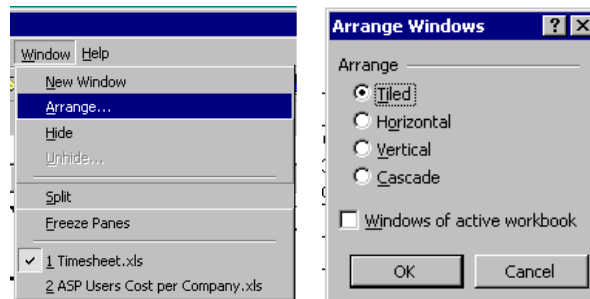


How to view two Excel workbooks simultaneously using Workspaces

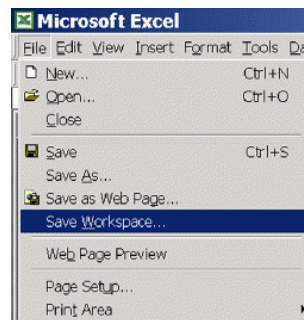
Have you ever needed to work on two Excel files at the same time? Well you can do so without having to open both files and switch back and forth between them. And if you always need to open two files together, you can save the arrangement as a “workspace” and it will open both spreadsheets together every time.

Step 1: Open Excel and open one file. Now, with that file open, open the second file. Go to the **Window** menu and select **Arrange**, then choose **Tiled**. You should now see both spreadsheets side by side.



This is real convenient for dragging and dropping or copying and pasting information from one to the other. It is also an easy way to compare the data in one to the other.

Step 2: To save the arrangement as a “workspace,” go to the **File** menu and choose **Save Workspace...**



You will see the Save Workspace dialog box come up. Name your file (notice that it is being saved with an .xlw extension instead of the usual .xls extension given to Excel files) and save it in the same location where the original two files are located.

Now, whenever you want to work on these two files together, you can just open your .xlw file and they will both open up side by side.