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 ↗
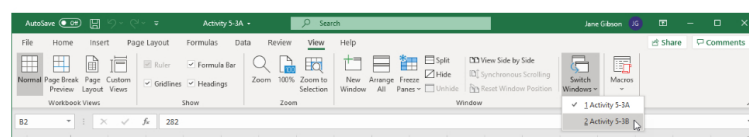- Exercise: Managing the view of worksheets and workbooks B ↗

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**:
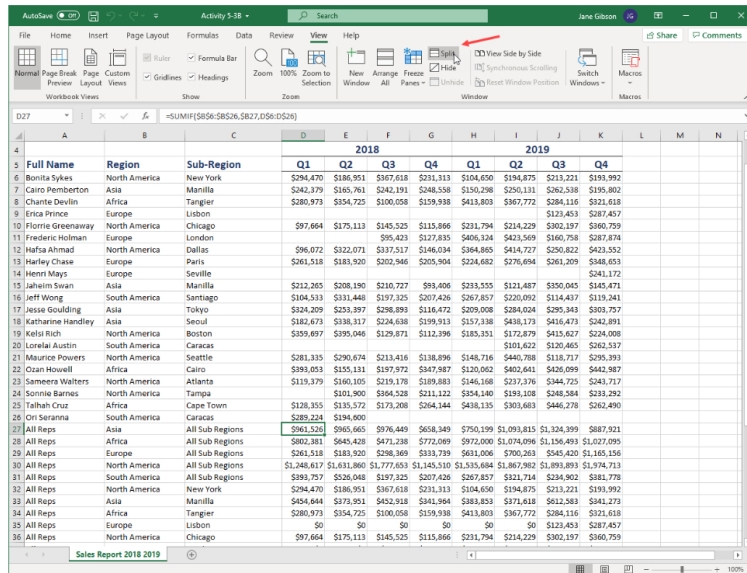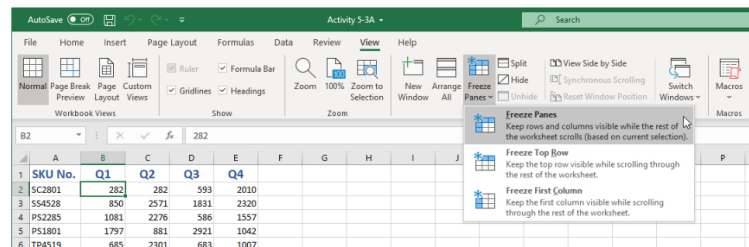

3. Now use the Scroll bar down and right buttons to **scroll your data**. Note that the column and row headers are frozen:
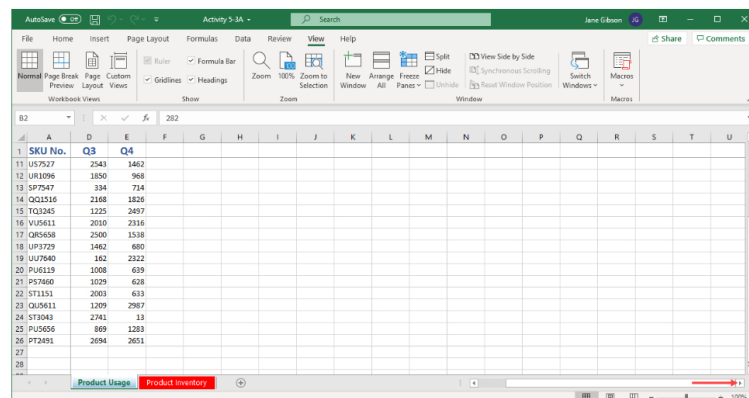
4. Make the **Managing the view of worksheets and workbooks B** workbook active by clicking **View → Switch Windows → Managing the view of worksheets and workbooks B**:

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

6. **Click and drag the Scroll bars** to scroll the data in each quadrant:

7. Now click and drag the center of the dividers **one column to the left**:

8. You can now click **View → Split**, to remove the dividers:

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**:
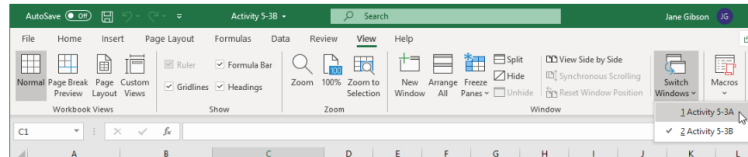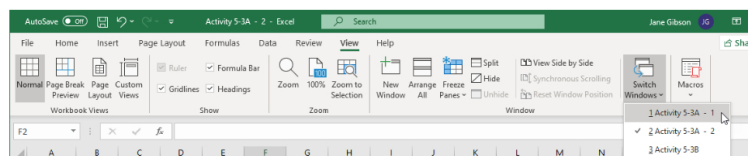

10. Now add a new window by clicking **View → New Window**:
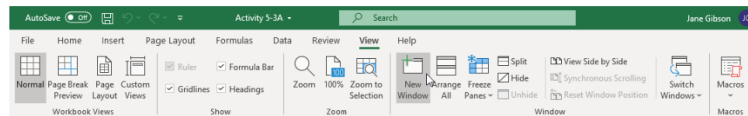
11. In the new window labelled **Managing the view of worksheets and workbooks A – 2**, click on cell **F2** and type "**Total**" and then press **Enter**:

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:

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

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