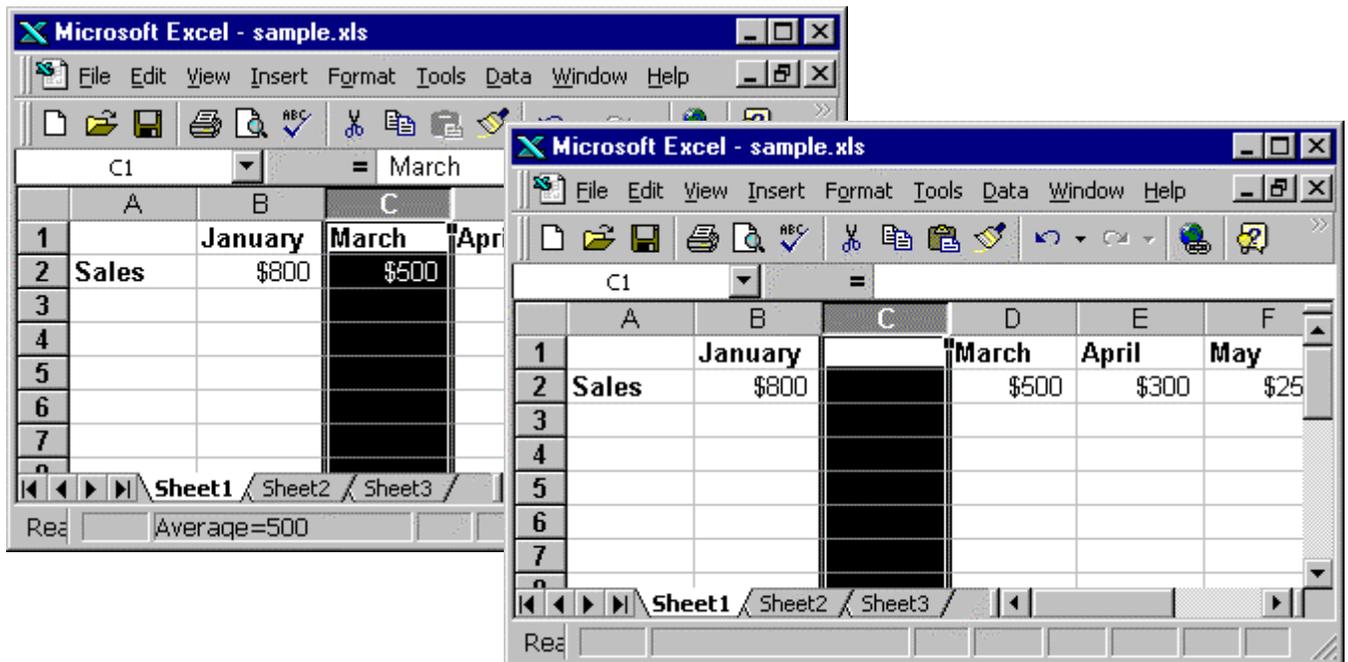


## IV. Arranging & Viewing the Worksheet

### Adding & deleting rows and columns

Excel makes it easy to rearrange a worksheet. Along with dragging data ranges to move them, you can add or delete rows and columns.

In the illustration below, add a column for February data by clicking the Column C header to select it (the entire column appears in reverse video) and selecting *Insert, Column* from the menus. Excel inserts a new, empty column to the left.



Inserting a row works in a similar fashion. The new row is inserted above the row whose header you selected.

Delete a row or column by selecting its header and choosing *Edit, Delete* from the menus.

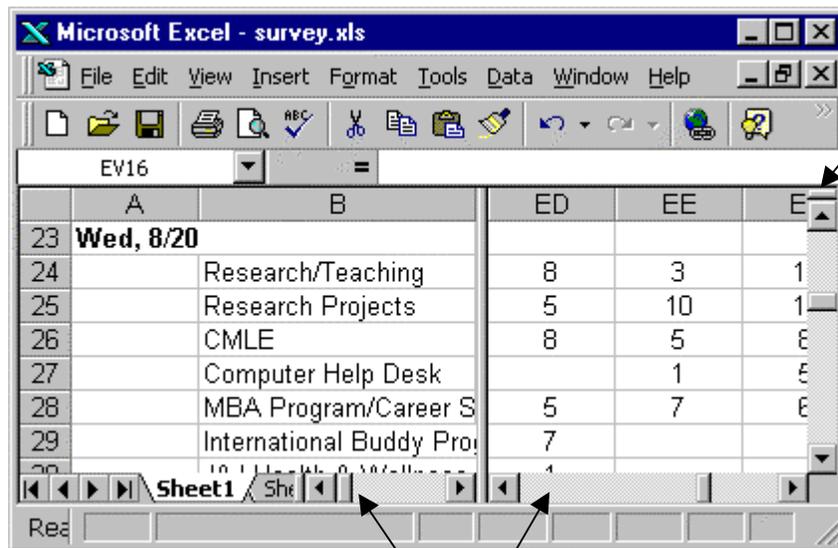
Add multiple rows or columns at the same time by selecting more than one row or column header before choosing *Insert, Row* or *Insert, Column*.

