

# Customizing Options and Views for Worksheets and Workbooks

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# Module Overview



Workbook views in Excel

Window views in Excel

Document properties in Excel

Quick Access Toolbar

Zoom tool, hiding columns and displaying formulas



# Workbook Views in Excel

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# Workbook Views in Excel

Normal view

Page Break view

Page Layout view

Custom view



# Demo



## Changing workbook views in Excel



# Window Views in Excel

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# Window Views

View two worksheets from same workbook side by side

View two worksheets from different workbooks side by side

Freeze panes

Split panes

Hide and unhide workbook windows



# Demo



## Changing window views in Excel





# Document Properties in Excel

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# Document Properties



All office applications support document properties



They provide info about the document



Built into the document or custom, user defined properties



# Type of Document Properties

**Standard  
properties**

**Auto updated  
properties**

**Custom properties**

**Properties for  
your org.**

**Document library  
properties**



# Demo



Viewing, modifying and removing document properties in Excel

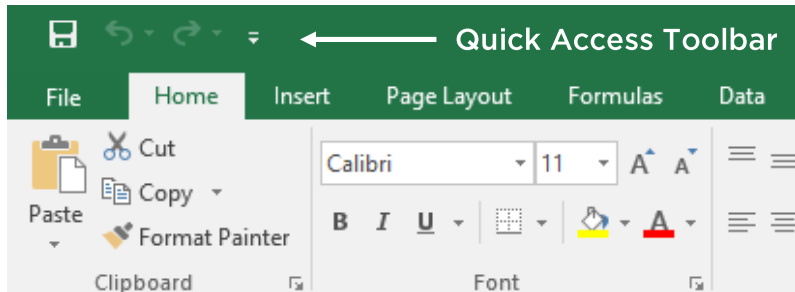


# Quick Access Toolbar

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# Quick Access Toolbar



Small, customizable toolbar located at the top of the window

Contains set of frequently used commands

Option to add your own commands

No limit on the number of commands



# Demo



## Customizing the Quick Access Toolbar



# Zoom Tool, Hiding Columns and Displaying Formulas

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# Zoom Tools, Hiding Columns and Displaying Formulas

**Zoom tool – change magnification, 2 methods**

**Hiding columns – to better focus on required info.**

**Displaying formulas – track data used in each calculation**



# Demo



Change magnification by using zoom tool



# Demo



## Hiding columns and displaying formulas in Excel



# Summary



Workbook views – normal, page break, page layout and custom

Window views – worksheets side by side, freeze and split panes, hide workbook view

Document properties – meaning, types of properties, modifying properties

Quick Access Toolbar – how to add and remove commands

Zoom tool and hiding columns – to better focus on relevant data

Displaying formulas – track data used in calculations

