

Lesson 2-2: Create a new workbook and view two workbooks at the same time

tip

Other ways of creating a new workbook

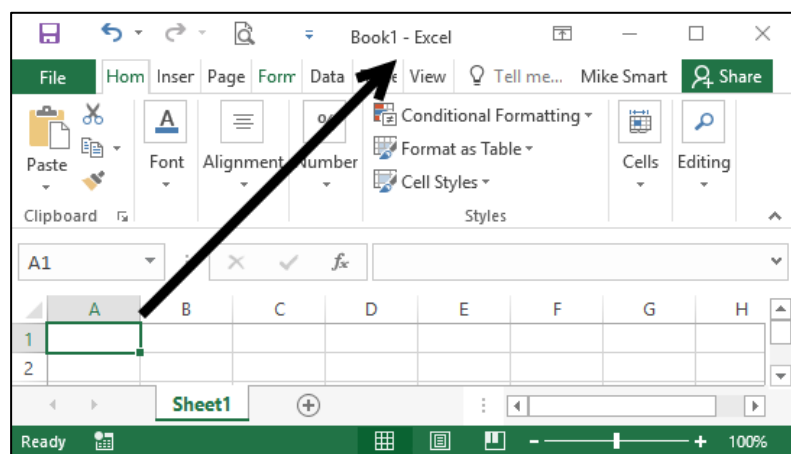
- Use the keyboard shortcut <Ctrl>+<N>.
- Add a button to the Quick Access Toolbar.


You learned now to add a button to the Quick Access Toolbar in: *Lesson 1-14: Customize the Quick Access Toolbar and preview the printout.*

- 1 Create a new workbook by opening Excel.
 1. Open Excel.
 2. Click the *Blank workbook* template to create a new workbook.

Excel helpfully creates a workbook, unimaginatively named *Book1*. If you already have a workbook open called *Book1*, the new workbook will be called *Book2...* and so on.

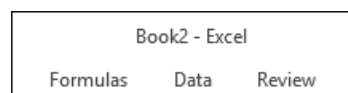
Notice that *Book1 – Excel* is displayed on the *Title Bar*.



- 2 Create another new workbook.
 1. Click the *File* button  at the top left of the screen and click the *New* button in the left-hand menu.

You are presented with the same familiar dialog that you see when you start up Excel.
 2. Click the *Blank workbook* template. A new blank workbook called *Book2* is displayed in the workbook window.

You could be forgiven for thinking that nothing has happened but you can see that the *Title Bar* now says: *Book2 – Excel*, showing that you are now looking at a different workbook.



- 3 Use the taskbar to move between workbooks.

You'll see an Excel icon with two right-hand borders at the very bottom-left of the screen (this area is called the Windows taskbar). Hover over this icon with your mouse. A gallery will pop up showing two workbooks: *Book1* and *Book2*.

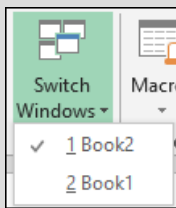
note

Finding a workbook when many are open

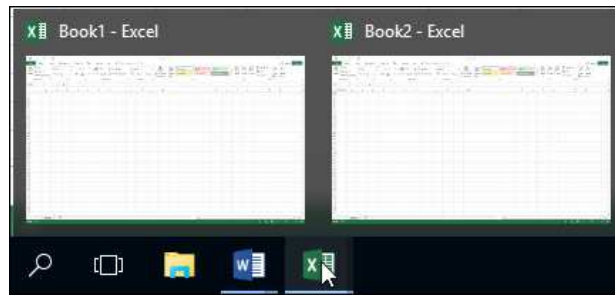
An alternative way to quickly find a workbook when many are open is to click:

View → Window → Switch Windows

This presents you with a list of all open workbooks.



You can also use the <Ctrl>+<Tab> keyboard shortcut to cycle through all open workbooks.



Hover over each item in the pop-up gallery to display each workbook. The only difference you will see is the *Title Bar* changing from *Book1* to *Book2* because both workbooks are empty.

See sidebar for other methods of switching windows.

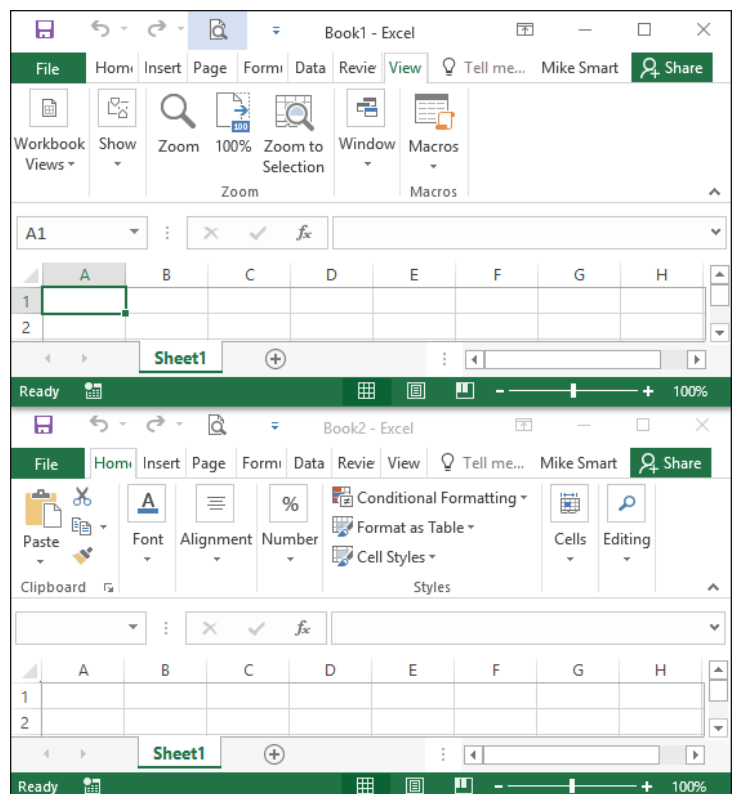
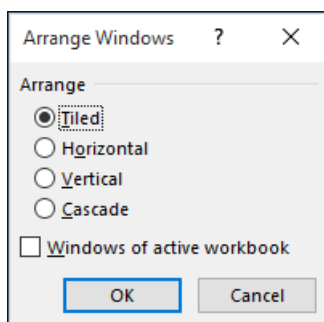
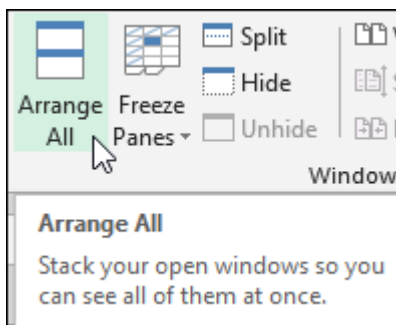
4 Display both *Book1* and *Book2* at the same time.

1. Click: View → Window → Arrange All.

The *Arrange Windows* dialog is displayed.

2. Choose the *Horizontal* arrangement and click the OK button.

Both workbooks are now shown, one above the other. Each window occupies exactly half of your screen:



Notice that as you click each workbook window the *Title Bar* and the *Close/Minimize/Restore Down* buttons light up, to show that this is the active window.

5 Close *Book2* and maximize *Book1* to restore the display to a single workbook.

If you've forgotten how to do this, refer back to: *Lesson 1-4: Maximize, minimize, re-size, move and close the Excel window.*