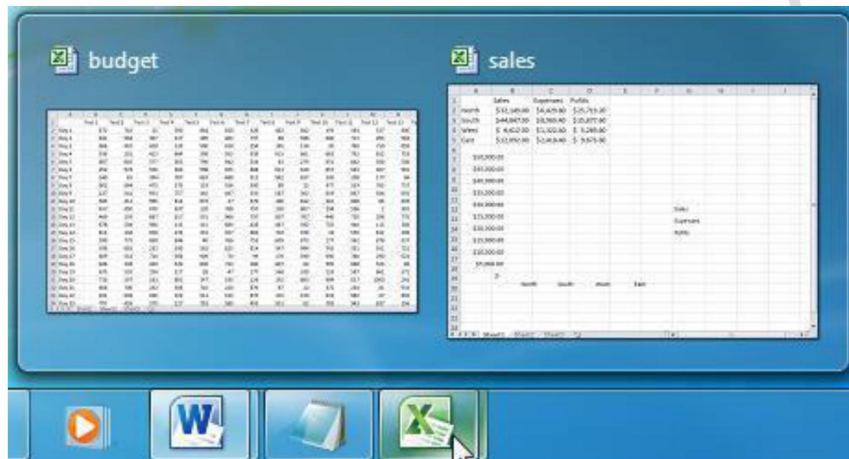


Managing Multiple Windows

If you find that you frequently open a number of workbooks at the same time, Excel has some useful features that may help you manage your windows and workbooks. In this lesson, you will learn how to switch between open workbooks, how to arrange workbooks, how to compare workbooks side by side, and how to reset a window.

Switching Between Open Workbooks

If you have multiple workbooks open at the same time, they are all accessible from the same Excel window. To switch between open workbooks, use the icons on the taskbar to switch between the different files:

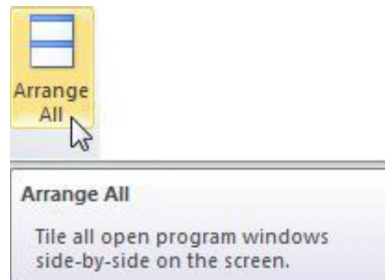


You can also click View → Switch Windows. Whichever file name has a check mark beside it is the one that is currently visible; click an unchecked name to view that file:

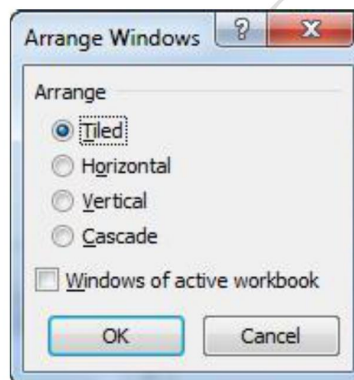


Arranging Workbooks

We learned earlier that you can freeze panes or use a split to examine two or more parts of the same worksheet at the same time. If you want to compare two or more workbooks at the same time, click View → Arrange All:

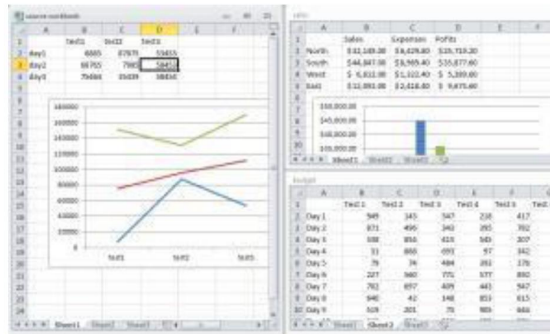


This will open a dialog that lets you choose how to arrange the windows:

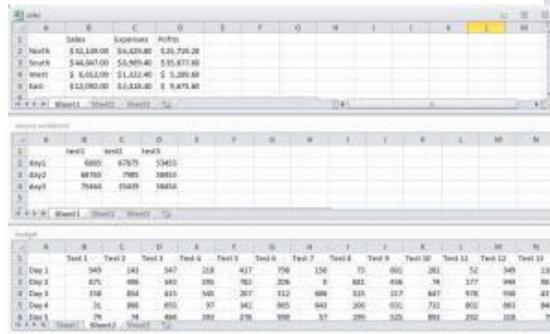


Imagine that you had three open workbooks. Here is a sample of what each one of the arrangements would look like:

