

Lesson 2-2: Create a new workbook and view two workbooks at the same time

tip

Other way of creating a new workbook

- Use the keyboard shortcut <Ctrl>+<N>.
- Add a button to the Quick Access Toolbar.

See more details of how this is done in: *Lesson 1-10: Customize the Quick Access Toolbar and preview the printout.*

note

What are templates?

The vast majority of users know nothing about templates and simply base every worksheet upon the *Blank Workbook* default template supplied by Microsoft.

The *Blank Workbook* template has no information in the worksheet itself, but contains all of the Excel Option settings such as the default font size and type.

Templates can also contain anything that a worksheet can contain and are used to store worksheet frameworks to give you a flying start when you find that you often create very similar worksheet layouts.

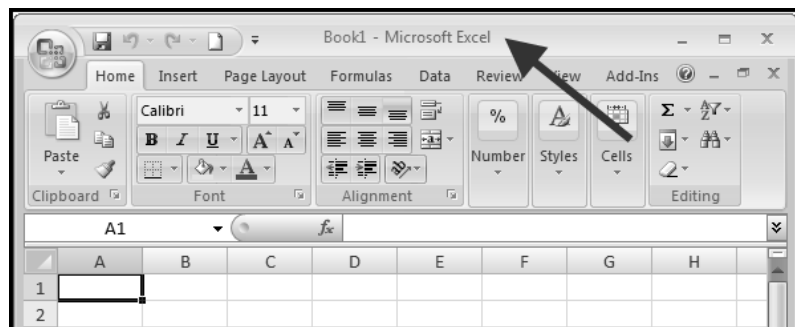
If you explore the *New Workbook* dialog a little more you'll see that there are hundreds of pre-built templates provided by Microsoft.

Later in this book, in *Lesson 3 12: Create a template* you'll learn how to create your own template library to personalize the appearance of your workbooks.

1 Create a new workbook by opening Excel


The easiest way to create a new workbook is to simply open Excel. Excel helpfully creates a workbook, unimaginatively named *Book1*. If you already have a workbook open called *Book1*, the new workbook will be called *Book2...* and so on.

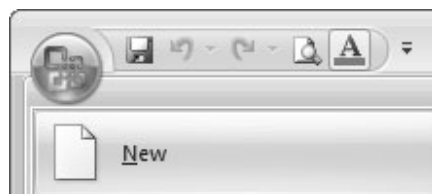
Open Excel now and see this in action. Notice that *Book1 – Microsoft Excel* is displayed on the Title Bar.



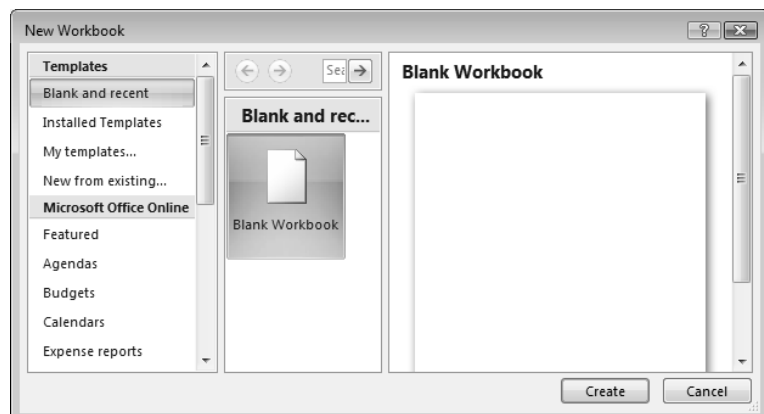
2 Create another new workbook.

You wouldn't want to have to open and close Excel every time you needed a new workbook.

