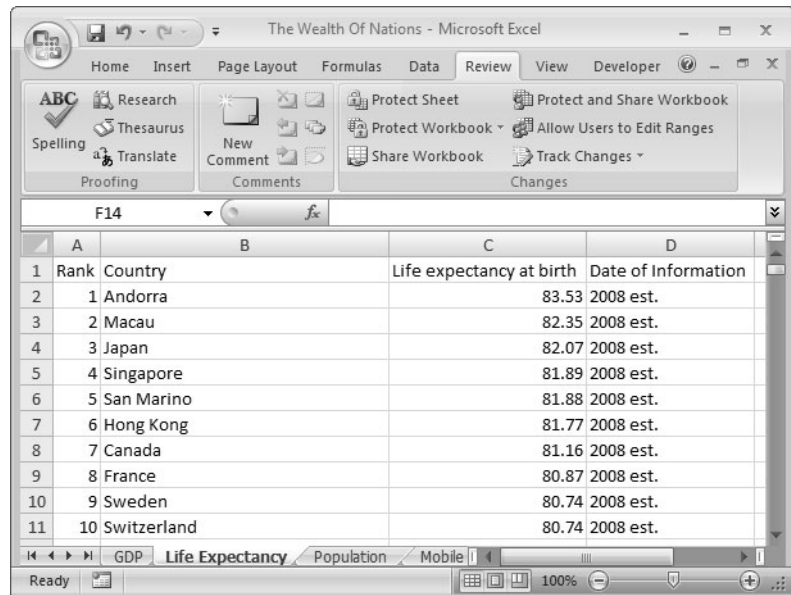


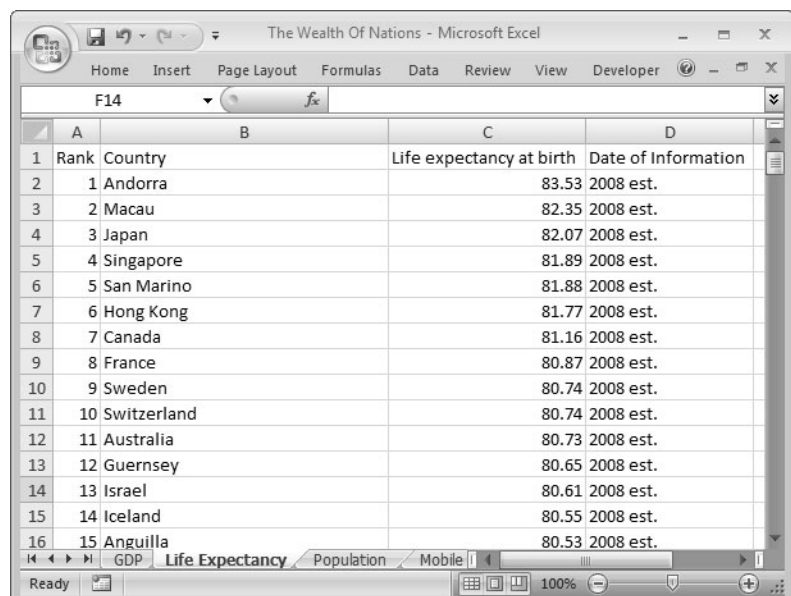
Lesson 1-13: Use full screen view

- 1 Open the *Wealth of Nations* from your sample files folder (if it isn't already open) and click the *Life Expectancy* tab.



Notice that the Ribbon, formula bar and status bar are all taking up space that could be used to display information. In the example above only the first ten rows are visible.

- 1 Double-click on any of the Ribbon tabs to hide the Ribbon.



With the Ribbon hidden things are a little better. Fifteen rows are now visible. Perhaps you want to view even more. This is what *Full Screen View* is for.

- 2 Click View→Workbook Views→Full Screen.

The Wealth of Nations

Rank	Country	Life expectancy at birth	Date of Information
1	Andorra	83.53	2008 est.
2	Macau	82.35	2008 est.
3	Japan	82.07	2008 est.
4	Singapore	81.89	2008 est.
5	San Marino	81.88	2008 est.
6	Hong Kong	81.77	2008 est.
7	Canada	81.16	2008 est.
8	France	80.87	2008 est.
9	Sweden	80.74	2008 est.
10	Switzerland	80.74	2008 est.
11	Australia	80.73	2008 est.
12	Guernsey	80.65	2008 est.
13	Israel	80.61	2008 est.
14	Iceland	80.55	2008 est.
15	Anguilla	80.53	2008 est.
16	Cayman Islands	80.32	2008 est.
17	New Zealand	80.24	2008 est.
18	Italy	80.07	2008 est.
19	Gibraltar	80.06	2008 est.
20	Monaco	79.96	2008 est.
21	Liechtenstein	79.95	2008 est.
22	Spain	79.92	2008 est.
23	Norway	79.81	2008 est.
24	Jersey	79.65	2008 est.
25	Greece	79.52	2008 est.
26	Austria	79.36	2008 est.
27	Virgin Islands	79.34	2008 est.
28	Malta	79.3	2008 est.
29	Faroe Islands	79.29	2008 est.
30	Netherlands	79.25	2008 est.
31	Luxembourg	79.18	2008 est.
32	Montserrat	79.15	2008 est.
33	Germany	79.1	2008 est.

Note that the Quick Access Toolbar, the Ribbon, the formula bar and the status bar have all vanished. On the above example shown at 1,024*768 screen resolution 34 rows are visible.

On my own 22 inch monitor running at 1,680*1,050 pixels in portrait mode I can view 81 rows of information on one screen.

3 Switch back to normal view.

To return to normal view either:

Press the <Esc> key on the keyboard.

OR

Right click in any cell and then click *Close Full Screen*.