

Controlling on Worksheets

Viewing a worksheet in multiple windows

Sometimes, you may want to view two different parts of a **worksheet simultaneously** — perhaps to make referencing a distant cell in a formula easier. Or you may want to examine more than one sheet in the same workbook simultaneously. You can accomplish either of these actions by opening a new view to the workbook, using one or more additional windows.

To create and display a new view of the active workbook, choose **View ⇨ Window ⇨ New Window**.

Excel displays a new window for the active workbook, similar to the one shown in Figure 1.

In this case, each window shows a different worksheet in the workbook. Notice the text in the windows' title bars: **climate data.xlsx:1** and **climate data.xlsx:2**. To help you keep track of the windows, Excel appends a colon and a number to each window.

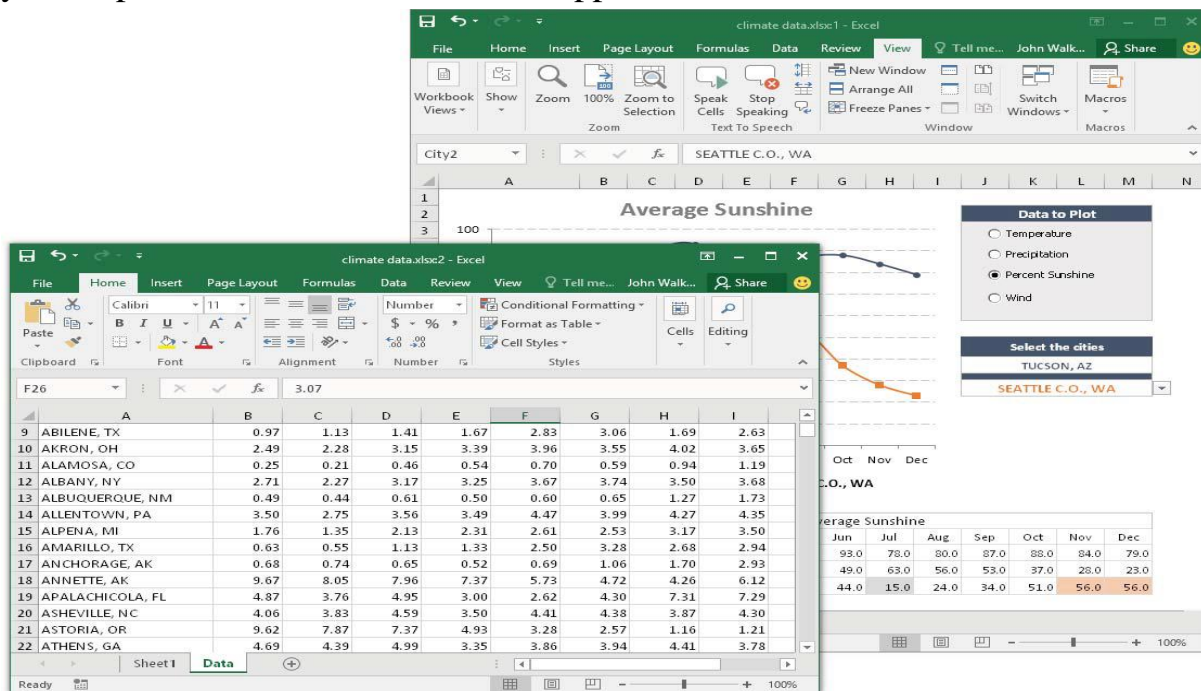


Figure (1): Using multiple windows to view different sections of a workbook at the same time.

Comparing sheets side by side



In some situations, you may want to compare two worksheets that are in different windows. The View Side by Side feature makes this task a bit easier.

First, make sure that the two sheets are displayed in separate windows. (The sheets can be in the same workbook or in different workbooks.) If you want to compare two sheets in the same workbook, choose View ⇨ Window ⇨ New Window to create a new window for the active workbook. **Activate the first window; then choose View ⇨ Window ⇨ View Side by Side.** **If more than two windows are open, you see a dialog box that lets you select the window for the comparison.** The two windows are tiled to fill the entire screen.

When using the Compare Side by Side feature, scrolling in one of the windows also scrolls the other window. If you don't want this simultaneous scrolling, choose View ⇨ Window ⇨ Synchronous Scrolling (which is a toggle). **If you have rearranged or moved the windows, choose View ⇨ Window ⇨ Reset Window Position to restore the windows to the initial side-by-side arrangement. To turn off the side-by-side viewing, choose View ⇨ Window ⇨ View Side by Side again.**

Splitting the worksheet window into panes

If you prefer not to clutter your screen with additional windows, Excel provides another option for viewing multiple parts of the same worksheet. **Choosing View ⇨ Window ⇨ Split splits the active worksheet into two or four separate panes.** The split occurs at the location of the cell pointer. If the cell pointer is in row 1 or column A, this command results in a two-pane split; otherwise, it gives you four panes. You can use the mouse to drag the individual panes to resize them.

