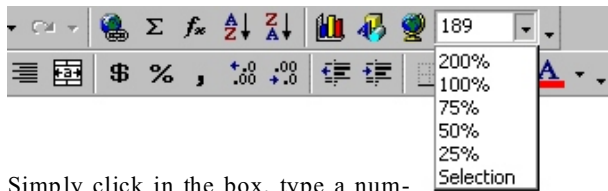


LAB 4: ZOOM, FREEZE, & SPLIT

Mastering zooms, frozen columns, split screens, and multiple windows will allow us to let us see our work better.

ZOOMS

You can magnify or shrink the size of worksheet image with the Zoom drop-down box, found on the Standard toolbar. In addition to the suggested sizes—200%, 100%, 75% and so on—you can enter your own value between 10 and 400 percent, as shown in Figure 183.



Simply click in the box, type a number, and press **Enter**. Zoom does not change the size of the font, but merely the appearance of the worksheet on the screen.




ZOOM SELECTION

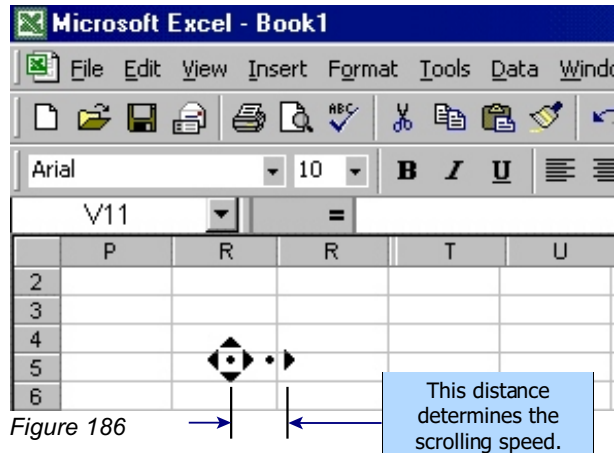
In addition to numeric values, the Zoom box has a Selection option, as you can see in Figure 183. This allows you to size a selected range to fit the screen. To use it:

Step 1: Select the range that you want to fill the screen.

Step 2: From the Standard toolbar, select “Selection” in the Zoom drop-down box.

MICROSOFT® INTELLIMOUSE®

The Microsoft® IntelliMouse® has a wheel between the left and right mouse buttons. To scroll up in a worksheet, click the wheel and drag in the direction you want to scroll. A four-sided icon, , will appear, along with an arrow, , that points in the direction you are dragging, as shown in Figure 186. The greater the distance between the four-sided icon, , and the arrow, the faster the worksheet will scroll by.



You can also use wheel to change the Zoom for your worksheet:

- depress **Ctrl** and roll the wheel back to decrease the zoom and shrink the worksheet;
- depress **Ctrl** and roll the wheel forward to increase the zoom and expand the worksheet, up to a maximum of 100 percent.

FREEZING ROWS & COLUMNS

When you are entering data in long columns, its easy to forget which column is which, when the column headings scroll up and off the screen. We can solve this problem by freezing the column and row labels.

	A	B	C
1		January	February
712	Smith	1,234	1432
713	Jones	874	914
714	White	1299	712
715			

Figure 187

As seen in Figure 187, freezing your column labels keeps them on the screen, regardless of how far you scroll down the screen. To freeze your column labels:

Step 1: Select the cell that is:

- immediately below the row (or rows) that you want to stay visible, and,
- immediately to the right of the column (or columns) that you want to stay visible.

Step 2: From the pull-down menu, select Window, Freeze Panes.

UNFREEZE

To unfreeze your worksheet:

- From the pull-down menu, select Window, Unfreeze.

SPLIT WINDOWS

If your worksheet is too large to display completely on the screen, you may want to view two different parts simultaneously. To do this, use Excel's split feature.

In the lower right of the Excel window, just to the right of the horizontal scroll bar, is the vertical Split Box. In the upper right, just above the vertical scroll bar is the horizontal Split Box. The two Split Boxes, seen in Figure 188 can be used independently of one another.

The result is two separate views of a single worksheet. You may edit the worksheet from either frame, and the resultant changes work exactly as if no split existed.