Delete multiple rows or or multiple columns at the same time by selecting their headers before choosing *Edit, Delete*. If your selections aren't contiguous, hold down the Control key as you select them. Because you can't delete overlapping selections you must delete rows and columns in separate operations.

## One- and two-way splits

A common situation is to have a large amount of data in a worksheet and to lose the view of the data headers when scrolling down or across the data. Excel provides a way for you to “fix” headers in place so they always remain visible.

In the illustration below, headers to the left of a spreadsheet survey data have been fixed in place. This is accomplished by using the mouse to drag the vertical “split box” into place. A horizontal split box is also available and works the same way.



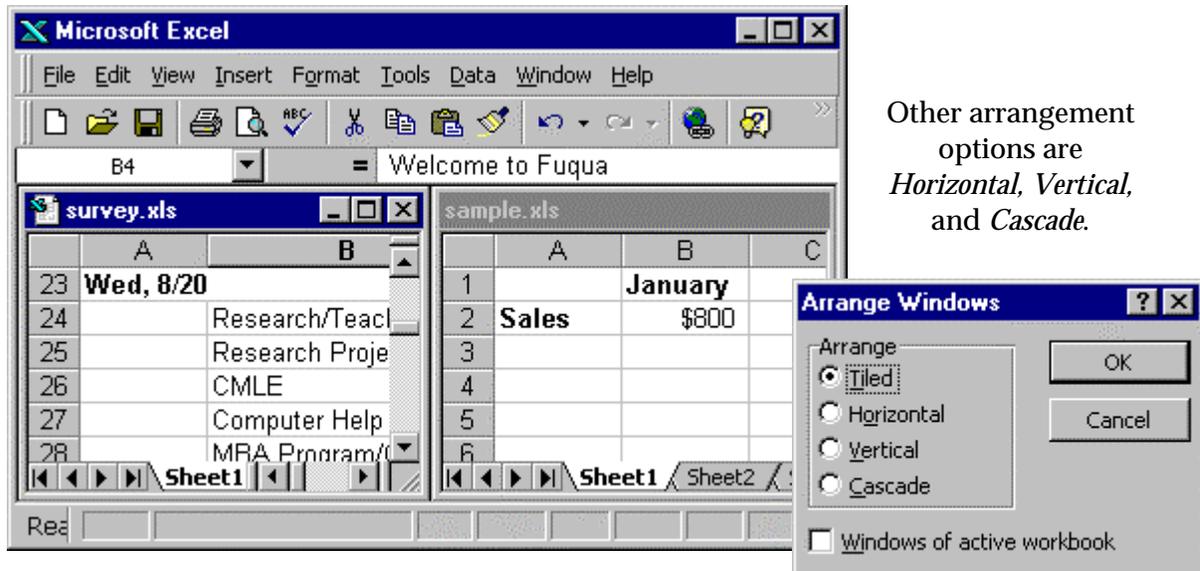
If you choose, you can have both the vertical and horizontal splits in operation at the same time. (The menu commands *Window, Split* also turn on a vertical and horizontal split.) Double-click a split to return it to its docked position in the document window.

Note that in the illustration above there are now two horizontal scroll bars at the bottom of the document window, one for each side of the split. Adding a horizontal split would result in the display of two vertical scroll bars. A double split would result in four scroll bars, two horizontal and two vertical.

