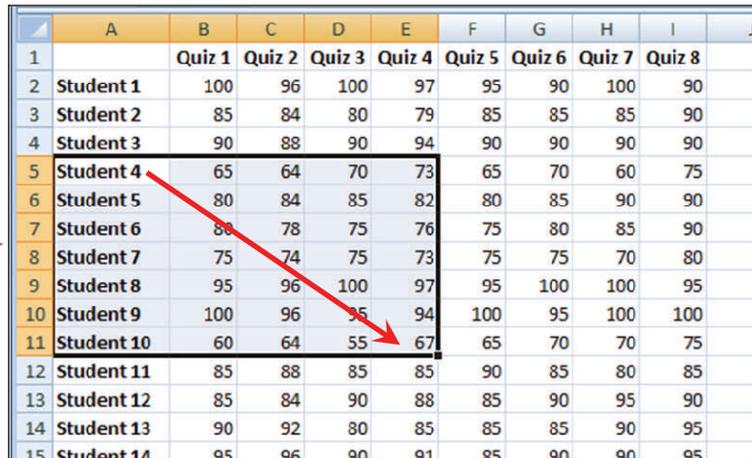


Zooming in on a Spreadsheet

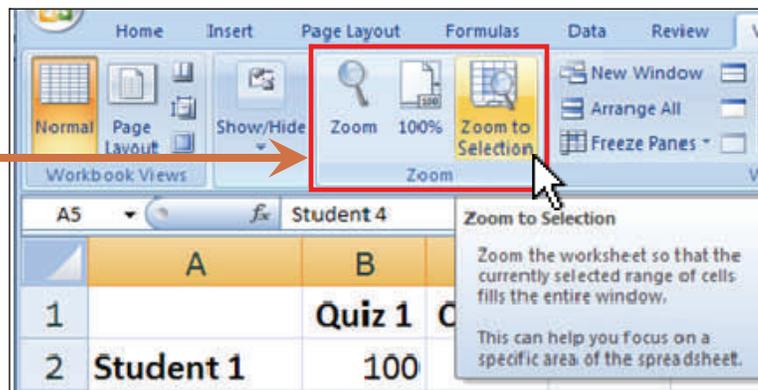
This guide will show you how to magnify (zoom in on) a portion of an Excel spreadsheet. This can be useful when you are working with a relatively extensive spreadsheet, and want to concentrate on a small section of it.

1.) I begin by opening up an existing spreadsheet. I then highlight a section by left-clicking in a cell and dragging the cursor to the last cell I wish to select.



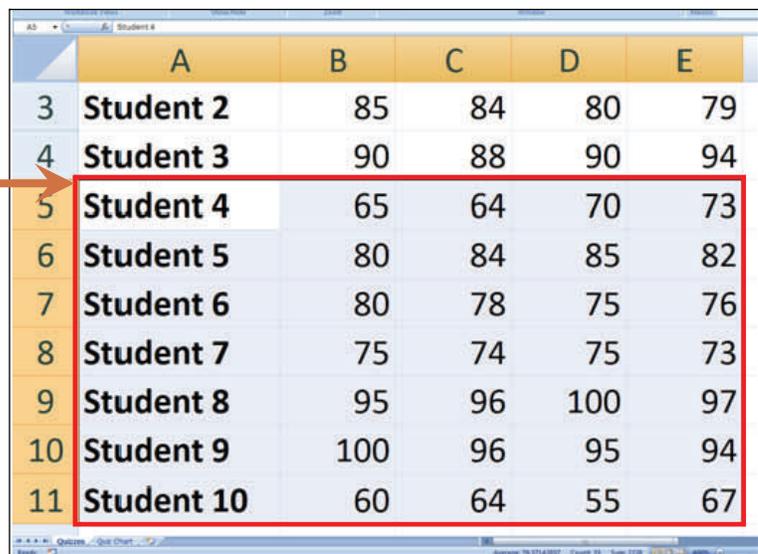
	A	B	C	D	E	F	G	H	I
1		Quiz 1	Quiz 2	Quiz 3	Quiz 4	Quiz 5	Quiz 6	Quiz 7	Quiz 8
2	Student 1	100	96	100	97	95	90	100	90
3	Student 2	85	84	80	79	85	85	85	90
4	Student 3	90	88	90	94	90	90	90	90
5	Student 4	65	64	70	73	65	70	60	75
6	Student 5	80	84	85	82	80	85	90	90
7	Student 6	80	78	75	76	75	80	85	90
8	Student 7	75	74	75	73	75	75	70	80
9	Student 8	95	96	100	97	95	100	100	95
10	Student 9	100	96	95	94	100	95	100	100
11	Student 10	60	64	55	67	65	70	70	75
12	Student 11	85	88	85	85	90	85	80	85
13	Student 12	85	84	90	88	85	90	95	90
14	Student 13	90	92	80	85	85	85	90	95
15	Student 14	95	96	90	91	85	90	90	95

2.) There are three ways to zoom in on the section I've highlighted. The first way is to go to the **Zoom** section of the **View** tab on the **Ribbon**. I left-click on the icon labeled "**Zoom to Selection**".



