MOS University

1.4.2 Display and Modify Workbook Content in Different Views

Now that you've completed this lecture, you should be able to change workbook views.

Try the techniques on your own using the following steps

1. Open the workbook named 142 provided as a resource with this TIY. Change the view so that the ribbon is not displayed.

2. Redisplay the ribbon. Hide Columns C and D. Create a custom view named MyView.

3. Unhide any hidden columns. Now invoke the MyView custom view created at step 2.

4. Use the Page Break Preview option to position a page break at Column F.