View Menu

View Menu is specially to show the worksheet at view such as before printing adjusting the data, show the grid, header, formula bar, zoom the work sheet, arrange all work book

Where the Freeze and view side by side important

## Workbook views

Workbook views is used show the worksheet with different

## Window: -

Arrange All: **-** It is used to manage the opened window.

Freeze: **-** It is used to freeze the Top row, Left column, Top row and left Column both

View Side by Side: -It is used to compare two file parallelly

Open two excel file -> View-> view side by side

## Macro: -

It used to record the commands for further used in another worksheet which are already recorded

1. Record new macro: **-** Select text ->view menu ->macro->Record macro->put macro name & short cut key->apply different command such as bold, italic, underline, font size, font color etc.
2. Stop macro: - after finish command again go in view menu->macro->Stop macro
3. Run macro: - After stop macro Select text where we want apply the macro go in view menu->macro->view macro ->select macro->run