

## Excel's Compare Side By Side Feature

Excel 2003 allows you to compare two workbooks side by side.

Open the workbooks that you want to compare.  
In either one of the workbooks, select **Window > Compare Side by Side with....**"

The workbooks display side by side.

- ☞ When you scroll one worksheet, the other worksheet is scrolled as well.
- ☞ To work in one of the workbooks, click the title bar to activate it.

When you are finished, close one of the worksheets or click **Close Side By Side** on the **Compare Side by Side** toolbar.

The Compare Side by Side Toolbar consists of three buttons:

- ☞ The first button allows you to turn synchronous scrolling on or off.
- ☞ The middle button allows you to change the positions of the worksheet display.
- ☞ The last button closes "Compare Side By Side"

You can only compare two workbooks side by side. If more than two workbooks are open, selecting Window, Compare Side by Side will display a dialog box from which you can select the workbooks you want to compare.