

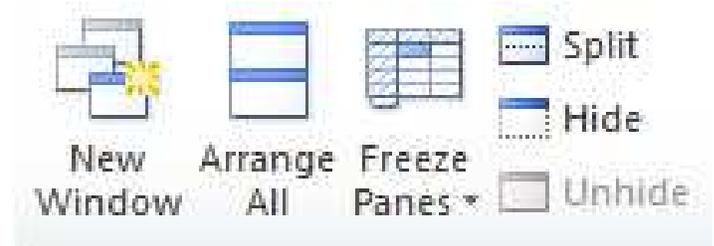
Arranging Views

These are the most important buttons on the View Toolbar. They allow for easier data manipulation.

New Window opens a new window of the current workbook.

Arrange All makes all open Excel windows visible at once unless they have been minimized.

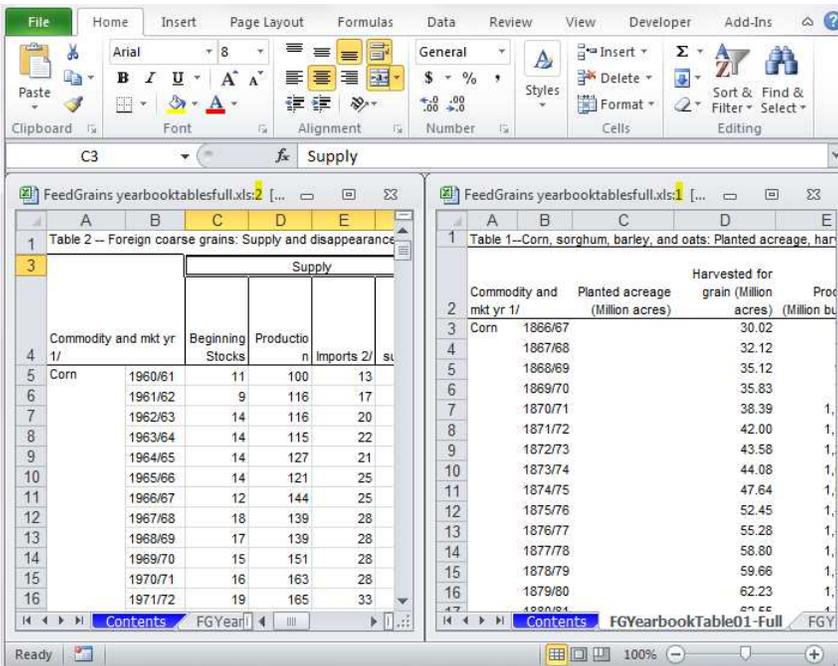
Freeze Panes holds certain rows and/or columns in place while scrolling.



Split will partition the window into four separately scrollable parts. Set this before Freezing Panes.

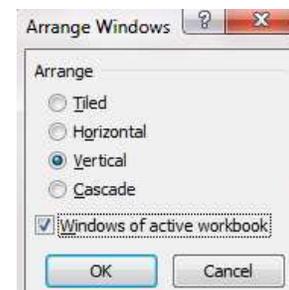
Hide/Unhide will hide or unhide worksheets.

Viewing Multiple Worksheets



The image at left simultaneously shows two different worksheets within the same workbook. The windows are titled *file-name.xls:1* and *file-name.xls:2*.

- 1) Click **New Window** in the desired file.
- 2) Click **Arrange All** to bring up the dialog below and enter settings as shown.



Tiled is useful for viewing more than two worksheets at once. It will optimize an arrangement for them.

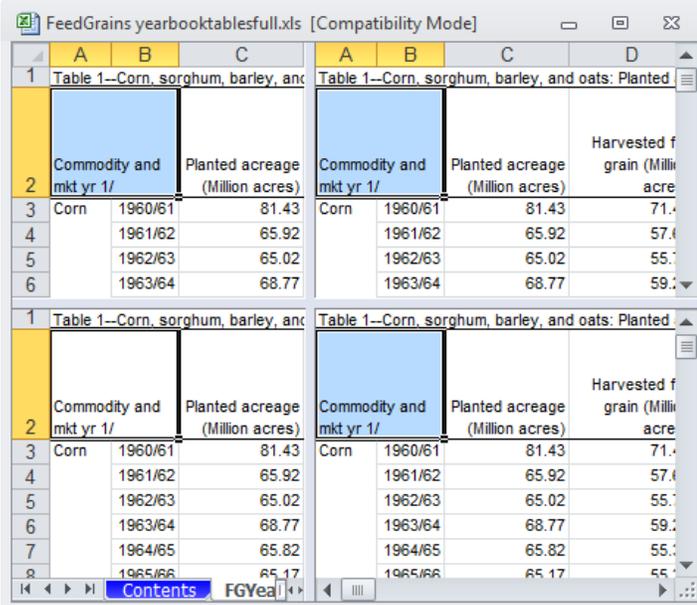
Horizontal will arrange windows in full width layers from top to bottom.