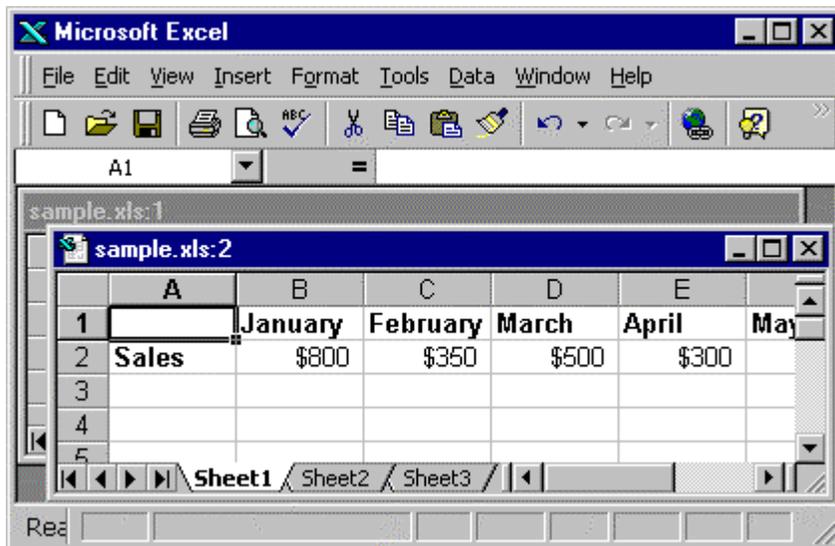
## Viewing multiple windows (and moving between them)

You can open multiple window views of the same worksheet or open and view sheets from several different workbooks at the same time.

The illustration below shows two separate workbooks both open and visible at the same time in the Excel workspace. Accomplish this with the commands *Window, Arrange, Tiled*.



Use the command *Window, New Window* to open multiple views of the same worksheet. Then use the *Window, Arrange* command to position them in the workspace.



In the illustration at left the two windows into the same worksheet are arranged as a cascade.

Click anywhere in a window view to make that window current. You can tell which window is current because its title bar is highlighted and it has the scroll bars.

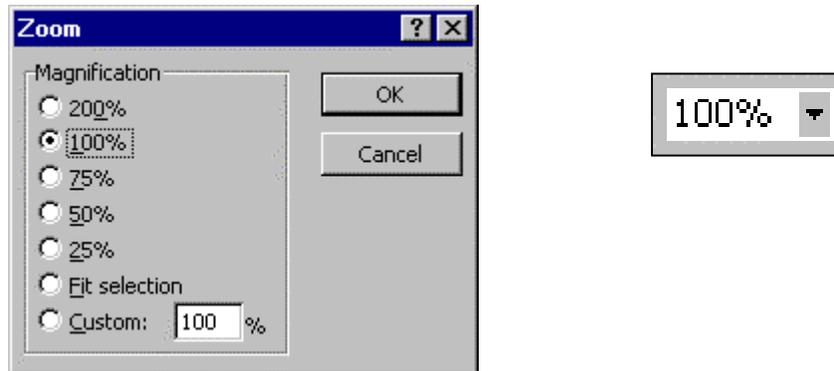
## Moving & selecting: power keyboard techniques

Although you can use the mouse to move anywhere and select anything in a worksheet it's often more efficient to leave your hands on the keyboard rather than switching back and forth between the keyboard and the mouse. Here are some of the most useful keyboard options for moving and selecting.

To accomplish this	Use these keys
Return to the upper left-hand cell of the worksheet (A1).	Control+Home
Move to the edge of the current data region.	Control+ arrow key
Move to the beginning of a row.	Home
Move to the last cell on the worksheet (at the intersection of the right-most used column and the bottom-most used row in the lower-right corner).	Control+End
Move up/down/left/or right one screen.	Page up/down/left/or right
Move to the last nonblank cell in the same column or row as the active cell.	End + arrow key
Select and extend the selection to the last nonblank cell in the same column or row as the active cell.	Control+Shift+ arrow key
Select the entire column.	Control+Spacebar
Select the entire row.	Shift+Spacebar
Select the entire worksheet.	Control+a
If you have more than one workbook open at the same time, switch to a view of the next workbook document.	Control+F6