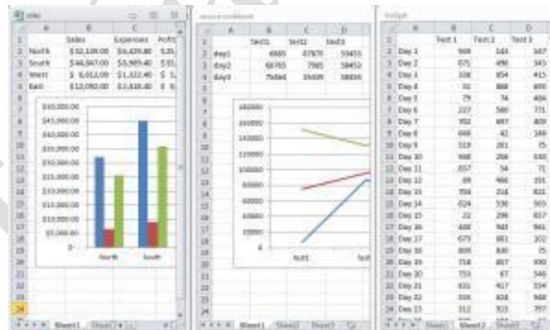
Tiled



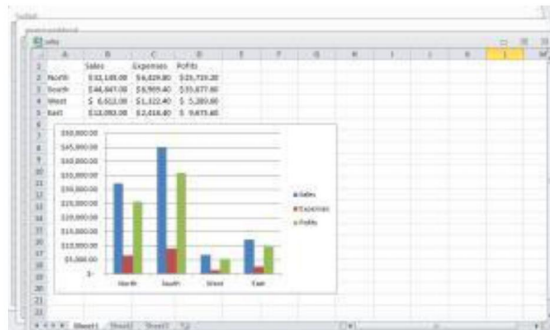
Horizontal



Vertical



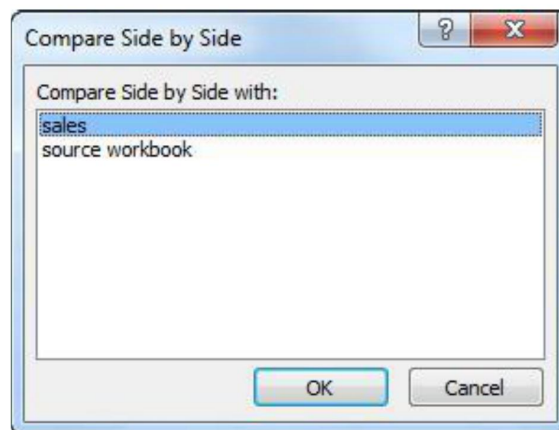
Cascade



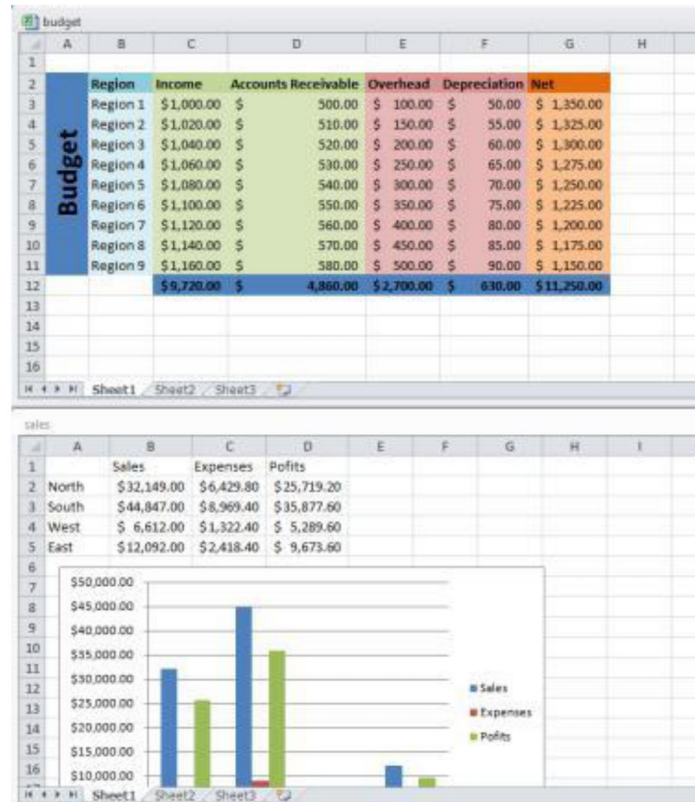
Comparing Workbooks Side by Side

Chances are if you are going to compare documents, you are going to look at two of them side by side. The Horizontal/Vertical alignment options shown earlier are useful but only if you have two workbooks open at once. Excel therefore features a command just for side by side comparison.

With two or more files open, click View → View Side by Side. A dialog will appear that allows you to select one other file to compare side by side with whatever file you are viewing at the time. For example, if you were viewing a file named “budget” but also had “sales” and “source workbook” open as well, clicking View Side by Side would show the following:



Pick a file to view side by side with “budget” and click OK. The two files will be shown together:

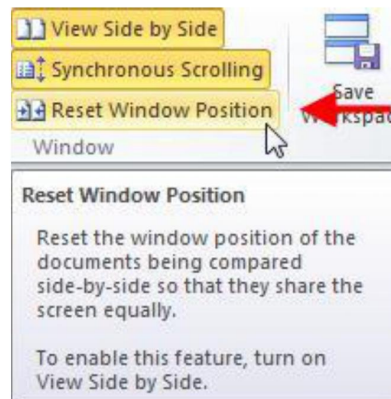


Synchronous Scrolling and Resetting a Window

If you have clicked View Side by Side, Excel will automatically use Synchronous Scrolling. This means that if you scroll up and down in one workbook, the other workbook will also scroll. To enable or disable this feature while comparing workbooks, click this command:



When you use the side by side view, you can also use the Arrange All button to arrange the windows you are comparing. This allows you to switch between vertical or horizontal side by side comparison. You can also resize and reposition the two windows you are comparing manually, while maintaining View Side by Side functionality. If you do resize the windows manually and you want to return to the original side by side window configuration, click the Reset Window Position button.

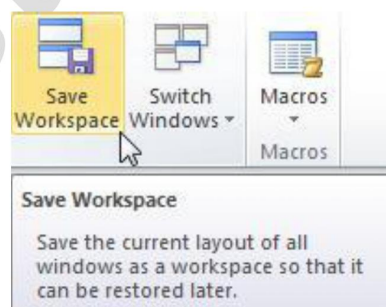


Clicking this button will return your two windows to the original (View Side by Side) position that you started with.

Saving a Workspace

If you often work with multiple workbooks and windows, it may be a good idea to use a workspace. When you save a workspace, all of the workbooks that you have open at the same time will be linked together.

To save a workspace, click View → Save Workspace:



The workspace will be saved with an .xlw extension and can later be opened just like a regular workbook. When you open a workspace, Excel will open all of the workbooks you were using when you created the workspace.

If you make changes to a workbook as part of a workspace, and then save the workspace, you will see a prompt to save the changes you made. If you do save the changes, the workbook file will be changed on an individual basis. This means that even if you opened the workbook individually (not as part of the workspace you saved), the workbook will now contain the changes that you made to it.

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