

To view multiple sheets in the active workbook...

On the Window menu, click on **New Window**.

Switch to the new window.

Then click a sheet you want to view.

Repeat for each sheet you want to view.

1. On the **Window** menu, click **Arrange**.
2. Under **Arrange**, click the option you want.

To view sheets in only the active workbook...

select the **Windows of active workbook** check box.



To select nonadjacent files in the **Open** dialog box, click one file, and then hold down CTRL and click each additional file.

To select adjacent files in the **Open** dialog box, click the first file in the sequence, and then hold down SHIFT and click the last file.