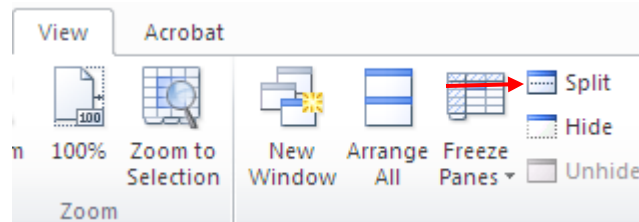


## Split a Worksheet

You can split a worksheet into multiple resizable panes for easier viewing of parts of a worksheet.

To split a worksheet:

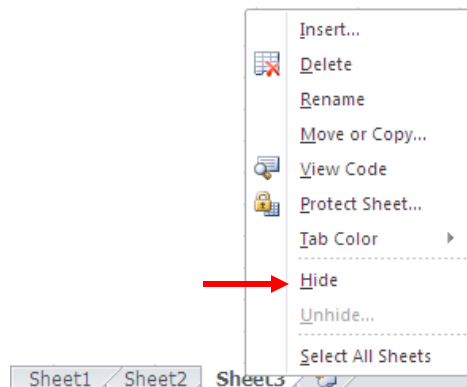
- Select any cell in center of the worksheet you want to split
- Click the **Split** button on the **View** tab
- Notice the split in the screen, you can manipulate each part separately



## Hide Worksheets

To hide a worksheet:

- Select the tab of the sheet you wish to hide
- **Right-click** on the tab
- Click **Hide**



To unhide a worksheet:

- **Right-click** on any worksheet tab
- Click **Unhide**
- Choose the worksheet to unhide