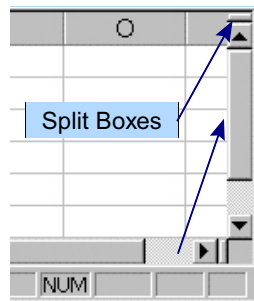


Figure 188

VERTICAL SPLIT

To create a vertical split:

- Click and drag the vertical split box (the one in the lower right) to the left.

This will split the window into two vertical frames. As you scroll to the left or right, in either window, you can see the distant reaches of your worksheet, as seen in Figure 189. When you scroll vertically, both frames scroll together.

	A	B	C	BI	BJ
7					
8					
9					
10					
11					
12					

Figure 189

The size of this frame can be changed by simply clicking and dragging the border that divides the two frames.

HORIZONTAL SPLIT

To create a window split horizontally:

- Click and drag the horizontal split box (the one in the upper right) down.

This will split the window into two horizontal frames. You can scroll down in either frame, while the other stays solid. When you scroll horizontally, both frames scroll together.

REMOVE A SPLIT

To remove either vertical or horizontal splits, either:

- click and drag the border between the frames back to its original position; or,
- double-click the split box.

HORIZONTAL & VERTICAL SPLITS

You can split your window into four frames by creating a horizontal split and then a vertical split, as seen in Figure 190.

	A	B	C	GR	GS
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
895					
896					

Figure 190

This allows you to work in a distant corner of the worksheet, while keeping another section in sight.

DISPLAY MULTIPLE WORKSHEETS

In addition to different views of the same worksheet, you can also display more than one worksheet at a time:

Step 1: From the pull-down menu, select Window, New Window.

- Repeat this for each worksheet that you would like to display.

Step 2: From the pull-down menu, select Window, Arrange, Horizontal, as shown in Figure 191.



Figure 191

Step 3: Click **OK** to apply the arrangement and close the dialog.

The results will resemble Figure 192. Note the title bar. “Book1:4” means the fourth instance of Book 1.

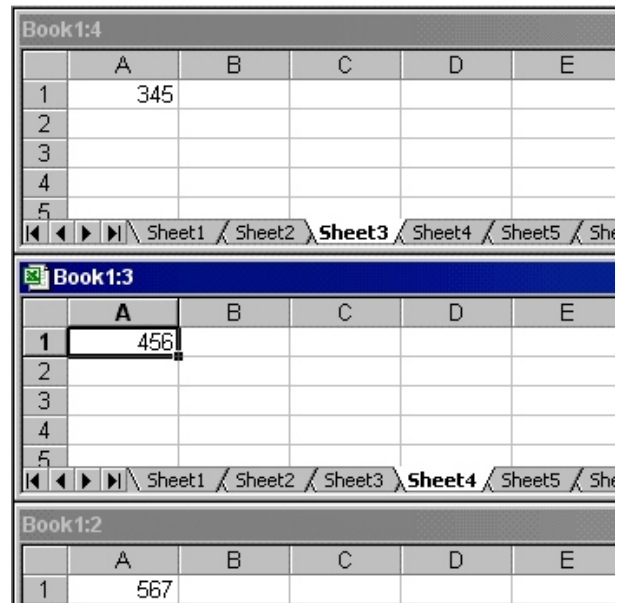


Figure 192

Remember that these are different views of one worksheet. A change in any window changes the underlying workbook. To demonstrate this:

Step 1: In each window, select Sheet1.

Step 2: In cell A1, type your name and press **←Enter**.

Excel will display your name in each window.

LINKED PICTURES

Instead of seeing another view of the whole worksheet, sometimes you need just a small amount of data. To do this, you can float a picture of that data above another portion of your worksheet.

Step 1: Select the data you want to view.

Step 2: Press **Ctrl C** to copy the data to Clipboard.

Step 3: Move to the place where you would like the picture to appear.

Step 4: Press **Shift** as you click Edit from the pull-down menu.

- As you can see in Figure 193, the menu will have changed.

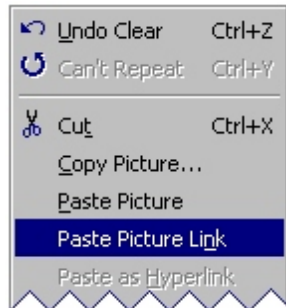


Figure 193

Step 5: Select Paste Picture Link from the Edit menu.

The Picture object will appear. The Picture can be moved, resized, and formatted, just as any other Picture. In addition, the picture will reflect any changes to the underlying data.

NOTES