

≡ Hide menu

Create and modify tables

Table references

Managing large workbooks

✓ **Video:** Format worksheet tabs
2 min

✓ **Reading:** Exercise: Formatting worksheet tabs
10 min

✓ **Video:** Manage worksheets
5 min

✓ **Reading:** Exercise: Managing worksheets
10 min

✓ **Video:** Manage the view of worksheets and workbooks
4 min

📖 **Reading:** Exercise: Managing the view of worksheets and workbooks
10 min

📁 **Practice Assignment:**

Work Smarter with Microsoft Excel > Module 3 > Exercise: Managing the view of worksheets and workbooks

< Previous Next >

Exercise: Managing the view of worksheets and workbooks

Note: You can pass this course and all graded assessments without access to the downloadable version of Excel.

How to complete this exercise

To complete this exercise, you will need access to Microsoft 365 Excel.

Note: Keep in mind that if you are using free Office for the web or another version of the Microsoft 365 Excel application some features covered in this exercise may not be available.

Free Office for the web

If you do not have access to Microsoft 365 Excel, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

Let's get started!

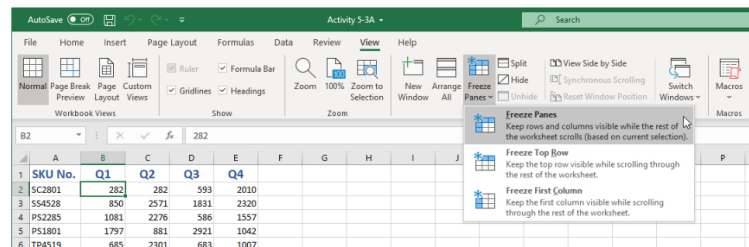
Your current project requires that you work with multiple workbooks at the same time. To make things easier, you will use some of the features that you learned about during this topic.

1. Click on the link below to open the Microsoft Excel exercise document you can use to complete this exercise.

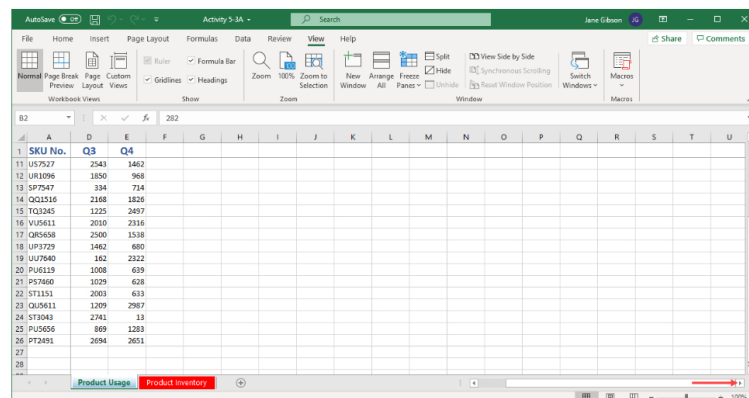
Note: Click on the links below to open the set of files that you can use to complete this exercise.

- [Exercise: Managing the view of worksheets and workbooks A](#)
- [Exercise: Managing the view of worksheets and workbooks B](#)

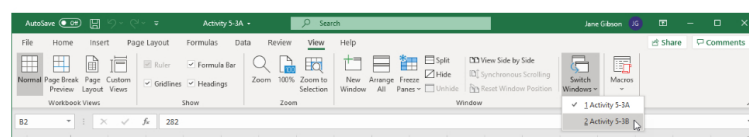
2. Make sure **Managing the view of worksheets and workbooks A** is the active workbook, and Product Usage is the active worksheet. Click cell B2 then click **VIEW** → **Freeze Panes** → **Freeze Panes**:



