  at the bottom of the screen.

The worksheet is displayed in *page layout view*. It is a little like *Print Preview view* as you are able to see (almost) exactly what will be printed. Headers, footers and margins are all shown.

Unlike *Print Preview* view you are able to edit the worksheet.

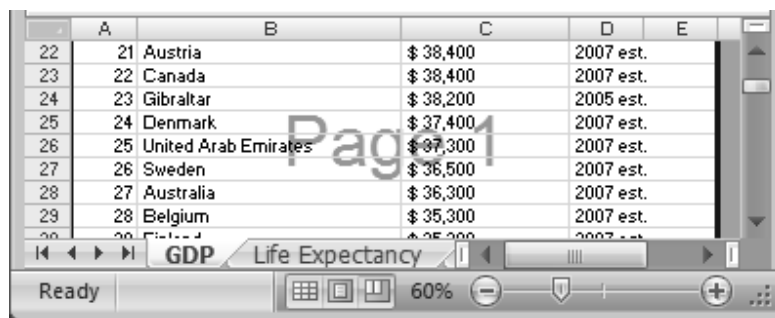
You may wonder why we don't use page layout view as the default when editing worksheets. While some users may prefer to do this, most will want to see the maximum amount of data possible on screen and so will prefer the Normal view.



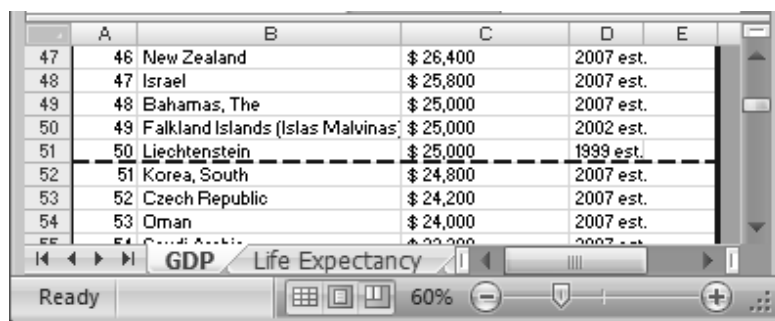
3 Click the *page break preview* button. 

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:



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



It is possible to click and drag the dotted line to change the place where the page breaks. This will be covered in depth in: *Lesson 7-6: Adjust page breaks using Page Break Preview.*