

Save Views of a Spreadsheet - Use to Display and Print

Overview

Different audiences need to see different parts of your spreadsheet. Hiding and un-hiding columns or rows, applying different print settings or filtering a list takes time. If you could apply these with just a few clicks of the mouse, it would speed up your work.

Save the Original View First

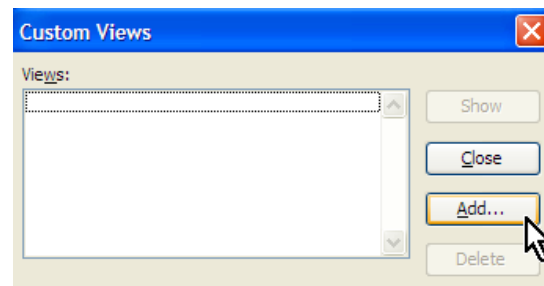
This will allow you to quickly get back to “normal”

Example:

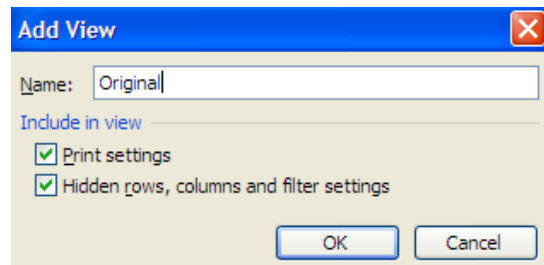
	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3	Class	Date	Day	Time	Hrs	Sess	Location	Fee	BookFee	Book	Ref#	Prereq
4	Excel - Introduction	1/10,1/11	T, W	1-4	6	2	McCormick lab	\$150	\$20	Microsoft Office Excel 2003 Step by Step	2006-AAAQPF	
5	Excel - Basic Review	1/23	Mon	1-3	2	1	McCormick lab	\$50	\$20	Microsoft Office Excel 2003 Step by Step	2006-AAAQRT	
6	InfoMaker - Level 1	1/23	Mon	9:30-11:30	2	1	N210	n/a	n/a	handouts, or file	2006-AAAQOQ	
7	Word - Basic Review	1/24	Tue	9-11:30	2.5	1	McCormick lab	\$60	\$20	Microsoft Office Word 2003 Step by Step	2006-AAAQRA	
8	InfoMaker - Level 2	1/25	Wed	9:30-11:30	2	1	N210	n/a	n/a	handouts, or file	2006-AAAQGS	
9	Excel - Graphs	1/26	Thu	9:30-noon	2.5	1	McCormick lab	\$60	n/a	handouts, or file	2006-AAAQRR	
10	InfoMaker - Level 3	1/30	Mon	9:30-11:30	2	1	N210	n/a	n/a	handouts, or file	2006-AAAQDV	

Nothing is hidden, filtered or print settings changed

Menu: View, Custom Views...
Select Add...



Name:
Type - Original
OK



Save the file. The view is also saved.

Change the View

Change the Way the Spreadsheet Looks

Hide Rows and Columns

Right click on a column or row selector button

Select Hide

Create Headers and Footers

Menu: View, Headers and Footers

Select Page Orientation, Margins

Menu: File, Page Setup

Set Print Area

Select range

Menu: File, Print, Print What: Selection

Save the New View

Menu: View, Custom Views...

Add...

Type a name for this view

(Don't use any spaces)

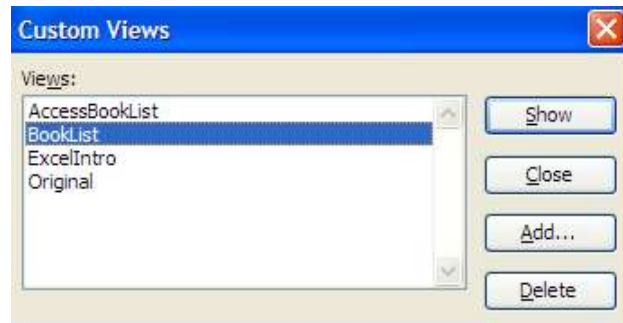
OK

Use a View

Menu: View, Custom Views...

Select one of the views

Click Show



Example of new view "BookList"

<i>Class</i>	<i>Date</i>	<i>Book</i>	
Excel - Introduction	1/10,1/11	Microsoft Office Excel 2003 Step by Step	
Excel - Basic Review	1/23	Microsoft Office Excel 2003 Step by Step	
InfoMaker - Level 1	1/23	handouts, or file	
Word - Basic Review	1/24	Microsoft Office Word 2003 Step by Step	
InfoMaker - Level 2	1/25	handouts, or file	
Excel - Graphs	1/26	handouts, or file	
InfoMaker - Level 3	1/30	handouts, or file	
Word - Mail Merge	1/31	handouts, or file	