

[Home](#) » [Basic-Excel](#) » Excel-Zoom

me

sic Excel

ilt-In Excel Functions ▾

cel 2019 New Functions

cel 2016 New Functions

cel Vlookup Tutorial

'ot Table Tutorial

cel Formulas

ay Formulas

counting in Excel

s & Tricks

mmon Excel Errors

cel Templates

cel Macros

cel VBA Tutorial

ilt-In VBA Functions

cel 2003 vs 2007

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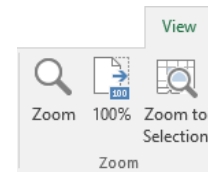
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Excel Zoom Command

The Excel zoom command changes the scale that a spreadsheet is viewed electronically. This does not change the underlying characteristics of your spreadsheet, and so a printout of the spreadsheet will remain the same, regardless of the selected zoom level.

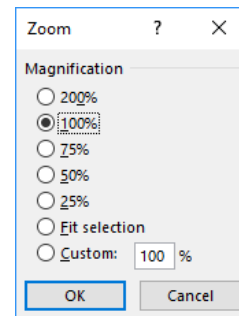
Excel Zoom Menu

The Excel **Zoom** option is located within the 'Zoom' grouping in the **View** tab of the Excel ribbon.



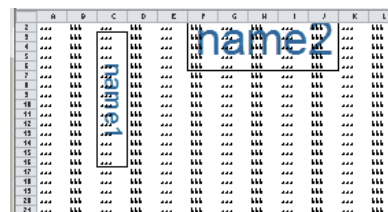
Selecting the Zoom option causes the Zoom options dialog box to pop up. This dialog box gives you the option to select a set magnification (e.g. 200%, 400%, etc.), or to specify a magnification of your own.

The Zoom dialog box also gives you the option to zoom to selection (i.e. to adjust the zoom scale to fit the currently selected cells in the current view).



Shortcuts to some of these options are presented on the Excel ribbon. For example, you can return to the spreadsheet's original size with a single click of the **100%** zoom icon, or you can zoom to the current selected range of cells with a single click of the **Zoom to Selection** icon.

Excel Zoom to Display Named Ranges



If you zoom your Excel worksheet to less than 40%, Excel automatically displays all your named ranges, as shown in the image on the left.

This can be useful for helping you to keep track of the named ranges in your worksheet.

Excel Zoom Keyboard Shortcut

If, at any time, you want to quickly access the zoom dialog box, you can use the keyboard shortcut:

Alt + V Z

I.e. press the **Alt** key and while holding this down, press **V** and then **Z**.

Excel Zoom on Roll With IntelliMouse

Alternatively, if you have a mouse with a roller wheel, you can activate the Excel option **Zoom on roll with IntelliMouse**. This enables the user to zoom in or out of a spreadsheet by rolling the wheel on the mouse up or down.

The **Zoom on roll with IntelliMouse** option is found in the following locations:

In Current Versions of Excel (2010 and later):

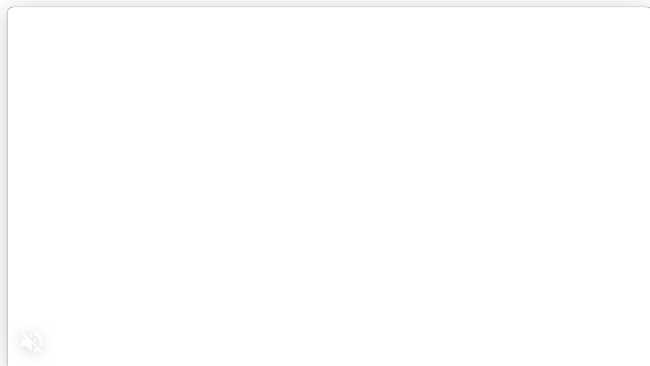
- Select the 'File' tab on the Excel ribbon, and from this, select **Options**;
- The **Zoom on roll with IntelliMouse** option is found in the **Advanced** section of the Options menu.

In Excel 2007:

- Click on the Office button (in the top left corner of the Excel ribbon), and then select **Options**;
- The **Zoom on roll with IntelliMouse** option is found in the **Advanced** section of the Options menu.

In Excel 2003:

- Select **T**ools→**O**ptions..., to open up the Options dialog box;
- The **Zoom on roll with IntelliMouse** option is found in the 'General' tab of the Options dialog box.



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