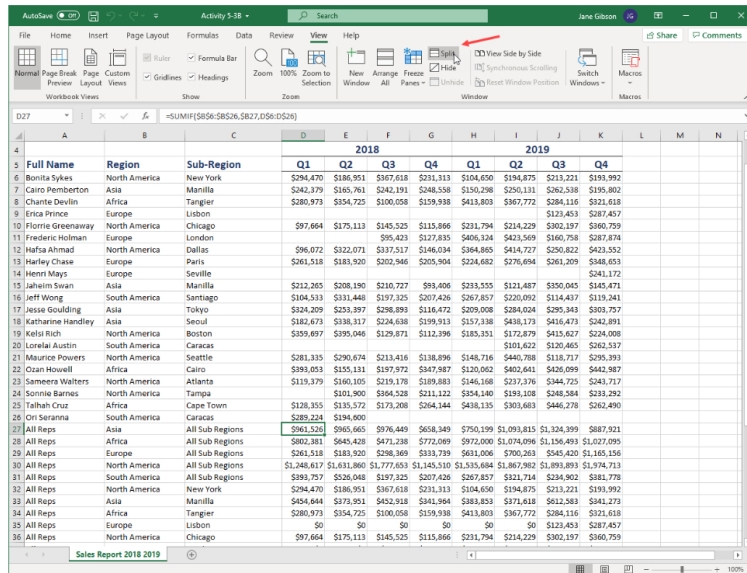
3. Now use the Scroll bar down and right buttons to **scroll your data**. Note that the column and row headers are frozen:



4. Make the **Managing the view of worksheets and workbooks B** workbook active by clicking **VIEW** → **Switch Windows** → **Managing the view of worksheets and workbooks B**:

