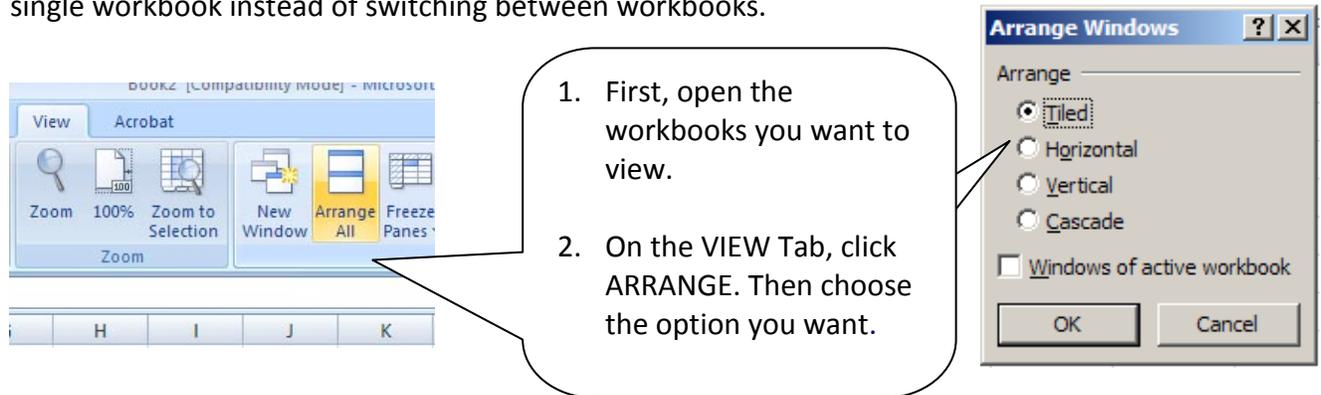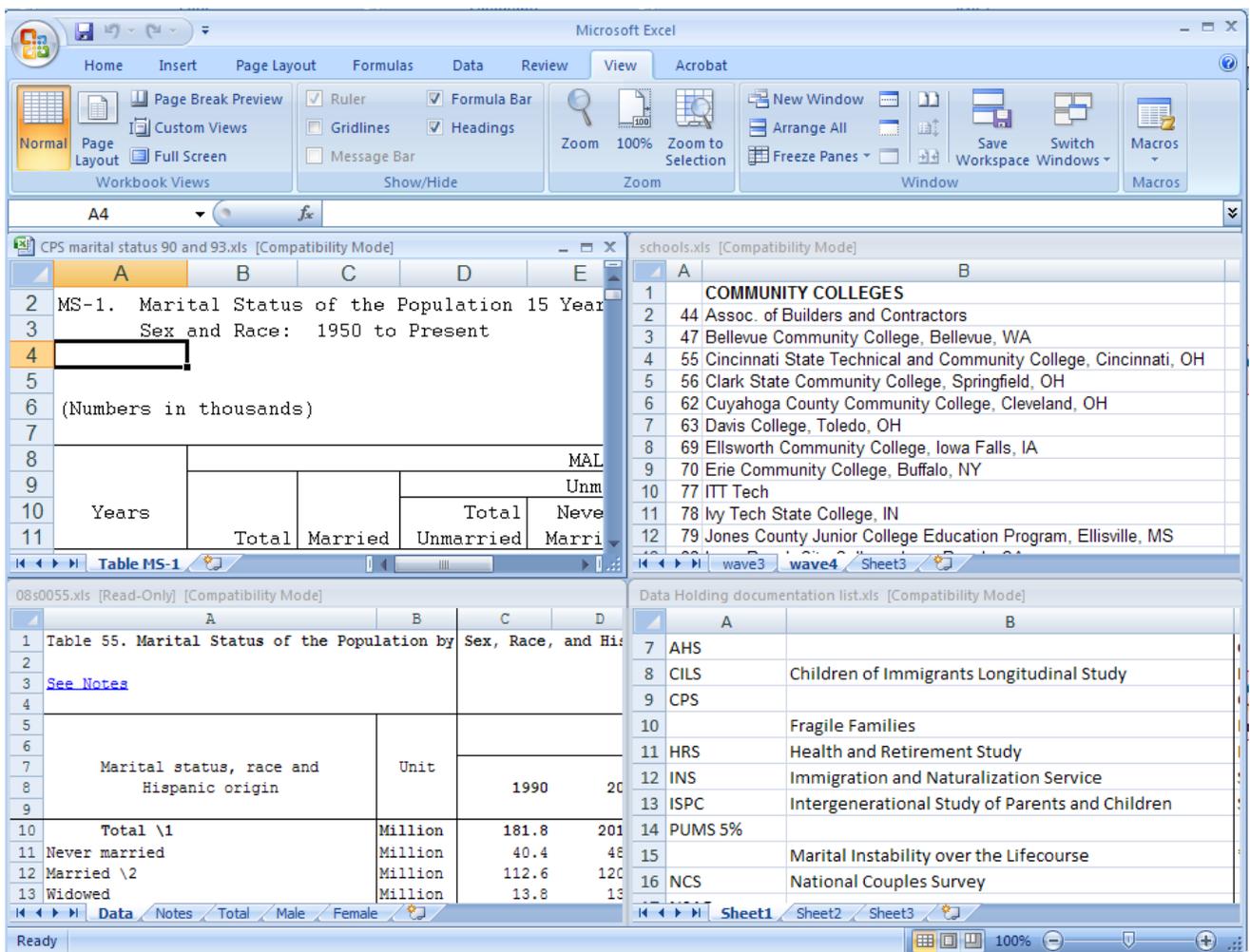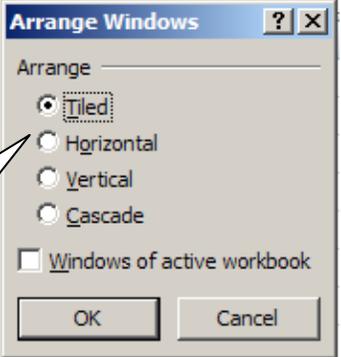# How can I view more than one workbook on a page?

If it is necessary to use multiple workbooks simultaneously it may be easier to display them in a single workbook instead of switching between workbooks.

1. First, open the workbooks you want to view.

2. On the VIEW Tab, click ARRANGE. Then choose the option you want.

Arrange Windows

Arrange
- ⦿ Tiled
- ◯ Horizontal
- ◯ Vertical
- ◯ Cascade

☐ Windows of active workbook

[OK] [Cancel]