Quick Tip of the Month

If you are always using the same 3 or 4 Excel workbooks (or more) at the same time you can save them as a workspace. This way all you have to do is open up the workspace and all of your workbooks are already there, opened, and in the same layout as you left them. It also leaves you with the ability to continue to open each workbook individually as needed.

Arrange all workbooks just the way you want them (tiled, cascade, or you can choose just to have them open). Go to the View tab and click on Save Workspace under any name you choose.

When you need it again, just open it the way you would any other excel file. Voila! All your workbooks will be there.