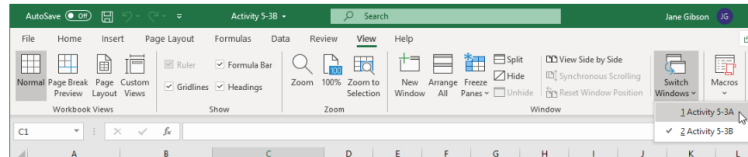


5. Click cell D27 then click **View** → **Split**:

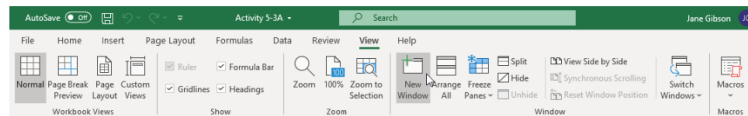


Full Name	Region	Sub-Region	2018				2019			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Bonita Sykes	North America	New York	\$294,470	\$186,951	\$367,618	\$231,313	\$104,650	\$194,875	\$213,221	\$193,992
Cairo Pemberton	Asia	Manilla	\$242,379	\$165,761	\$242,191	\$248,538	\$150,298	\$250,131	\$262,538	\$195,802
Chante Devlin	Africa	Tangier	\$280,973	\$354,725	\$100,058	\$159,938	\$413,809	\$367,772	\$284,116	\$221,618
Erica Prince	Europe	Lisbon						\$123,453	\$287,457	
Florrie Greenaway	North America	Chicago	\$97,664	\$175,113	\$145,525	\$115,866	\$231,794	\$214,229	\$302,197	\$360,759
Frederic Holman	Europe	London			\$95,423	\$127,835	\$406,324	\$423,569	\$160,758	\$287,874
Hafsa Ahmad	North America	Dallas	\$96,072	\$222,071	\$337,517	\$146,034	\$364,865	\$414,727	\$250,822	\$423,552
Harley Chase	Europe	Paris	\$261,518	\$183,520	\$202,946	\$205,904	\$224,682	\$276,694	\$261,209	\$348,653
Henri Mays	Europe	Seville								\$241,172
Jaheim Swan	Asia	Manilla	\$212,305	\$208,190	\$210,727	\$93,406	\$233,555	\$121,487	\$350,045	\$145,471
Jeff Wong	South America	Santiago	\$104,513	\$331,448	\$197,325	\$207,426	\$267,857	\$220,092	\$114,437	\$119,241
Jesse Goulding	Asia	Tokyo	\$324,209	\$253,397	\$298,893	\$116,472	\$209,008	\$284,024	\$295,343	\$303,757
Katharine Handley	Asia	Seoul	\$182,673	\$338,317	\$234,638	\$199,913	\$157,338	\$438,173	\$416,473	\$242,891
Kelsi Rich	North America	Boston	\$359,697	\$395,046	\$129,871	\$112,396	\$185,351	\$172,879	\$415,627	\$224,008
Lorelai Austin	South America	Caracas						\$101,622	\$120,465	\$262,537
Maurice Powers	North America	Seattle	\$281,335	\$290,674	\$213,416	\$138,896	\$148,716	\$440,788	\$118,717	\$295,393
Ozan Howell	Africa	Cairo	\$393,053	\$155,131	\$197,972	\$347,987	\$120,062	\$402,641	\$426,099	\$442,987
Sameera Walters	North America	Atlanta	\$119,379	\$160,105	\$219,178	\$189,883	\$146,168	\$237,376	\$344,725	\$243,717
Sonnie Barnes	North America	Tampa	\$101,900	\$164,328	\$211,122	\$54,149	\$194,108	\$348,844	\$231,292	
Talhah Cruz	Africa	Cape Town	\$128,355	\$135,572	\$173,208	\$264,144	\$438,135	\$301,683	\$446,278	\$262,490
Uri Saranna	South America	Caracas	\$289,234	\$194,900						
All Reps	Asia	All Sub Regions	\$261,528	\$265,965	\$976,449	\$658,349	\$750,199	\$1,093,815	\$1,124,399	\$887,921
All Reps	Africa	All Sub Regions	\$902,381	\$845,429	\$471,238	\$772,099	\$972,000	\$1,074,096	\$1,156,493	\$1,027,095
All Reps	Europe	All Sub Regions	\$261,518	\$183,520	\$298,369	\$333,739	\$631,006	\$700,263	\$545,420	\$1,165,156
All Reps	North America	All Sub Regions	\$1,248,817	\$1,631,860	\$1,777,653	\$1,145,510	\$1,535,684	\$1,867,982	\$1,893,893	\$1,974,713
All Reps	South America	All Sub Regions	\$289,257	\$258,046	\$197,325	\$207,426	\$267,857	\$321,714	\$334,902	\$381,778
All Reps	North America	New York	\$294,470	\$186,951	\$367,618	\$231,313	\$104,650	\$194,875	\$213,221	\$193,992
All Reps	Asia	Manilla	\$242,379	\$165,761	\$242,191	\$248,538	\$150,298	\$250,131	\$262,538	\$195,802
All Reps	Europe	Lisbon								
All Reps	Europe	London			\$95,423	\$127,835	\$406,324	\$423,569	\$160,758	\$287,874
All Reps	Europe	Paris	\$261,518	\$183,520	\$202,946	\$205,904	\$224,682	\$276,694	\$261,209	\$348,653
All Reps	Europe	Seville								\$241,172
All Reps	Asia	Manilla	\$212,305	\$208,190	\$210,727	\$93,406	\$233,555	\$121,487	\$350,045	\$145,471
All Reps	South America	Santiago	\$104,513	\$331,448	\$197,325	\$207,426	\$267,857	\$220,092	\$114,437	\$119,241
