

## View Worksheets Simultaneously

Do you need to view more than one worksheet at the same time? Try using some of the options in the View menu of MS Excel to allow you to conveniently view worksheets simultaneously.

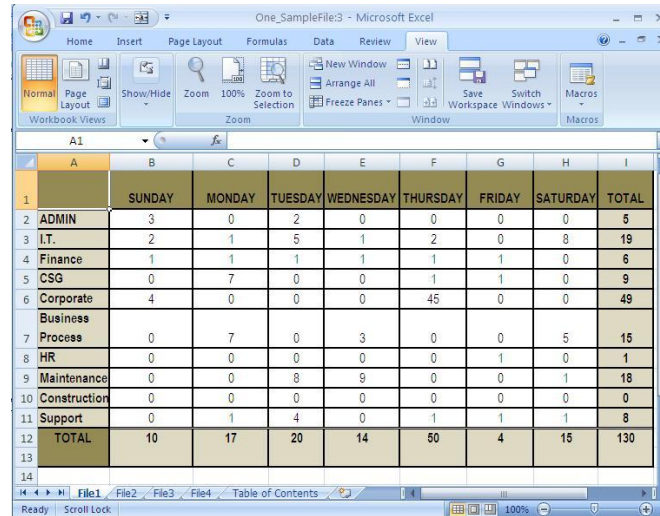
[Click here](#) to learn the procedure of changing worksheet views in MS Excel.



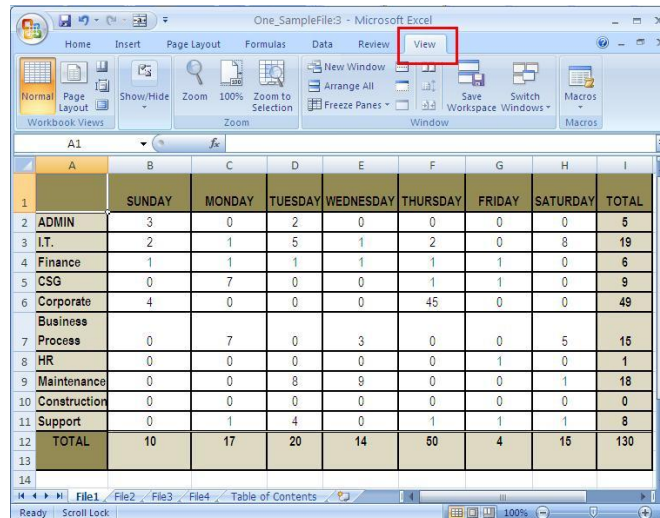
Prepared by Information Security and IT Governance Division of ICT.  
[Productivl.T.y](#) showcases tips & tricks on various office and branch applications.

# View Worksheets Simultaneously

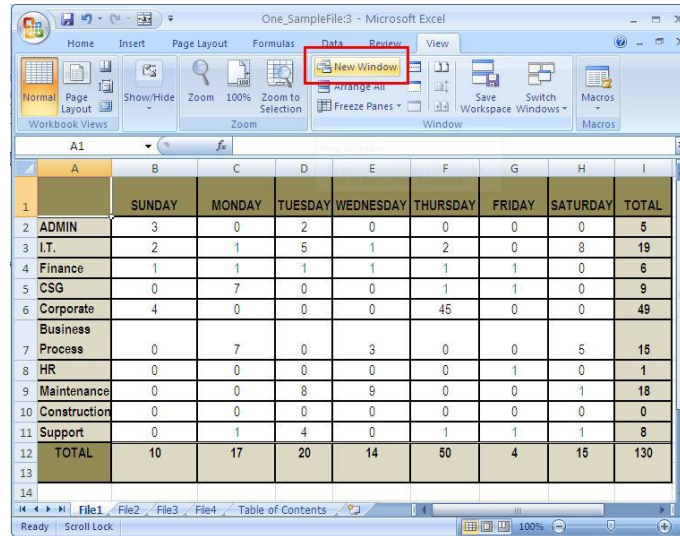
1. Launch Excel and open the workbook to which you want to work on to.



