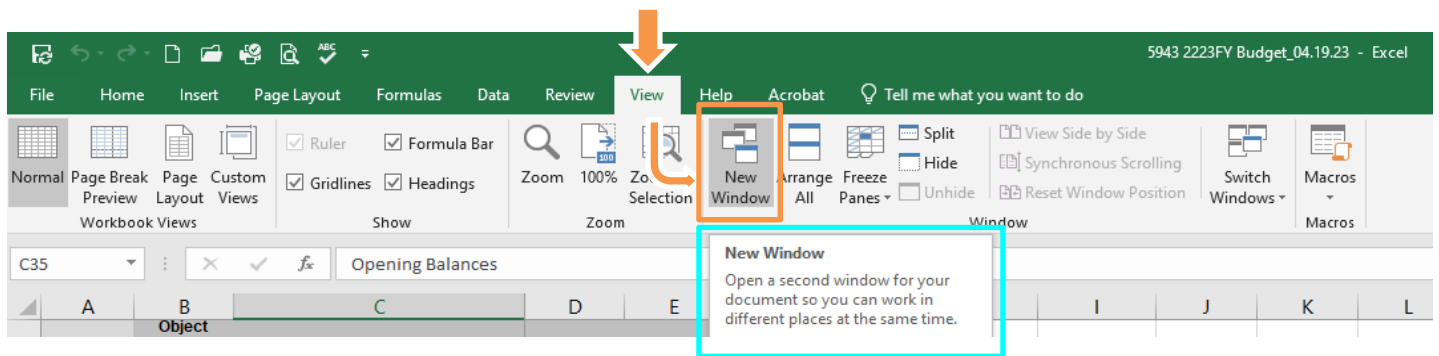


“New Window” Feature in Excel

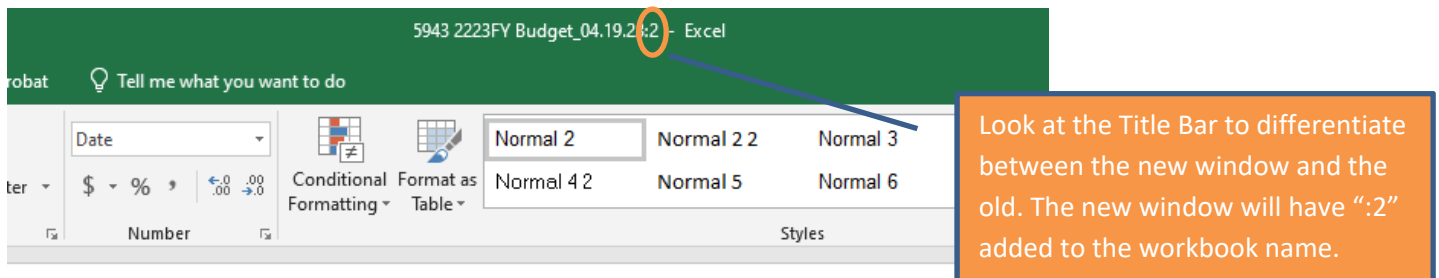
Sometimes we need to flip back and forth between two worksheets in order to compare numbers, copy and paste entries, or create formulas. In these instances, it can be much easier to **look at the two (or more) sheets side by side**.

To accomplish this, we can use the **New Window** feature in Excel, as well as some desktop shortcuts to create a split screen view of the sheets we want to look at simultaneously. It's a fairly easy habit to pick up and will save you lots of time and frustration in the long run.

To make a new window, go to the **View** tab on the Ribbon and press the **New Window** button. This will create a new window of the active workbook (the workbook you were viewing when you pressed New Window).



Once you've created a new window, you can differentiate between the new and the old by looking at the **title bar** at the top. The new window will have a colon and the number 2 (then 3, 4, 5 and so on as you continue to open new windows).