All Reps	Asia	Tokyo	\$324,209	\$253,397	\$298,893	\$116,472	\$209,008	\$284,024	\$295,343	\$303,757
All Reps	Asia	Seoul	\$182,673	\$338,317	\$234,638	\$199,913	\$157,338	\$438,173	\$416,473	\$242,891
All Reps	North America	Boston	\$359,697	\$395,046	\$129,871	\$112,396	\$185,351	\$172,879	\$415,627	\$224,008
All Reps	South America	Caracas						\$101,622	\$120,465	\$262,537
All Reps	Africa	Cairo	\$393,053	\$155,131	\$197,972	\$347,987	\$120,062	\$402,641	\$426,099	\$442,987
All Reps	North America	Atlanta	\$119,379	\$160,105	\$219,178	\$189,883	\$146,168	\$237,376	\$344,725	\$243,717
All Reps	North America	New York	\$294,470	\$186,951	\$367,618	\$231,313	\$104,650	\$194,875	\$213,221	\$193,992
All Reps	Asia	Manilla	\$242,379	\$165,761	\$242,191	\$248,538	\$150,298	\$250,131	\$262,538	\$195,802
All Reps	Europe	Lisbon								
All Reps	Europe	London			\$95,423	\$127,835	\$406,324	\$423,569	\$160,758	\$287,874
All Reps	Europe	Paris	\$261,518	\$183,520	\$202,946	\$205,904	\$224,682	\$276,694	\$261,209	\$348,653
All Reps	Europe	Seville								\$241,172
All Reps	Asia	Manilla	\$212,305	\$208,190	\$210,727	\$93,406	\$233,555	\$121,487	\$350,045	\$145,471
All Reps	South America	Santiago	\$104,513	\$331,448	\$197,325	\$207,426	\$267,857	\$220,092	\$114,437	\$119,241
All Reps	Asia	Tokyo	\$324,209	\$253,397	\$298,893	\$116,472	\$209,008	\$284,024	\$295,343	\$303,757
All Reps	Asia	Seoul	\$182,673	\$338,317	\$234,638	\$199,913	\$157,338	\$438,173	\$416,473	\$242,891
All Reps	North America	Boston	\$359,697	\$395,046	\$129,871	\$112,396	\$185,351	\$172,879	\$415,627	\$224,008
All Reps	South America	Caracas						\$101,622	\$120,465	\$262,537
All Reps	Africa	Cairo	\$393,053	\$155,131	\$197,972	\$347,987	\$120,062	\$402,641	\$426,099	\$442,987
All Reps	North America	Atlanta	\$119,379	\$160,105	\$219,178	\$189,883	\$146,168	\$237,376	\$344,725	\$243,717
All Reps	North America	New York	\$294,470	\$186,951	\$367,618	\$231,313	\$104,650	\$194,875	\$213,221	\$193,992
All Reps	Asia	Manilla	\$242,379	\$165,761	\$242,191	\$248,538	\$150,298	\$250,131	\$262,538	\$195,802
All Reps	Europe	Lisbon								
All Reps	Europe	London			\$95,423	\$127,835	\$406,324	\$423,569	\$160,758	\$287,874
All Reps	Europe	Paris	\$261,518	\$183,520	\$202,946	\$205,904	\$224,682	\$276,694	\$261,209	\$348,653
All Reps	Europe	Seville								\$241,172
All Reps	Asia	Manilla	\$212,305	\$208,190	\$210,727	\$93,406	\$233,555	\$121,487	\$350,045	\$145,471
All Reps	South America	Santiago	\$104,513	\$331,448	\$197,325	\$207,426	\$267,857	\$220,092	\$114,437	\$119,241
All Reps	Asia	Tokyo	\$324,209	\$253,397	\$298,893	\$116,472	\$209,008	\$284,024	\$295,343	\$303,757
All Reps	Asia	Seoul	\$182,673	\$338,317	\$234,638	\$199,913	\$157,338	\$438,173	\$416,473	\$242,891
All Reps	North America	Boston	\$359,697	\$395,046	\$129,871	\$112,396	\$185,351	\$172,879	\$415,627	\$224,008
All Reps	South America	Caracas						\$101,622	\$120,465	\$262,537
All Reps	Africa	Cairo	\$393,053	\$155,131	\$197,972	\$347,987	\$120,062	\$402,641	\$426,099	\$442,987
All Reps	North America	Atlanta	\$119,379	\$160,105	\$219,178	\$189,883	\$146,168	\$237,376	\$344,725	\$243,717
All Reps	North America	New York	\$294,470	\$186,951	\$367,618	\$231,313	\$104,650	\$194,875	\$213,221	\$193,992
All Reps	Asia	Manilla	\$242,379	\$165,761	\$242,191	\$248,538	\$150,298	\$250,131	\$262,538	\$195,802
All Reps	Europe	Lisbon								
All Reps	Europe	London			\$95,423	\$127,835	\$406,324	\$423,569	\$160,758	\$287,874
All Reps	Europe	Paris	\$261,518	\$183,520	\$202,946	\$205,904	\$224,682	\$276,694	\$261,209	\$348,653