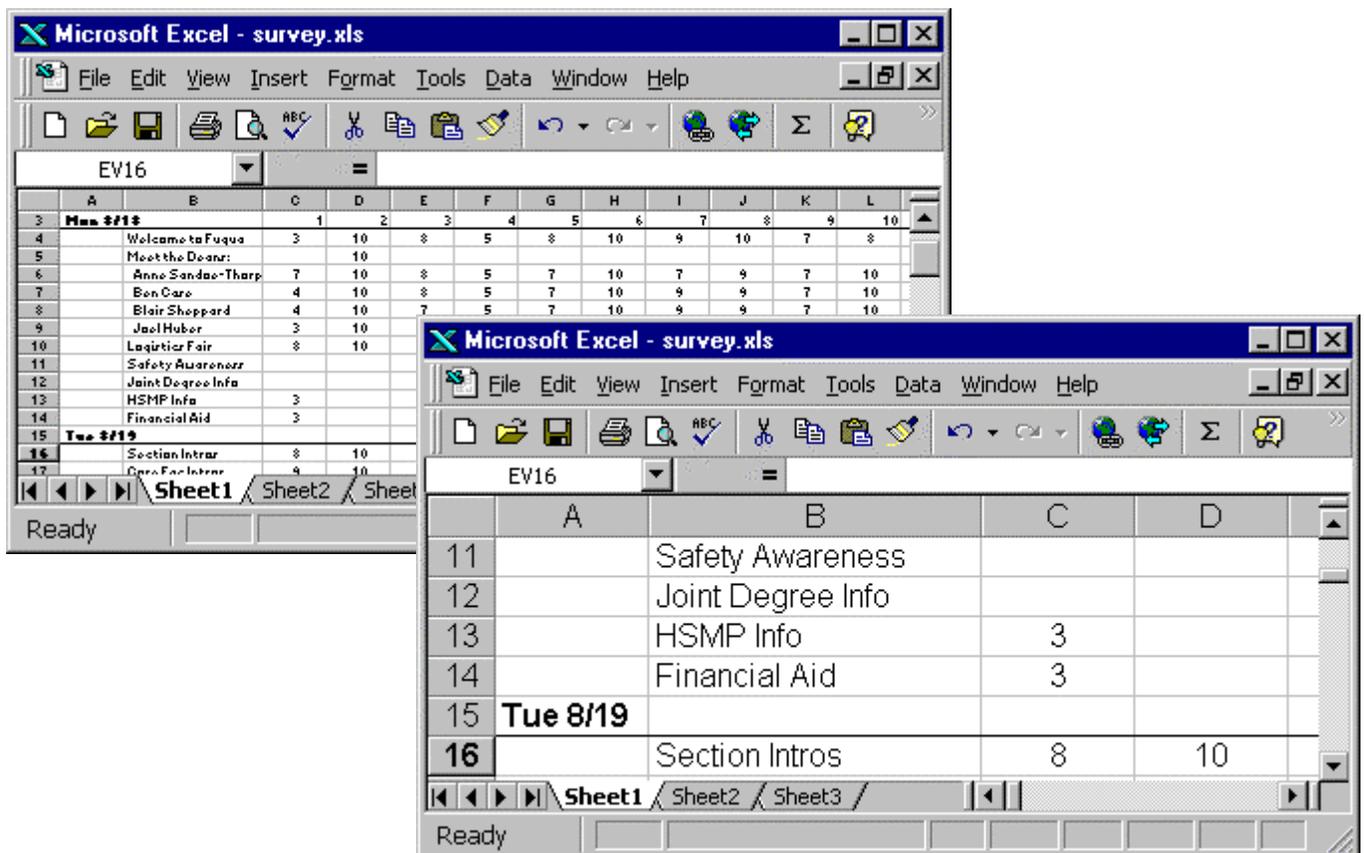
## Zoom

Excel's zoom option lets you adjust your view of the worksheet in or out. Adjust either with the menu *View, Zoom* or by clicking the Zoom tool on the Standard Toolbar.



The default is 100%.

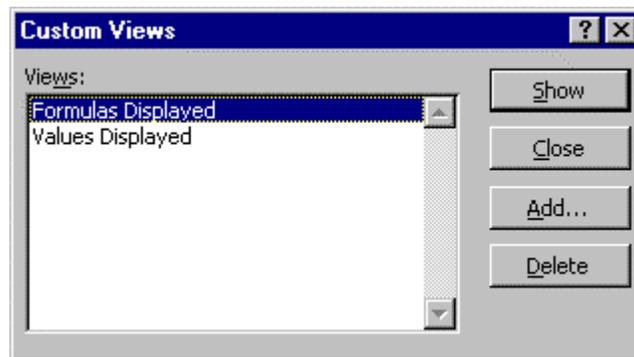
Zoom out to get a good overview of a worksheet's layout. Zoom in when your eyes are tired or you're working with graphical objects or an exacting layout.



