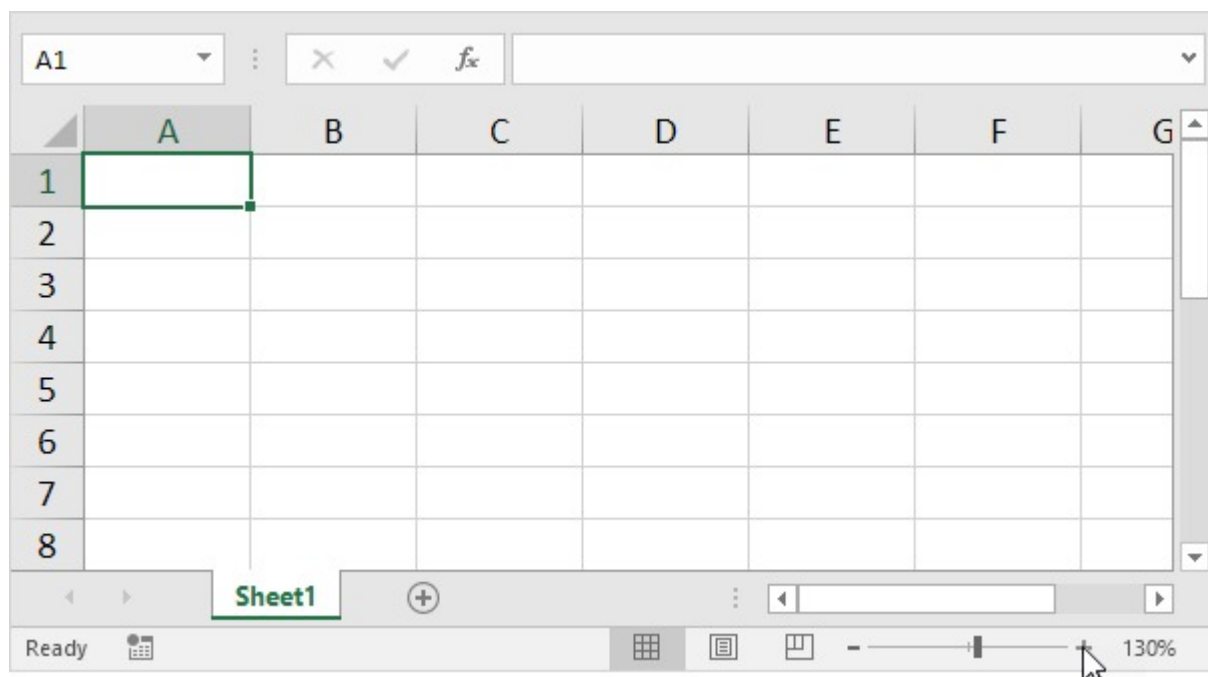# Zoom in and out in Excel

In most cases, you can use the minus and plus symbols in the status bar to quickly zoom the document. Use the buttons on the View tab to zoom to a specific percentage and to zoom to a selection.

1. To quickly zoom the document, use the minus and plus symbols in the status bar.

Discover more   ⊕ **Microsoft Excel**

⊕ **Google Sheets**   ⊕ **Sheets**   ⊕ **Excel**

⊕ **Computer monitors**

⊕ **Microsoft Office Suite**

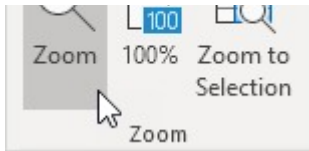⊕ **Technical support services**

⊕ **Excel consulting service**

⊕ **Statistical software**
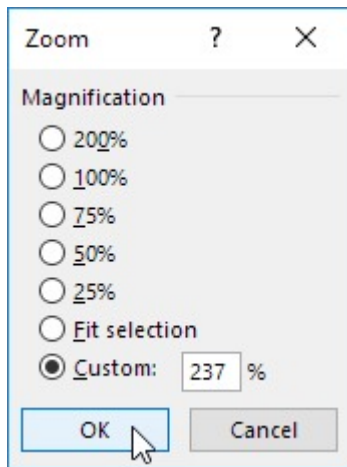
⊕ **Microsoft certification program**

To zoom to a specific percentage, execute the following steps.

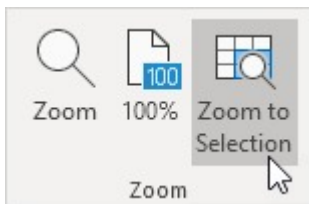2. On the View tab, in the Zoom group, click Zoom.

3. Enter a number (between 10 and 400) and click OK.

To zoom to a selection, execute the following steps.

4. First, select a range of cells.

5. On the View tab, in the Zoom group, click Zoom to Selection.

Discover more (⊕ **Google Sheets**)

(⊕ **Microsoft Excel**) (⊕ **Sheets**)

(⊕ **Excel**) (⊕ **Excel training course**)

(⊕ **Advanced Excel tutorials**)

(⊕ **Laptop computers**)

(⊕ **Cloud storage services**)

(⊕ **Data visualization tools**)

(⊕ **Microsoft Office suite**)

Search Entire Site | Go

Chapter

- Worksheets

Learn more, it's easy

- Zoom
- Split
- Freeze Panes
- Group Worksheets
- Consolidate
- View Multiple Worksheets
- Get Sheet Name
- Comments
- Spell Check
- Unhide Sheets
- Chart Sheet

Next Chapter

- Format Cells

Follow Excel Easy

Become an Excel Pro

- 1. Introduction
- 2. Basics
- 3. Functions
- 4. Data Analysis
- 5. VBA

Zoom • © 2010-2026

Start with Excel in 2026: Range • Formulas and Functions • Ribbon • Cell References • Sort • Filter