All Reps	Europe	Seville								\$241,172
All Reps	Asia	Manilla	\$212,305	\$208,190	\$210,727	\$93,406	\$233,555	\$121,487	\$350,045	\$145,471
All Reps	South America	Santiago	\$104,513	\$331,448	\$197,325	\$207,426	\$267,857	\$220,092	\$114,437	\$119,241
All Reps	Asia	Tokyo	\$324,209	\$253,397	\$298,893	\$116,472	\$209,008	\$284,024	\$295,343	\$303,757
All Reps	Asia	Seoul	\$182,673	\$338,317	\$234,638	\$199,913	\$157,338	\$438,173	\$416,473	\$242,891
All Reps	North America	Boston	\$359,697	\$395,046	\$129,871	\$112,396	\$185,351	\$172,879	\$415,627	\$224,008
All Reps	South America	Caracas						\$101,622	\$120,465	\$262,537
All Reps	Africa	Cairo	\$393,053	\$155,131	\$197,972	\$347,987	\$120,062	\$402,641	\$426,099	\$442,987
All Reps	North America	Atlanta	\$119,379	\$160,105	\$219,178	\$189,883	\$146,168	\$237,376	\$344,725	\$243,717
All Reps	North America	New York	\$294,470	\$186,951	\$367,618	\$231,313	\$104,650	\$194,875	\$213,221	\$193,992
All Reps	Asia	Manilla	\$242,379	\$165,761	\$242,191	\$248,538	\$150,298	\$250,131	\$262,538	\$195,802
All Reps	Europe	Lisbon								
All Reps	Europe	London			\$95,423	\$127,835	\$406,324	\$423,569	\$160,758	\$287,874
All Reps	Europe	Paris	\$261,518	\$183,520	\$202,946	\$205,904	\$224,682	\$276,694	\$261,209	\$348,653
All Reps	Europe	Seville								\$241,172
All Reps	Asia	Manilla	\$212,305	\$208,190	\$210,727	\$93,406	\$233,555	\$121,487	\$350,045	\$145,471
All Reps	South America	Santiago	\$104,513	\$331,448	\$197,325	\$207,426	\$267,857	\$220,092	\$114,437	\$119,241
All Reps	Asia	Tokyo	\$324,209	\$253,397	\$298,893	\$116,472	\$209,008	\$284,024	\$295,343	\$303,757
All Reps	Asia	Seoul	\$182,673	\$338,317	\$234,638	\$199,913	\$157,338	\$438,173	\$416,473	\$242,891
All Reps	North America	Boston	\$359,697	\$395,046	\$129,871	\$112,396	\$185,351	\$172,879	\$415,627	\$224,008
All Reps	South America	Caracas						\$101,622	\$120,465	\$262,537
All Reps	Africa	Cairo	\$393,053	\$155,131	\$197,972	\$347,987	\$120,062	\$402,641	\$426,099	\$442,987
All Reps	North America	Atlanta	\$119,379	\$160,105	\$219,178	\$189,883	\$146,168	\$237,376	\$344,725	\$243,717
All Reps	North America	New York	\$294,470	\$186,951	\$367,618	\$231,313	\$104,650	\$194,875	\$213,221	\$193,992
All Reps	Asia	Manilla	\$242,379	\$165,761	\$242,191	\$248,538	\$150,298	\$250,131	\$262,538	\$195,802
All Reps	Europe	Lisbon								
All Reps	Europe	London			\$95,423	\$127,835	\$406,324	\$423,569	\$160,758	\$287,874
All Reps	Europe	Paris	\$261,518	\$183,520	\$202,946	\$205,904	\$224,682	\$276,694	\$261,209	\$348,653
All Reps	Europe	Seville								\$241,172
All Reps	Asia	Manilla	\$212,305	\$208,190	\$210,727	\$93,406	\$233,555	\$121,487	\$350,045	\$145,471
All Reps	South America	Santiago	\$104,513	\$331,448	\$197,325	\$207,426	\$267,857	\$220,092	\$114,437	\$119,241
All Reps	Asia	Tokyo	\$324,209	\$253,397	\$298,893	\$116,472	\$209,008	\$284,024	\$295,343	\$303,757
All Reps	Asia	Seoul	\$182,673	\$338,317	\$234,638	\$199,913	\$157,338	\$438,173	\$416,473	\$242,891
All Reps	North America	Boston	\$359,697	\$395,046	\$129,871	\$112,396	\$185,351	\$172,879	\$415,627	\$224,008
All Reps	South America	Caracas						\$101,622	\$120,465	\$262,537
All Reps	Africa	Cairo	\$393,053	\$155,131	\$197,972	\$347,987	\$120,062	\$402,641	\$426,099	\$442,987
All Reps	North America	Atlanta	\$119,379	\$160,105	\$219,178	\$189,883	\$146,168	\$237,376	\$344,725	\$243,717
All Reps	North America	New York	\$294,470	\$186,951	\$367,618	\$231,313	\$104,650	\$194,875	\$213,221	\$193,992
All Reps										

