

# Opening Two Excel Worksheets in Different Windows

## From the Taskbar

1. Open an Excel spreadsheet.
2. Right-click the Excel icon in the taskbar and select "Excel 2016"
3. You should now have two Excel windows – one of the windows will have a blank Excel spreadsheet.
4. Select File, then Open, and then the file you want to open in the window with the blank spreadsheet.

## From the Desktop

Note: the desktop icon you use must be to the Excel program itself, not an Excel spreadsheet

1. Open an Excel spreadsheet.
2. Right-click the Excel icon on the desktop and select "Open"
3. You should now have two Excel windows – one of the windows will have a blank Excel spreadsheet.
4. Select File, then Open, and then the file you want to open in the window with the blank spreadsheet.