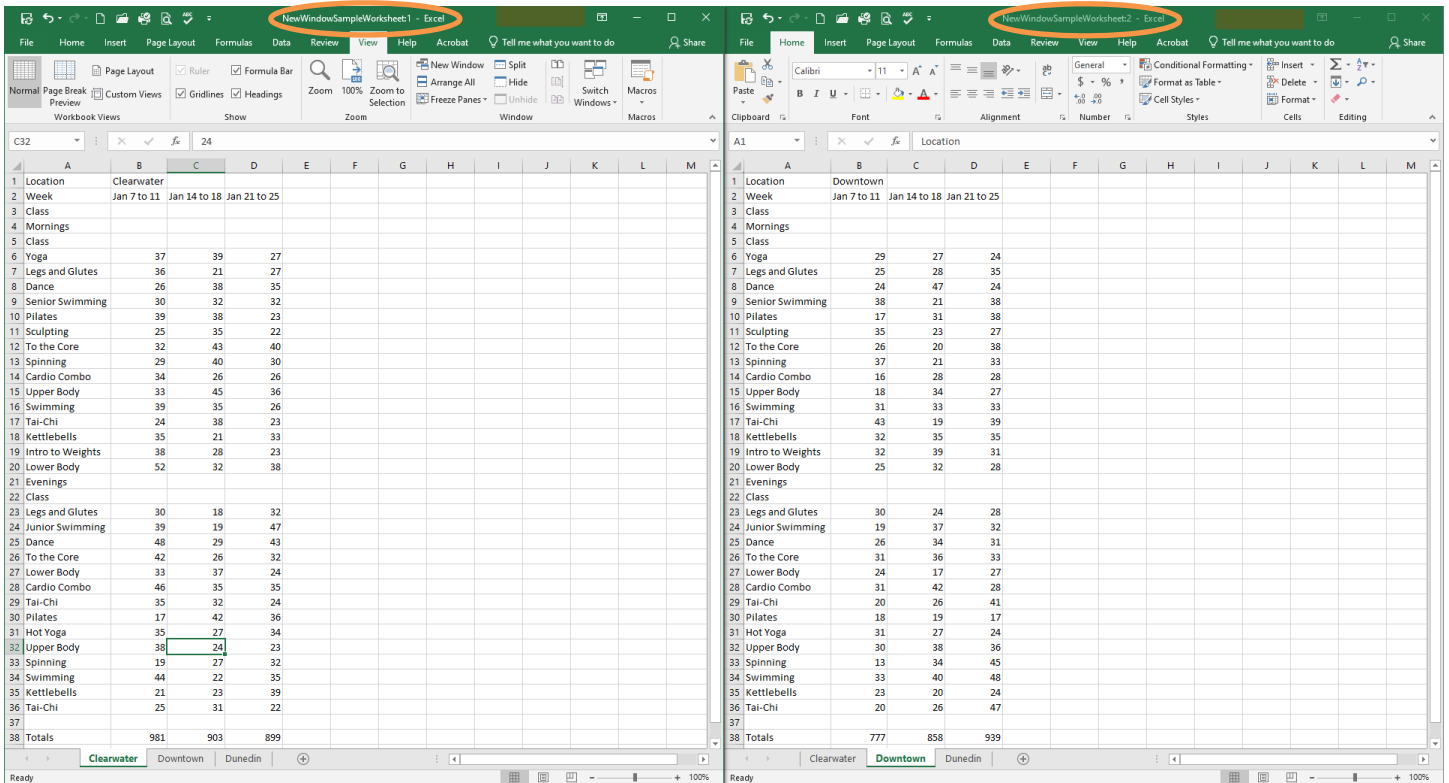


Keep in mind that you are NOT creating a duplicate file, just a **new window** to look at the same file. **Any change you make to the workbook in one window will be reflected in the other.** It does NOT matter which window you make changes in. All windows will be updated immediately.

(continued on next page)

Create a Split Screen View

To tile the windows **side by side**, you can simply click on the title bar and then drag the window to the right of the screen. If you have multiple windows open on your computer, you may have to select which window you want to view on the left.



<https://www.excelcampus.com/tips/new-window/>