## Managing a Single Window

When you open a workbook in Excel, the actual working area (the cells) is defined as its own region. This working area is bounded by a border and can be minimized, closed, or resized independently of the Excel program itself. This self-contained working area is a window inside Excel.

Here, you can see a workbook represented as a window within the Excel screen window:
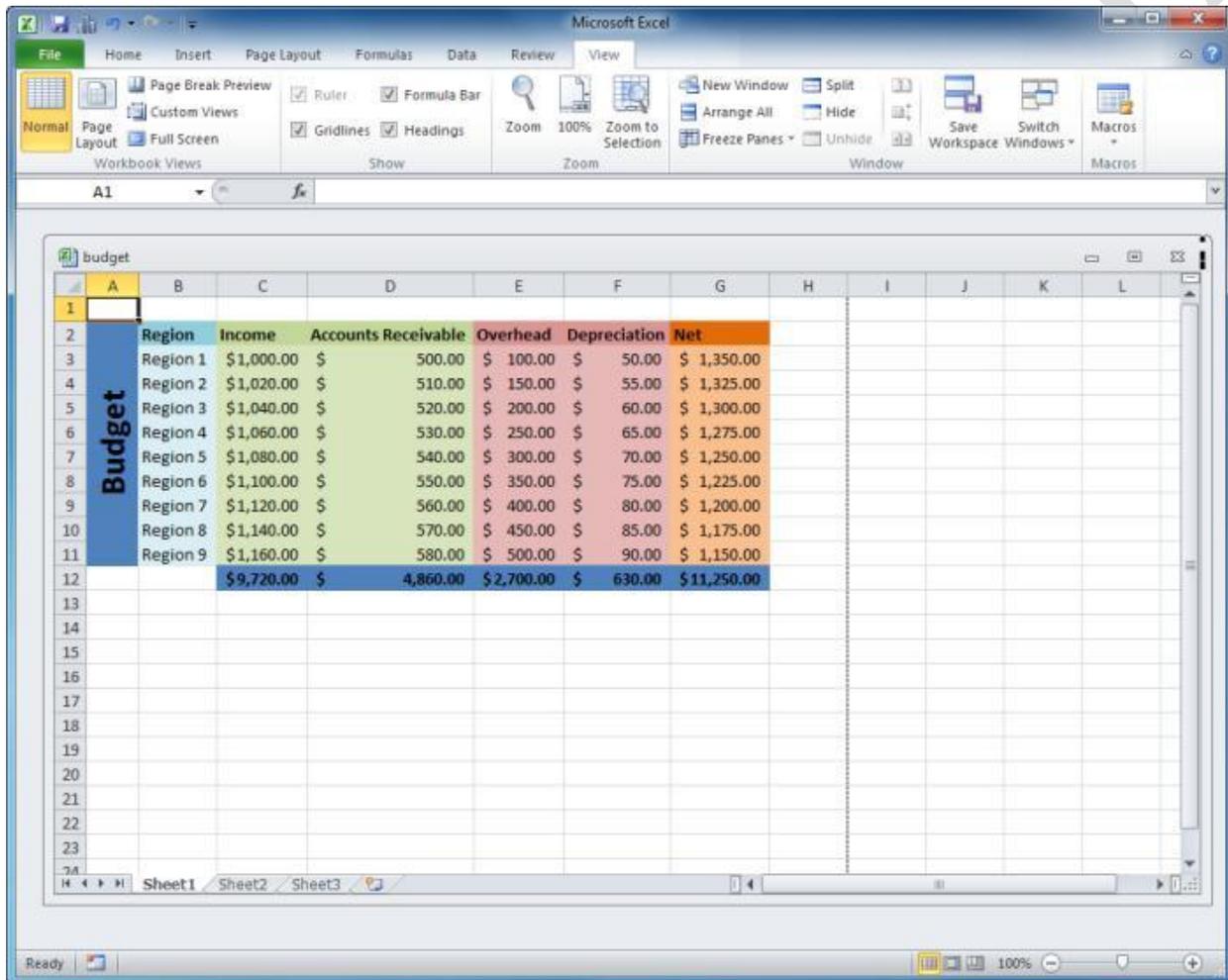
You can have multiple windows for the same workbook open at the same time, or multiple windows representing different workbooks open at the same time. In this lesson, we will learn how to create a new window, hide a window, unhide a window, and how to freeze panes in a window.

