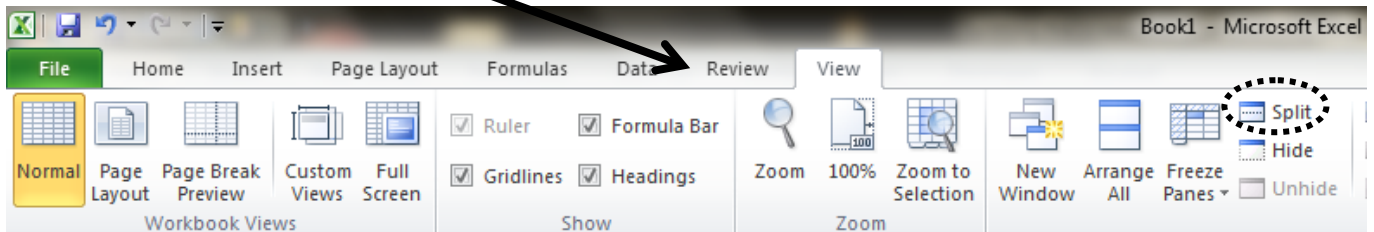


Splitting the Screen

Microsoft Word

In Excel, you can split the screen to display two or four different parts of the same worksheet, at the same time.

1. **View > Split.**



2. Your spreadsheet should now have two bars across it, one vertical and the other horizontal. These bars can now be moved to change the size of the area that you want to display. You can now scroll from each of the four areas to show any part of the spreadsheet that you want see.

	A	B	C	D	E	A	B	C	D	E
1										
2										
3										
4										
5										
6										
7		This	s sample text			This	s sample text			
8										
9										
10										
11										
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6										
7		This	s sample text			This	s sample text			
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