

Use Custom Views to view specific spreadsheet layouts in Excel

Setting up Custom Views in Excel makes it easy to view specific information on a dense spreadsheet or create different layouts for your data. Let's see more details about Custom Views in the post!

Setting up Custom Views in Excel makes it easy to view specific information on a dense spreadsheet or create different layouts for your data. You can also use it to create custom headers or footers, creating an easy-to-see spreadsheet version.

Set Custom Views

The first thing you need to do is create a view you want to save as Custom Views. Suppose you sometimes want to hide a series of rows in a custom view. First, create a custom view when all rows and columns are displayed:

1. Open the Excel spreadsheet and access the **View** tab , then click **Custom Views** .
2. In the dialog that appears, click **Add**.
3. Enter a name for your view (for example, View the entire). Make sure you have chosen **Hidden Rows, Columns, and Filter settings** .

Next, create custom view settings when specific columns and rows are hidden:

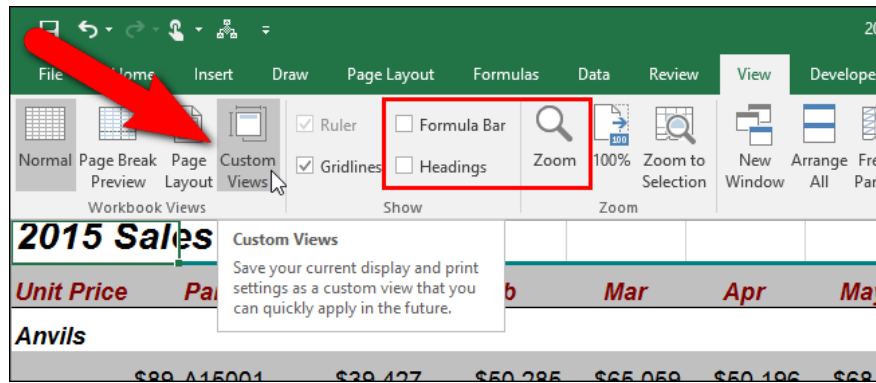
1. Select the rows and columns you want to hide, right-click them and select **Hide**.
2. Go back to the Custom Views dialog box and click **Add**.
3. Enter a name for your custom view (Example: Hidden view). Remember to click **Hidden Rows, Columns, and Filter settings** .
4. Now you can easily switch between views by selecting Custom Views and double-clicking on the display settings you want to see.

To see the details of using Custom Views, watch the video below:

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To delete a custom view, you need to go back to the Custom Views dialog box, click the view you want to delete and click **Delete**.

Other situations use Custom Views



1. Zoom in on a spreadsheet section using the **Zoom to selection** feature on the **View** tab .
2. Freeze the top row of the spreadsheet by using **Freeze Panes> Freeze Top Row** feature on the **View** tab .
3. View two spreadsheets **side by side** using the **View side by side** feature in the **View** tab .
4. You can combine many options in a custom view: turn off the heading and the formula bar, enlarge a part of the spreadsheet and fix the first row, .

Are you using custom view of Excel? If not, please immediately experience this feature, extremely useful.

You can consult:

1. These are the most basic functions in Excel that you need to understand
2. How to combine 2 columns Full name in Excel does not lose content
3. How to calculate the number of days in Excel

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