Mustansiriyah University/ College of Dentistry   **Lecturer: Mustafa H. Ali**
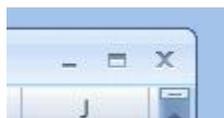
Creating a New Window

It is easy to create a new window. If you have a workbook open, click View $\rightarrow$ New Window:
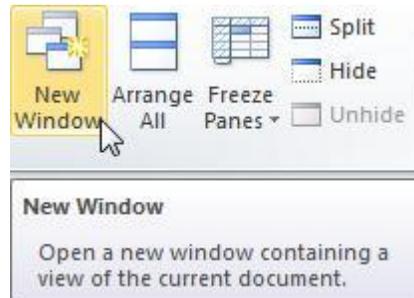
This will create a new window based on the same workbook. Each version of the workbook will be numbered as filename:2, filename:3, etc. Here you can see the two file names, of which budget:1 is the original:
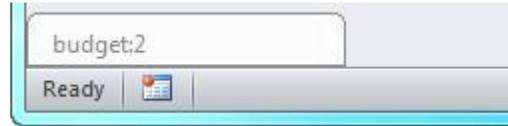
Each window has its own minimize, maximize, and close buttons:

This allows you to minimize, restore, and close each window individually.

Minimized windows inside Excel appear as tabs along the bottom of the Excel window:

In addition to the standard window controls, the windows can be individually resized by dragging their respective borders. If you have two or more windows open for the same workbook and you change or modify data in one window, the data will be changed in all of the other windows as well.

Hiding a Window

To hide a window from view, click the Hide button on the View tab.
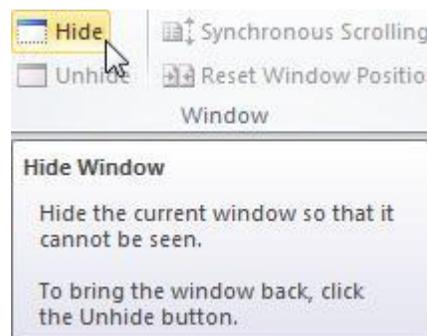
All traces of the currently active window will disappear from your screen, but it is not really gone. The hide feature is great if you have multiple windows open, and you want to put a window (or a few windows) aside for a moment for less clutter, or perhaps to prevent accidental modifications or closure.

Unhiding a Window

Click the Unhide button (right below Hide) to show a list of any hidden windows. Select a window from the list and click OK:
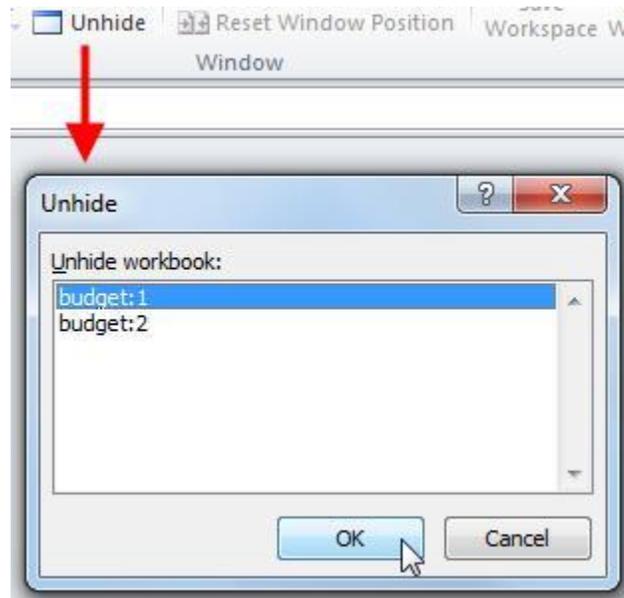
Freezing a Pane

It is sometimes convenient to be able to keep an eye on one part of a spreadsheet while simultaneously viewing other parts of the same spreadsheet. (For example, you could keep cells with headings in place while scrolling through long lists of data.) If you want to see multiple parts of your worksheet at the same time, you can segment the workbook into more than one viewing area by using the Freeze feature.

To use Freeze, open a workbook window, and click the Freeze Panes button on the View tab:
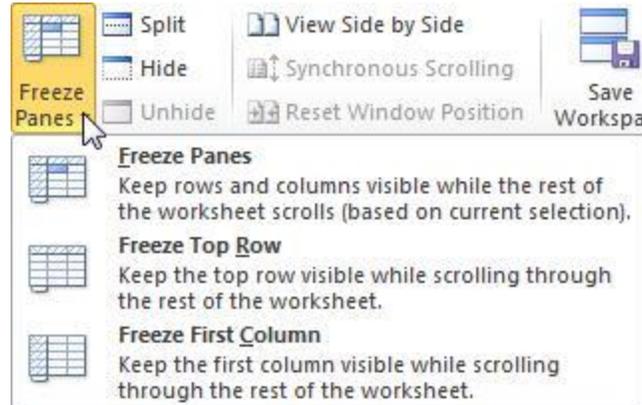
Freeze Panes   If you select some cells before clicking this option, everything to the left and above the selection will remain frozen. This is useful if you want to keep any row and/or column headings in place while you scroll through the data.

