

Arranging windows

Microsoft Excel 2003

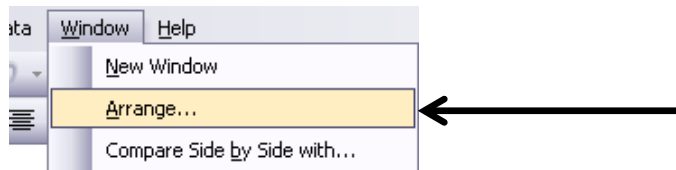
Arranging windows may be helpful when you have multiple workbooks opened and you wish to compare them.

Note: This is just a viewing method and it will NOT combine workbooks.

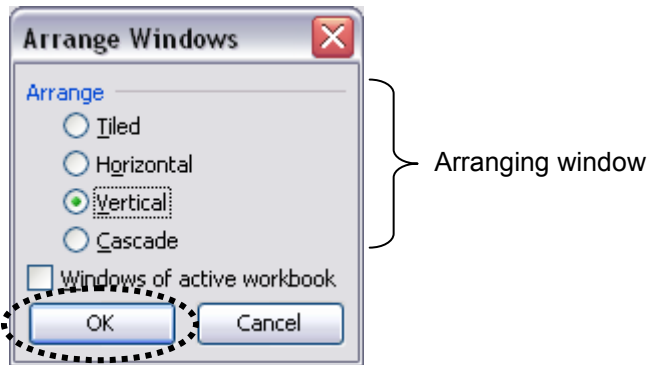
For example, there are currently three workbooks opened; *Alarm.xls*, *Bank.xls*, and *Communication.xls*.



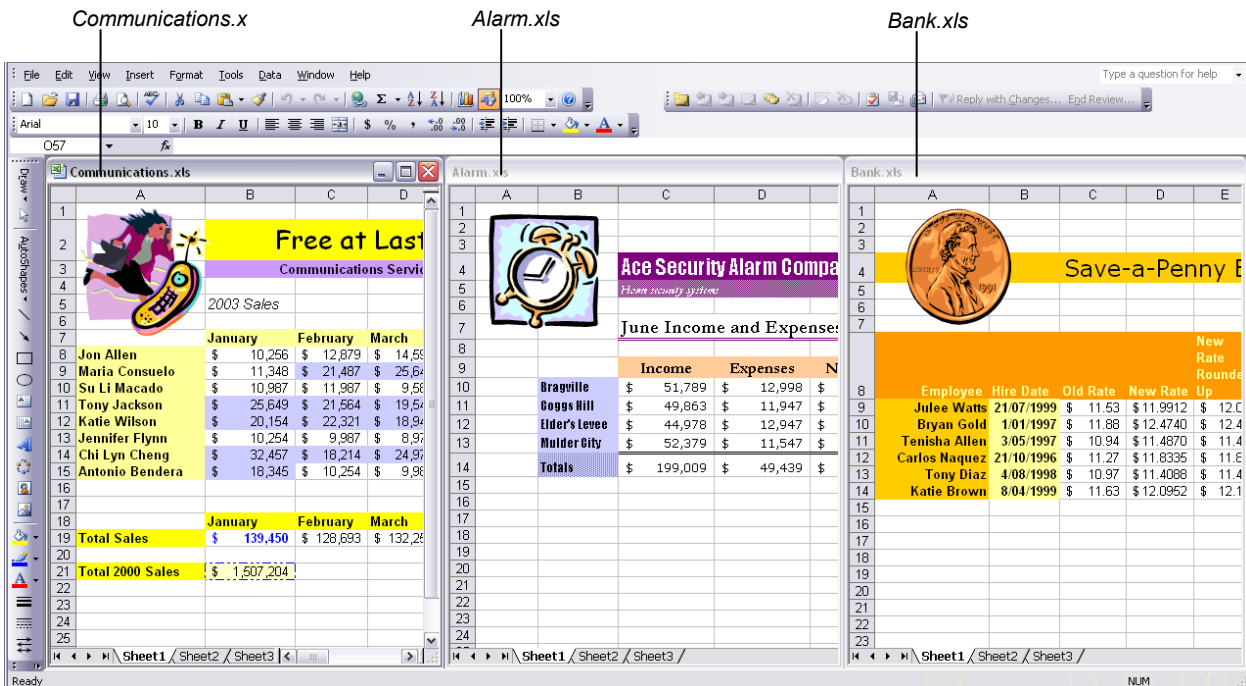
1. **Window > Arrange** (Note: You can use menu from any workbooks opened.)



2. Select the style of arranging window > **OK**



3. Done!





Tip: Closing window arrangement

When you wish to go back to the normal view, double click on the title bar, i.e., where you see the file name.

For example, if you wish to view *Alarm.xls*, double click on any part of the title bar.

(Note: This way will prevent clicking on the *Close* button (x) rather than the *Maximise* button accidentally.)