Vertical will arrange windows left to right, as above.

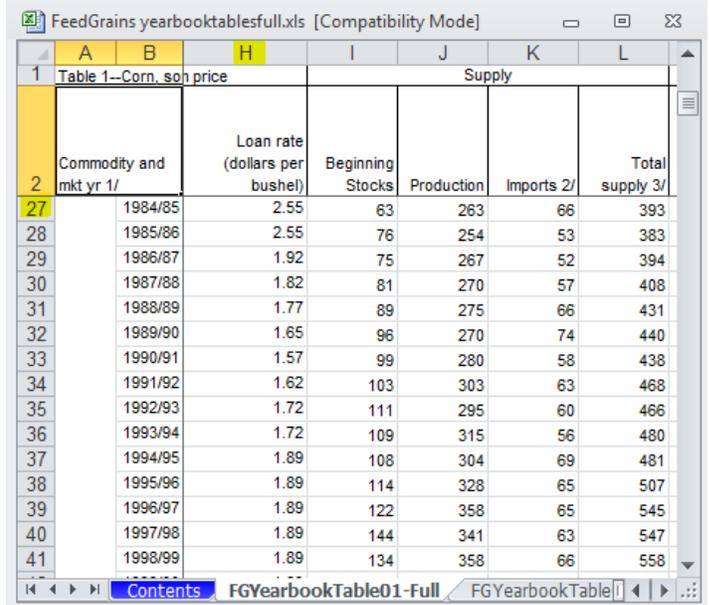
Cascade will arrange all windows so that only the title bar is showing.

Windows of active workbook toggles arrangement of only the current workbook's windows (as above) or arrangement of all open workbooks' windows.

Splitting & Freezing

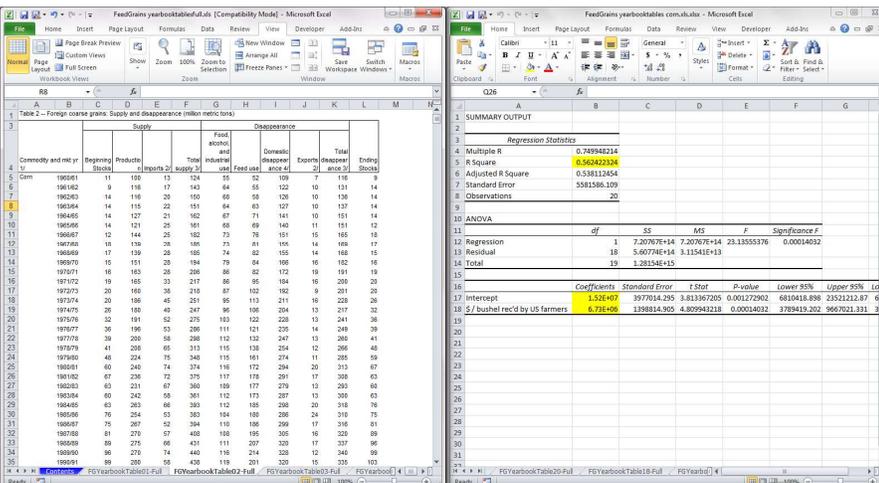


The image above depicts a **Split**. This allows for scrolling to different parts of the same worksheet simultaneously. Move the grey bars to change where the columns and rows are split in the window.



The image above depicts the results of **Freeze Panes**. Before freezing, splits (at left) were arranged after column B and below row 2 in order to preserve the column and year labels while scrolling through data.

Multiple Windows of Excel



To create the view at left, **right click** on Excel in the Start Bar.

Then, click **Microsoft Excel** to open a second instance of Excel.



While splitting, freezing, and using new windows is the most efficient way to use Excel, there are times it is helpful to run two full instances of the program. **NOTE:** This will use twice the processing power of your computer and may cause it to run slowly.

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