Figure 2. shows a worksheet split into two panes. Notice that row numbers aren't continuous



	A	B	C	D	E	F	G	H	I	J	K	L	M
13	ALBUQUERQUE, NM	0.49	0.44	0.61	0.50	0.60	0.65	1.27	1.73	1.07	1.00	0.62	0.49
14	ALLENTOWN, PA	3.50	2.75	3.56	3.49	4.47	3.99	4.27	4.35	4.37	3.33	3.70	3.39
15	ALPENA, MI	1.76	1.35	2.13	2.31	2.61	2.53	3.17	3.50	2.80	2.33	2.08	1.83
16	AMARILLO, TX	0.63	0.55	1.13	1.33	2.50	3.28	2.68	2.94	1.88	1.50	0.68	0.61
17	ANCHORAGE, AK	0.68	0.74	0.65	0.52	0.69	1.06	1.70	2.93	2.87	2.08	1.09	1.05
18	ANNETTE, AK	9.67	8.05	7.96	7.37	5.73	4.72	4.26	6.12	9.49	13.86	12.21	11.39
19	APALACHICOLA, FL	4.87	3.76	4.95	3.00	2.62	4.30	7.31	7.29	7.10	4.18	3.62	3.51
20	ASHEVILLE, NC	4.06	3.83	4.59	3.50	4.41	4.38	3.87	4.30	3.72	3.17	3.82	3.39
21	ASTORIA, OR	9.62	7.87	7.37	4.93	3.28	2.57	1.16	1.21	2.61	5.61	10.50	10.40
22	ATHENS, GA	4.69	4.39	4.99	3.35	3.86	3.94	4.41	3.78	3.53	3.47	3.71	3.71
23	ATLANTA, GA	5.02	4.68	5.38	3.62	3.95	3.63	5.12	3.67	4.09	3.11	4.10	3.82
247	SHREVEPORT, LA	4.60	4.21	4.18	4.42	5.25	5.05	3.99	2.71	3.21	4.45	4.68	4.55
248	SIOUX CITY, IA	0.59	0.62	2.00	2.75	3.75	3.61	3.30	2.90	2.42	1.99	1.40	0.66
249	SIOUX FALLS, SD	0.51	0.51	1.81	2.65	3.39	3.49	2.93	3.01	2.58	1.93	1.36	0.52
250	SOUTH BEND, IN	2.27	1.98	2.89	3.62	3.50	4.19	3.73	3.98	3.79	3.27	3.39	3.09
251	SPOKANE, WA	1.82	1.51	1.53	1.28	1.60	1.18	0.76	0.68	0.76	1.06	2.24	2.25
252	SPRINGFIELD, IL	1.62	1.80	3.15	3.36	4.06	3.77	3.53	3.41	2.83	2.62	2.87	2.54
253	SPRINGFIELD, MO	2.11	2.28	3.82	4.31	4.57	5.02	3.56	3.37	4.83	3.47	4.46	3.17
254	ST. LOUIS, MO	2.14	2.28	3.60	3.69	4.11	3.76	3.90	2.98	2.96	2.76	3.71	2.86
255	ST. PAUL ISLAND, AK	1.74	1.25	1.12	1.12	1.21	1.41	1.91	2.96	2.79	2.70	2.87	2.13
256	STOCKTON, CA	2.71	2.46	2.28	0.96	0.50	0.09	0.05	0.05	0.33	0.82	1.77	1.82

Figure (2): Worksheet split into two panes

Keeping the titles in view by freezing panes

If you set up a worksheet with column headings or descriptive text in the first column, this identifying information won't be visible when you scroll down or to the right. Excel provides a handy solution to this problem: freezing panes. **Freezing panes keeps the column or row headings visible while you're scrolling through the worksheet.**

To freeze panes, start by moving the cell pointer to the cell below the row that you want to remain visible while you scroll vertically and to the right of the column that you want to remain visible while you scroll horizontally. Then choose **View ⇨ Window ⇨ Freeze Panes** and select the **Freeze Panes** option from the drop-down list. Excel inserts dark lines to indicate the frozen rows and columns. The frozen row and column remain visible while you scroll throughout the worksheet. **To remove the frozen panes, choose View ⇨ Window ⇨ Freeze Panes, and select the Unfreeze Panes option from the drop-down list.**



