Topic 18:- ***Split Windows***

Splitting windows in Excel allows you to view different parts of the same worksheet simultaneously. This can be particularly useful when working with large spreadsheets, as it allows you to keep specific rows and columns visible while scrolling through the rest of the data. Here's how to split windows in Excel:

1. Open Your Excel Worksheet: Open the Excel workbook that contains the worksheet you want to split.

2. Navigate to the "View" Tab: Go to the "View" tab on the Excel ribbon. This tab contains options related to the appearance and layout of your worksheet.

3. Split the Worksheet Horizontally:

   · If you want to split the worksheet horizontally (i.e., have two separate panes, one above the other), click on the "Split" button in the "Window" group. This button looks like a box with a horizontal bar in the middle.

   · After clicking "Split," you'll see a thick, gray horizontal line appear in the worksheet. This line represents the split between the two panes.

4. Split the Worksheet Vertically:

   · If you want to split the worksheet vertically (i.e., have two separate panes side by side), click on the "Split" button again. This time, the button will have a vertical bar in the middle.

   · After clicking "Split," you'll see a thick, gray vertical line appear in the worksheet. This line represents the split between the two panes.

5. Adjust the Split:

   · You can click and drag the horizontal or vertical split lines to adjust the position of the split as needed. This allows you to control which part of the worksheet you want to keep visible.

6. Scroll in Both Panes:

   · Once you've split the worksheet, you can scroll within each pane independently. For example, you can scroll the top pane to view different rows while keeping the bottom pane static.

7. Remove the Split:

   · To remove the split and return to a single window view, go back to the "View" tab and click on the "Split" button again. This will remove the split lines, merging the panes back into a single window.

Splitting windows in Excel is a handy feature for working with large datasets, comparing data in different parts of a worksheet, or keeping headers or labels visible while scrolling through your data. It allows you to customize your view and work more efficiently with complex spreadsheets.