1. Click the Office button  at the top left of the screen and click the *New* button on the dialog:



2. The *New Workbook* dialog is displayed:



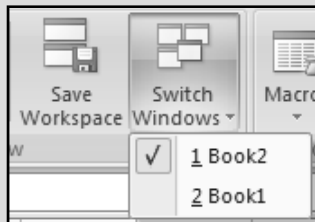
3. Double-Click the *Blank Workbook* template. A new blank workbook called *Book2* is displayed in the workbook window.

note

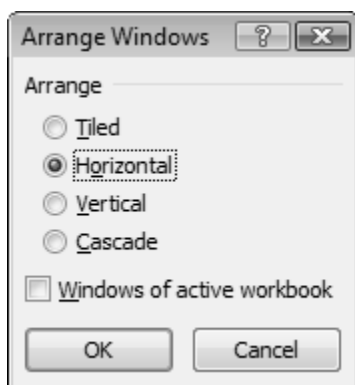
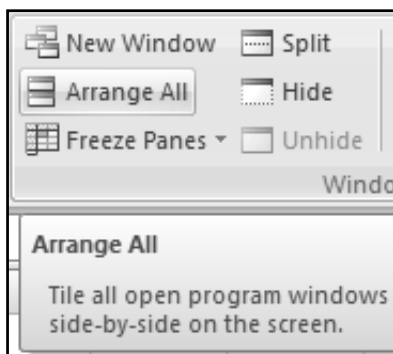
Finding a workbook when many are open

An alternative way to quickly find a workbook when many are open is to click View→Window→Switch Windows.

This presents you with a list of all open workbooks.



You can also use the <Ctrl>+<Tab> keyboard shortcut to cycle through all open workbooks.



You could be forgiven for thinking that nothing has happened but you can see that the Title Bar now says: *Book2 – Microsoft Excel*, showing that you are now looking at a different workbook.

See the *What are templates* sidebar for more information about templates.

3 Use the buttons on the taskbar to move between workbooks.

You'll see two buttons on the taskbar at the bottom of the screen:



Click on the buttons to show each workbook in the worksheet window. The only difference you will see is the Title Bar changing from Book1 to Book2 because both workbooks are empty.

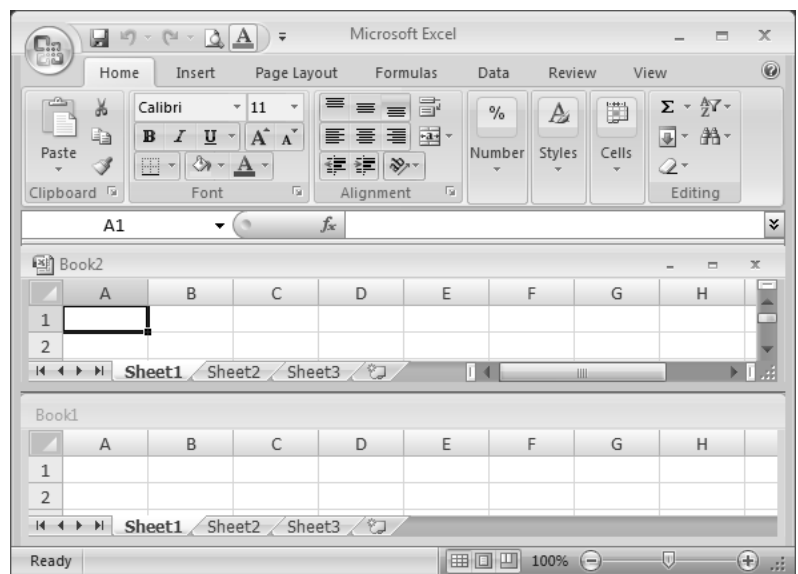
See the sidebar for other methods of switching windows.

4 Show both Book1 and Book2 in the worksheet window at the same time.

This skill often draws a gasp of amazement from my students. Believe it or not, most Excel users don't know how to do this.

1. Click View→Window→Arrange All. The *Arrange Windows* dialog is displayed.
2. Choose the Horizontal arrangement and click the OK button.

Both workbooks are now shown within the workbook window:



Notice that as you click each workbook window the title bar lights up and the *Close/Minimize/Restore Down* buttons appear, to show that this is the active workbook.

5 Close Book2 and Maximize Book1 to restore the display to a single workbook.

If you've forgotten how to do this, refer back to: *Lesson 1-3: Understand the Application and Workbook windows.*