

Arranging windows

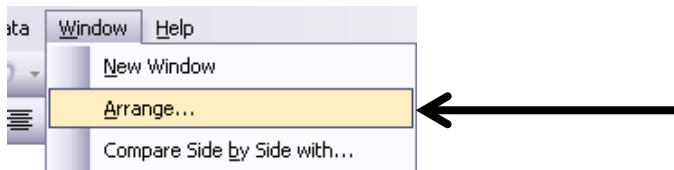
Microsoft Excel 2007

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.

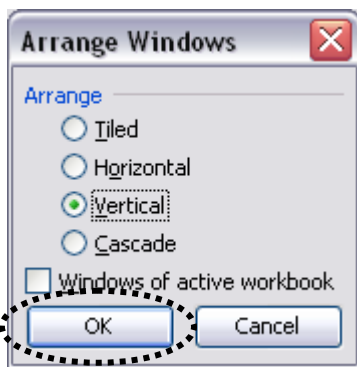
For example, there are currently three workbooks opened; *Alarm.xlsx*, *Appliances.xlsx*, and *Bank.xlsx*.



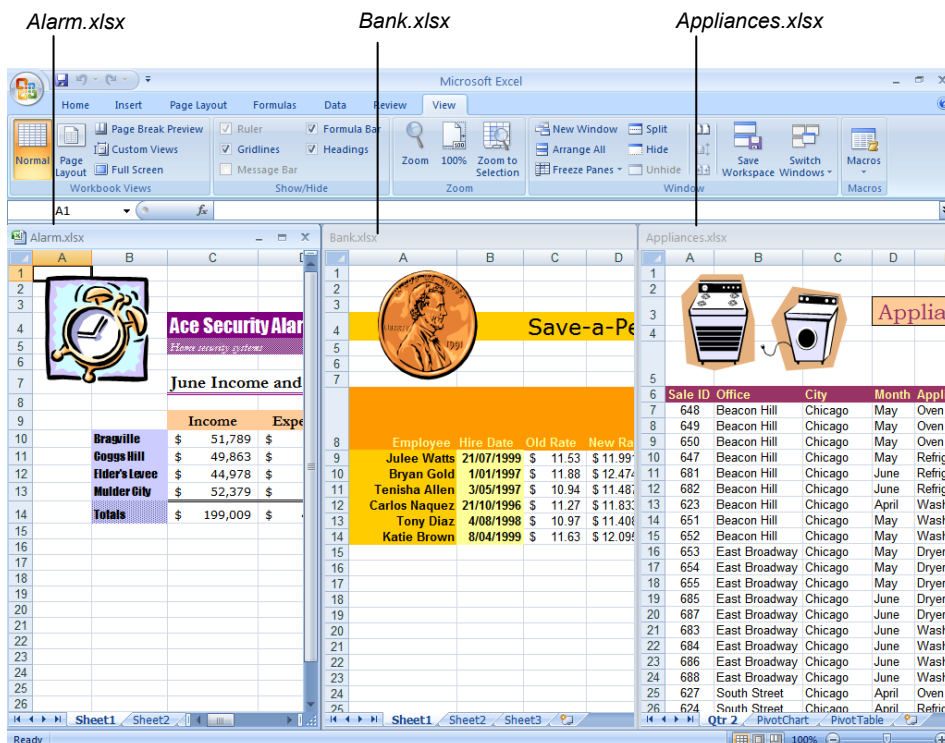
1. **Window > Arrange** (Note: You can use the menu from any workbooks opened.)



2. Select the way to arrange the windows > **OK**



3. Done!



Tip: Closing window arrangement

When you want 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 want to view *Alarm.xls*, double click on any part of the title bar.

