

## Lesson 2-18: Use the zoom control

Zooming is used to magnify or reduce the worksheet. If you have a lot of rows in a worksheet and have good eyes you might want to zoom out sometimes to see more of the worksheet on one screen.

- 1 Open *First Quarter Sales and Profit-12* from your sample files folder (if it isn't already open).
- 2 Zoom in and out of a worksheet using the mouse wheel.

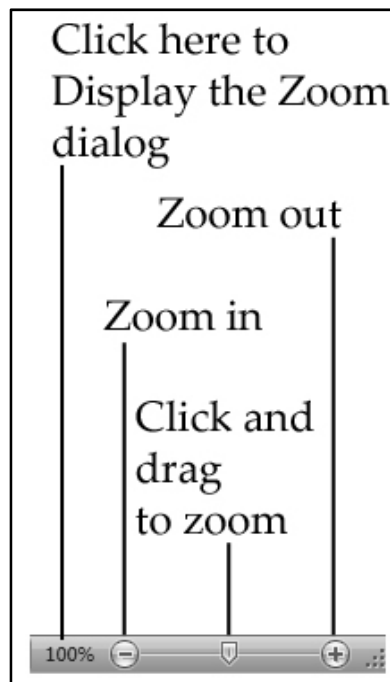
The fastest way to zoom a worksheet is by using the mouse.

Most mice these days have a wheel in the middle of the buttons. To zoom using this wheel hold down the <Ctrl> key on the keyboard and roll the wheel to zoom in and out.

- 3 Zoom in and out of a worksheet using the zoom control.

The zoom control is at the bottom right of your screen,

Click and drag on the zoom control slider to zoom in and out of your worksheet. You can also zoom by clicking the plus and minus buttons on either side of the Zoom control.



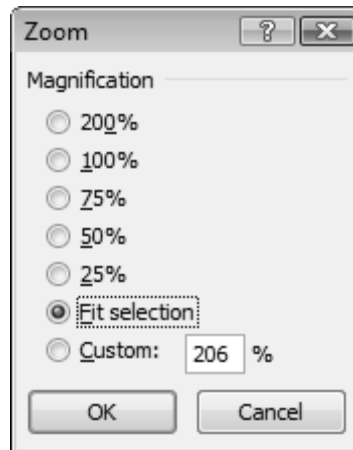
- 4 Select cells A3:D9.

We're going to use the zoom dialog to make this selection completely fill the screen.

- 5 Click the left hand side of the zoom bar.

The zoom dialog is displayed.

- 6 Select the *Fit Selection* option button and click the OK button.

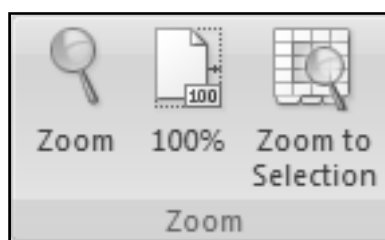


The worksheet is zoomed so that the selected cells completely fill the screen.

	A	B	C	D
1	Sales and Profit Report - First Quarter 2008			
2				
3		Jan	Feb	Mar
4	New York	22,000	29,000	19,000
5	Los Angeles	42,000	39,000	43,000
6	London	18,000	20,000	22,000
7	Paris	35,000	26,000	31,000
8	Munich	12,000	15,000	13,000
9	Sales	129,000	129,000	128,000

- 7 Zoom back to 100% using the Ribbon.

You'll probably find the zoom bar to be the quickest and most convenient way to zoom, but the View Ribbon also has a Zoom group containing three buttons:



Use the 100% button to restore the screen to normal.