

How to Arrange Multiple Workbook Windows in Excel

Do ever have to work with multiple workbooks at the same time in order to multitask? In Excel you can open multiple workbook windows and arrange them into windows of different sizes so that you can better view and manipulate your data.

Follow these steps to arrange workbook windows in Excel 2010:

1. Open the workbooks that you want to arrange.

You'll want to open at least two workbooks and select the worksheet in each workbook that you want to display.

2. Click the Arrange All button in the Window group on the View tab.

The Arrange Windows dialog box appears. Select any arrange option you desire in the Arrange Windows dialog box.

Arrange	
Tiled	
O Horizontal	
O Vertical	
O Cascade	
Windows of a	active workbook
OK	Cancel

3. Make one of the following selections:

• **Tiled:** Select this option button to have Excel arrange and size the windows so that they all fit side by side on the screen in the order in which you opened them



Arrange three worksheet windows with the Tiled option.



TIP: If you need to rearrange your workbooks, you can click **Arrange All** again at any time. Whichever window you have clicked inside, where your cursor is, is the window that will appear in the upper left-hand corner once rearranged as **Tiled**.

• **Horizontal:** Select this option button to have Excel size the windows equally and place them one above the other.



Four worksheet windows arranged with the Horizontal option.

• **Vertical:** Select this option button to have Excel size the windows equally and place them side by side.

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Arrange four worksheet windows with the Vertical option.

4. Click OK.

The workbooks are arranged on-screen based on the selection of the layout you select.