Freeze Top Row   Many top rows in a worksheet contain column headings. Use this option to keep column headings visible while scrolling **vertically** through the data.

Freeze First Column   This will freeze the first column. Use this option to keep row headings visible while scrolling **horizontally** through the data.

When you are finished using the Freeze Panes command, click Freeze Panes → Unfreeze Panes:
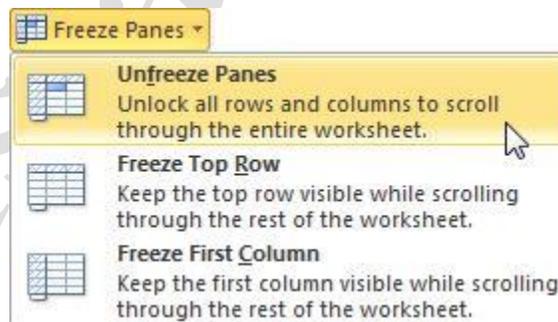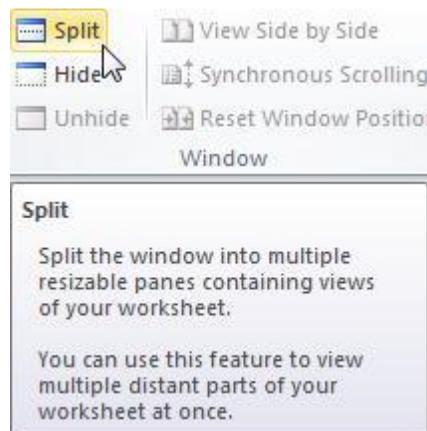

This will unfreeze any of the Freeze Panes options.

Splitting a Worksheet

The Split command allows you to view four different areas of a worksheet at the same time. It is similar to the Freeze command, except that you have the option to scroll through the parts of the window that are frozen. This command is useful if you have several tables of data that are used to create a chart; you can view the chart as you modify values in the source data.

Before adding a split, click somewhere in your source data. The split will be added around this cell. Next, click View → Split. This command acts like a toggle. Click to activate/deactivate:

```
Split          View Side by Side
Hide           Synchronous Scrolling
Unhide         Reset Window Position
               Window

Split

Split the window into multiple
resizable panes containing views
of your worksheet.

You can use this feature to view
multiple distant parts of your
worksheet at once.
```

Here is some data with a selected cell:

	A	B	C	D	E	F	G	H	I
1		Test 1	Test 2	Test 3	Test 4	Test 5	Test 6	Test 7	Test 8
2	Day 1	352	944	831	112	54	257	997	240
3	Day 2	627	757	208	86	308	304	305	874
4	Day 3	72	561	548	11	603	48	930	183
5	Day 4	485	55	929	474	67	682	124	459
6	Day 5	702	282	460	753	828	279	819	191
7	Day 6	790	239	104	157	448	21	152	161
8	Day 7	103	726	695	858	765	374	159	853
9	Day 8	978	944	459	517	155	234	71	101
10	Day 9	57	845	225	622	165	677	912	886
11	Day 10	290	70	416	60	827	285	966	915
12	Day 11	794	678	49	458	452	287	882	89
13	Day 12	225	21	247	95	883	137	615	321
14	Day 13	822	569	867	26	128	280	671	715
15	Day 14	887	861	604	778	298	166	953	305
16	Day 15	636	839	476	100	245	224	821	375
17	Day 16	312	799	681	891	347	991	611	41

After clicking Split, you will see these borders appear around the selected cell, dividing the worksheet into four parts:

◢	A	B	C	D	E	F	G	H	I
1		Test 1	Test 2	Test 3	Test 4	Test 5	Test 6	Test 7	Test 8
2	Day 1	352	944	831	112	54	257	997	240
3	Day 2	627	757	208	86	308	304	305	874
4	Day 3	72	561	548	11	603	48	930	183
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17	Day 16	312	799	681	891	347	991	611	41

To remove the split, click the Split command again. This will remove the split. To move the split, click and drag the center of the divider wherever you like:
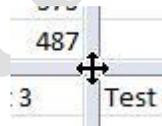
Each split does not operate independently:

☐ The **top left/top right** sides **share the same vertical** scroll bar.

☐ The **bottom left/bottom right** sides **share the same vertical** scroll bar.

☐ The **top left/bottom left** sides **share the same horizontal** scroll bar.

☐ The **top right/bottom right** sides **share the same horizontal** scroll bar.