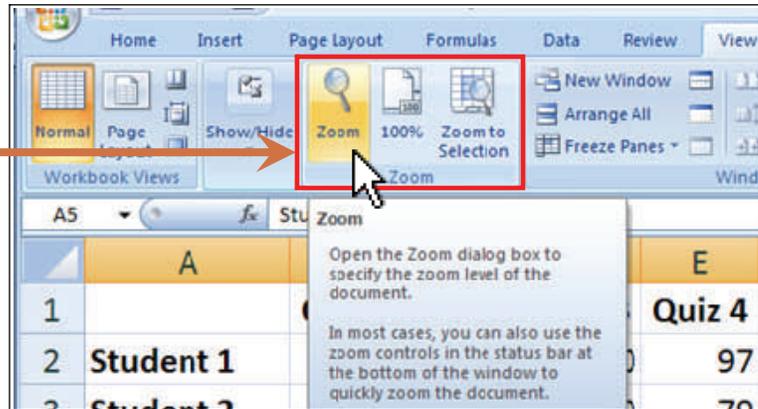
3.) The result of the last step is shown at right, which includes a magnified ("zoomed in on") view of my selected cells.

(Note that the resulting view also includes cells *outside* the range I selected. Whether this will be the case depends on the size of my screen, the amount of it originally allocated to the Excel application, and the proportions of the area of cells selected.)

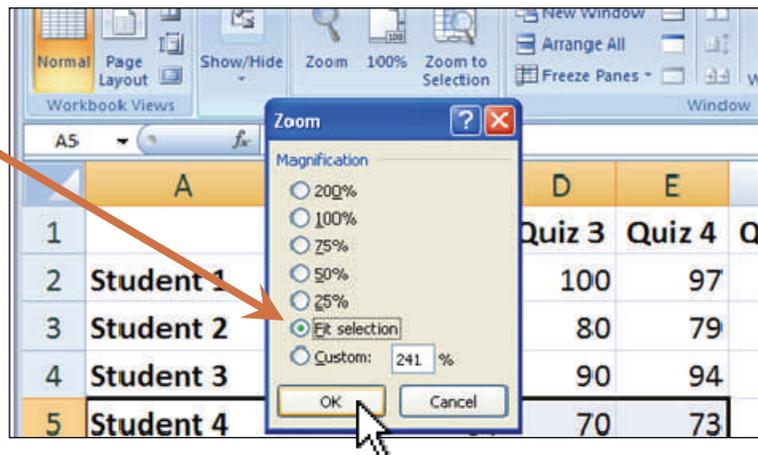


	A	B	C	D	E
3	Student 2	85	84	80	79
4	Student 3	90	88	90	94
5	Student 4	65	64	70	73
6	Student 5	80	84	85	82
7	Student 6	80	78	75	76
8	Student 7	75	74	75	73
9	Student 8	95	96	100	97
10	Student 9	100	96	95	94
11	Student 10	60	64	55	67

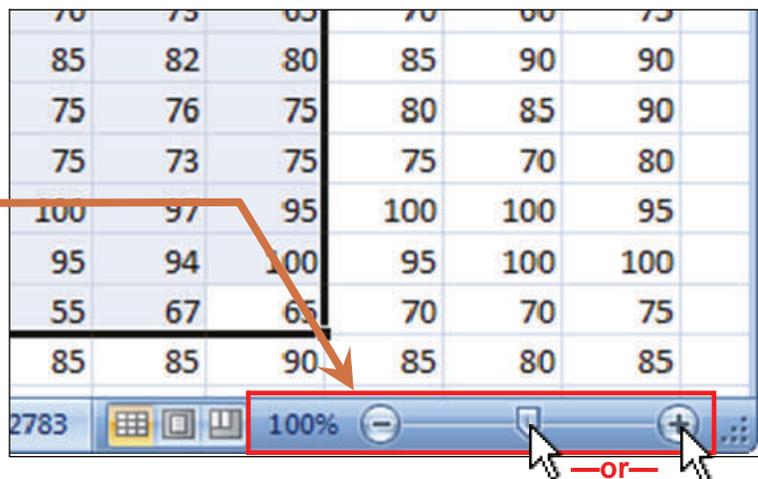
4.) The second method of zooming in on my selection is to go to the same **Zoom** section as above, but click on the actual “Zoom” icon this time.



5.) The **Zoom** box will appear. In this case, I’ll pick “Fit Selection” by clicking on that choice, then click on **OK** to proceed to the view shown in 3. above.



6.) Another way I can magnify the spreadsheet as a whole is to use the zoom slider found in the bottom right corner to the screen, as shown at right. I place my cursor on the center slider of this icon, and click-and-drag in either direction. Or I can just put the cursor on, say, the plus sign, and repeatedly left-click it to increase magnification.



7.) For all three of these methods, I can click on the “100%” icon in the **Zoom** section of the **Ribbon’s View** tab, to return the display to my original view.

