

Application: Excel – Arranging Workbooks

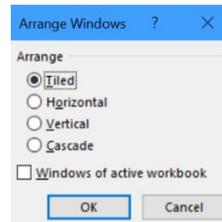
Use the Window options on the **View** tab to arrange more than one spreadsheet on the screen at a time. Once you have selected the **View** tab you can choose from the following.

1. **New Window** will create a duplicate of the current spreadsheet in a new window and an incremental number will be added to the **Title Bar**.

Test 1.xlsx:2 - Excel

- Changes made to one spreadsheet will be reflected in the duplicate spreadsheets. However, it does allow you to view parts of the spreadsheet at one time.

2. **Arrange All** will display the following dialog box. Choose the display you want. If you select the **Windows of active workbook** option, it will arrange windows created using **New Window** above.

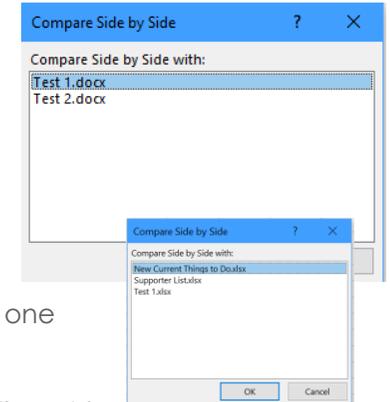


3. **Freeze Panes** is useful on large spreadsheets to ensure that the top row, first column or specified rows and columns remain static on the screen while you are scrolling through a spreadsheet.
 - If it is just the top row or left column you want to freeze, select **Freeze Panes** and **Freeze Top Row** or **Freeze Left Column** respectively. Otherwise select the cell to the right and below the columns and rows you want to freeze and select **Freeze Panes**.

	A	B	C	D	E	F
1			Sales			
2			2017	2108	2019	2020
3	Quarter 1	January				
4		February				
5		March				
6	Quarter 2	April				

4. **Split** will split the current spreadsheet so you can then view different parts of the same spreadsheet. Click on **Remove Split** to return to the spreadsheet in full screen.

5. **Hide** and **Unhide** will remove the active Workbook from view. When you click on **Unhide** a dialog box will be displayed showing all hidden workbooks. Select the one you wish to unhide and click on **OK**.



6. **View Side by Side** and **Synchronous Scrolling**. This will display a dialog box listing all open Excel spreadsheets apart from the active one. Select the other spreadsheet you wish to view and click on **OK**. The spreadsheets will be displayed vertically side by side.

- You can then choose to turn on or off **Synchronous Scrolling** depending on whether you want the spreadsheets to move independently or not.

7. **Switch Windows** will display a drop-down list of all open Excel Spreadsheets. Click on a spreadsheet to activate it.