## Custom views

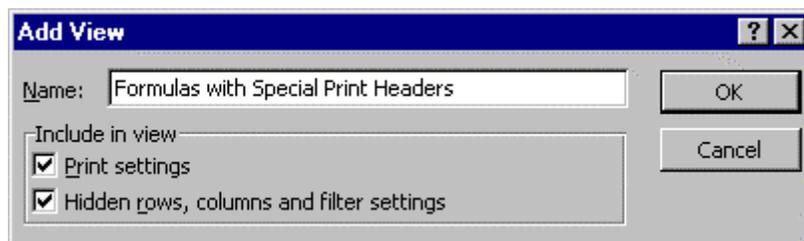
Excel lets you save the current appearance of a worksheet or workbook in a special “view” so you need not change the layout and print settings every time you view or print the sheet or book.

To create a view, start by setting up the worksheet or entire workbook to appear the way you want to view and print it. Then select *View, Custom Views* from the menus to open the *Custom Views* dialog box.



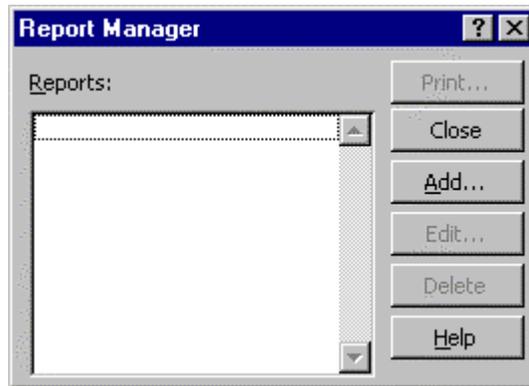
Any views already created are listed in the *Views* box. Select a view in the list and click the *Show* button to have Excel display that saved view.

To add a new view to the workbook, click the *Add* button and complete the *Add View* dialog.

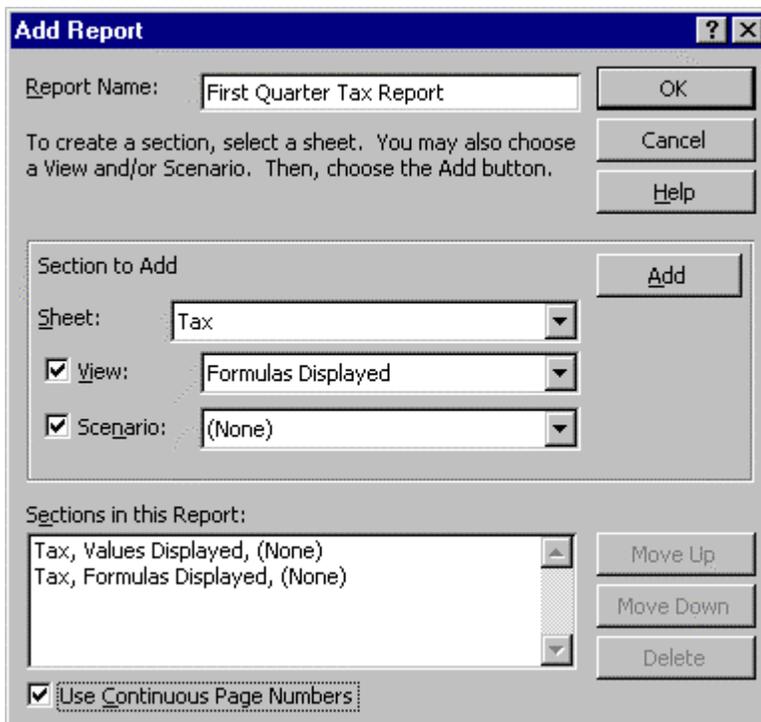


## Combining views & scenarios: The Report Manager

Excel's Report Manager lets you combine any combination of saved views and modeling scenarios into a report that you can print. Access the Report Manager by choosing *View, Report Manager<sup>1</sup>* from the menus.



To add a new report click the *Add* button and enter a name for the report in the *Report Name* box that displays. Click *Add*.



In the Sheet box, click the sheet you want for the first report section.

In the View box, click the view (if any) you want for the first report section.

In the Scenario box, click the scenario (if any) you want for the first report section.

To add another section to the report click *Add*.

Repeat until you've created all of the sections you want in the report.

---

<sup>1</sup> If the Report Manager isn't available, select *Tools, Add-ins* and add it as an option to your Excel configuration.