9. Return to the **Managing the view of worksheets and workbooks A** workbook by clicking **View → Switch Windows → Managing the view of worksheets and workbooks A**:



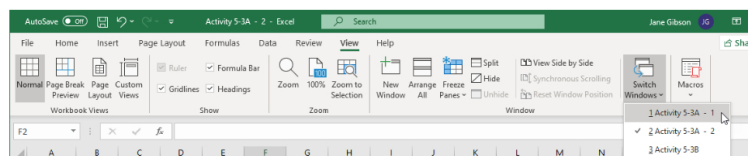
10. Now add a new window by clicking **View → New Window**:



11. In the new window labelled **Managing the view of worksheets and workbooks A – 2**, click on cell **F2** and type **“Total”** and then press **Enter**:

	A	B	C	D	E	F	G	H	I
1	SKU No.	Q1	Q2	Q3	Q4	Total			
2	SC2801	282	282	593	2010				
3	SS4528	850	2571	1831	2320				
4	PS2285	1081	2276	586	1557				

12. Now click **View → Switch Windows Managing the view of worksheets and workbooks A – 1**:



13. Note that the change you made in the one window is also reflected in the other window:

	A	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	SKU No.	Q3	Q4	Total												
11	US7527	2543	1462													
12	UR1096	1850	968													
13	SP7547	334	714													
14	QJ1516	2188	1826													
15	TQ3245	1225	3497													
16	VU5611	2010	2316													
17	QR5658	2500	1538													
18	UP3729	1462	680													
19	UU7640	182	2322													
20	PU6119	1008	639													
21	PS7480	1029	628													

14. Save your workbooks as **Completed_Managing the view of worksheets and workbooks A** and **Completed_Managing the view of worksheets and workbooks B**. Close Microsoft 365 Excel to complete this activity.

15. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Managing the view of worksheets and workbooks A](#)

[Completed exercise: Managing the view of worksheets and workbooks B](#)

Mark as completed