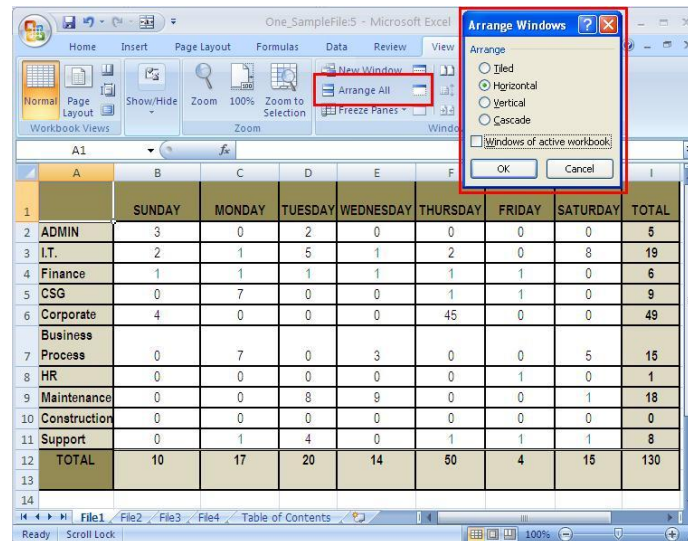
2. Select the View option from the Menu bar.



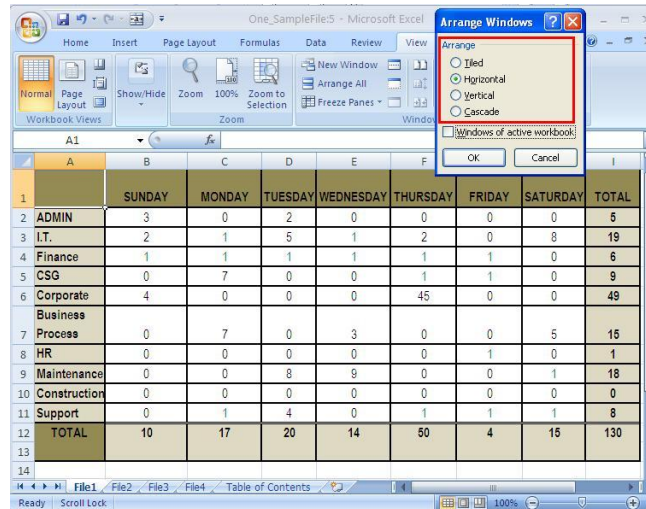
3. From the options in the View tab, click **New Window** option to open another instance of the window.



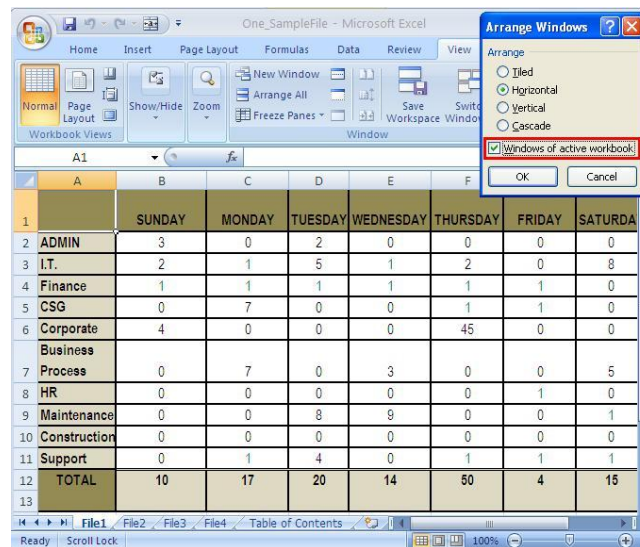
4. Then, click the **Arrange All** option in the View tab to open the Arrange Windows dialog box.



5. From the Arrange Windows dialog box, select the style the windows will be displayed.



6. Select the option, **Windows of active workbook** to only display windows from the active window.



7. Click the Ok button to view the worksheets simultaneously.