	A	E	F	G	H	I	J	K	L	M
1	Normal Monthly Precipitation (Inches)									
2	NORMALS 1971-2000									
3										
4	CITY	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	D
22	ATLANTIC CITY C.O.,NJ	3.25	3.16	2.46	3.36	4.16	3.02	2.71	2.96	3.
23	AUGUSTA,GA	2.94	3.07	4.19	4.07	4.48	3.59	3.20	2.68	3.
24	AUSTIN/BERGSTROM, TX	2.77	5.87	3.38	1.61	1.48	2.63	2.70	2.61	2.
25	AUSTIN/CITY, TX	2.51	5.03	3.81	1.97	2.31	2.91	3.97	2.68	2.
26	AVOCA, PA	3.28	3.69	3.97	3.74	3.10	3.86	3.02	3.12	2.
27	BAKERSFIELD, CA	0.45	0.24	0.12	0.00	0.08	0.15	0.30	0.59	0.
28	BALTIMORE, MD	3.00	3.89	3.43	3.85	3.74	3.98	3.16	3.12	3.
29	BARROW, AK	0.12	0.12	0.32	0.87	1.04	0.69	0.39	0.16	0.
30	BATON ROUGE, LA	5.56	5.34	5.33	5.96	5.86	4.84	3.81	4.76	5.
31	BECKLEY, WV	3.42	4.39	3.92	4.78	3.45	3.23	2.64	2.88	3.
32	BETHEL, AK	0.65	0.85	1.60	2.03	3.02	2.31	1.43	1.37	1.
33	BETTLES,AK	0.38	0.85	1.43	2.10	2.54	1.82	1.08	0.90	0.
34	BIG DELTA,AK	0.20	0.77	2.38	2.77	2.11	1.03	0.73	0.59	0.
35	BILLINGS, MT	1.74	2.48	1.89	1.28	0.85	1.34	1.26	0.75	0.
36	BINGHAMTON, NY	3.49	3.55	3.80	3.49	3.35	3.59	3.02	3.32	3.
37	BIRMINGHAM AP,AL	4.67	4.83	3.78	5.09	3.48	4.05	3.23	4.63	4.
38	BISHOP, CA	0.24	0.26	0.21	0.17	0.13	0.28	0.20	0.44	0.
39	BISMARCK, ND	1.46	2.22	2.59	2.58	2.15	1.61	1.28	0.70	0.

Figure (3): Freeze certain columns and rows to make them remain visible while you scroll the worksheet

Monitoring cells with a Watch Window

In some situations, you may want to monitor the value in a particular cell as you work. As you scroll throughout the worksheet, that cell may disappear from view. A feature known as Watch Window can help. **A Watch Window displays the value of any number of cells in a handy window that's always visible.**

To display the Watch Window, choose Formulas ⇔ Formula Auditing ⇔ Watch Window. The Watch Window is actually a task pane, and you can dock it to the side of the window or drag it and make it float over the worksheet.

To add a cell to watch, click Add Watch and specify the cell that you want to watch. The Watch Window displays the value in that cell. You can add any number of cells to the Watch Window.

Working with Rows and Columns

This section discusses worksheet operations that involve complete rows and columns (rather than individual cells).



Although the number of rows and columns in a worksheet is fixed, you can still insert and delete rows and columns if you need to make room for additional information. These operations don't change the number of rows or columns. Instead, inserting a new row moves down the other rows to accommodate the new row. The last row is simply removed from the worksheet if it's empty. Inserting a new column shifts the columns to the right, and the last column is removed if it's empty.

To insert a new row or rows, use either of these methods:

- Select an entire row or multiple rows by clicking the row numbers in the worksheet border. Right-click and choose Insert from the shortcut menu.
- Move the cell pointer to the row that you want to insert, and then choose Home ⇨ Cells ⇨ Insert ⇨ Insert Sheet Rows. If you select multiple cells in the column, Excel inserts additional rows that correspond to the number of cells selected in the column and moves the rows below the insertion down.

To insert a new column or columns, use either of these methods:

- Select an entire column or columns by clicking the column letters in the worksheet border. Right-click and choose Insert from the shortcut menu.
- Move the cell pointer to the column that you want to insert, and then choose Home ⇨ Cells ⇨ Insert ⇨ Insert Sheet Columns. If you select multiple cells in the row, Excel inserts additional columns that correspond to the number of cells selected in the row. You can also insert cells rather than just rows or columns. Select the range into which you want to add new cells and then choose Home ⇨ Cells ⇨ Insert ⇨ Insert Cells (or right-click the selection and choose Insert). To insert cells, you must shift the existing cells to the right or down. Therefore, Excel displays the Insert dialog box shown in Figure 4. so that you can specify the direction in which you want to shift the cells.

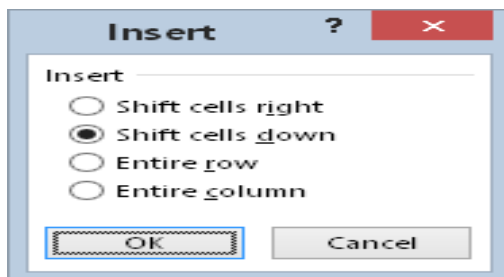


Figure (4): insert dialog box to insert partial rows or columns.