

## Tips & Tricks

### View two Excel files side by side

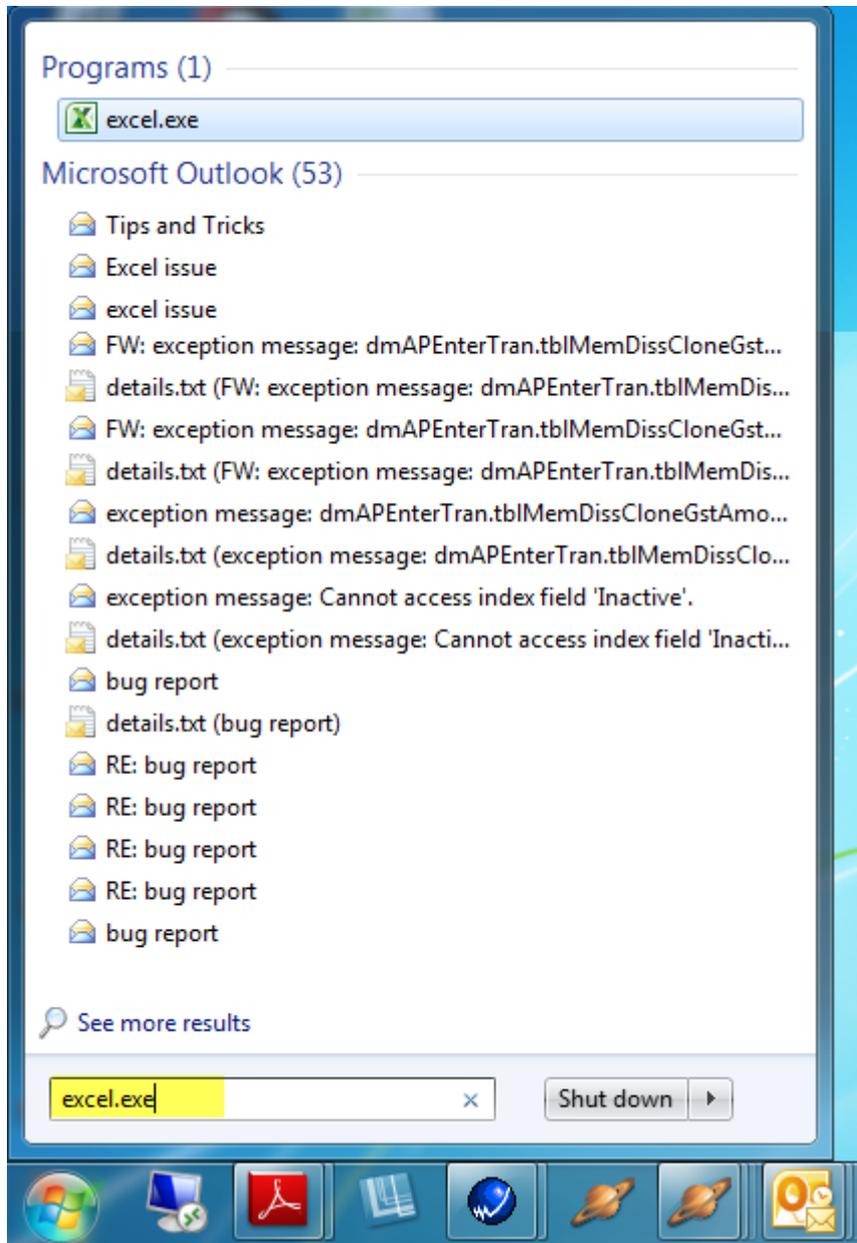
*Although this tip does not relate to Accredo directly, you may find this useful if you use Excel to work on data from Accredo.*

Do you get frustrated when opening multiple Excel files, by the way they open on top of each other, meaning you cannot view them side by side?

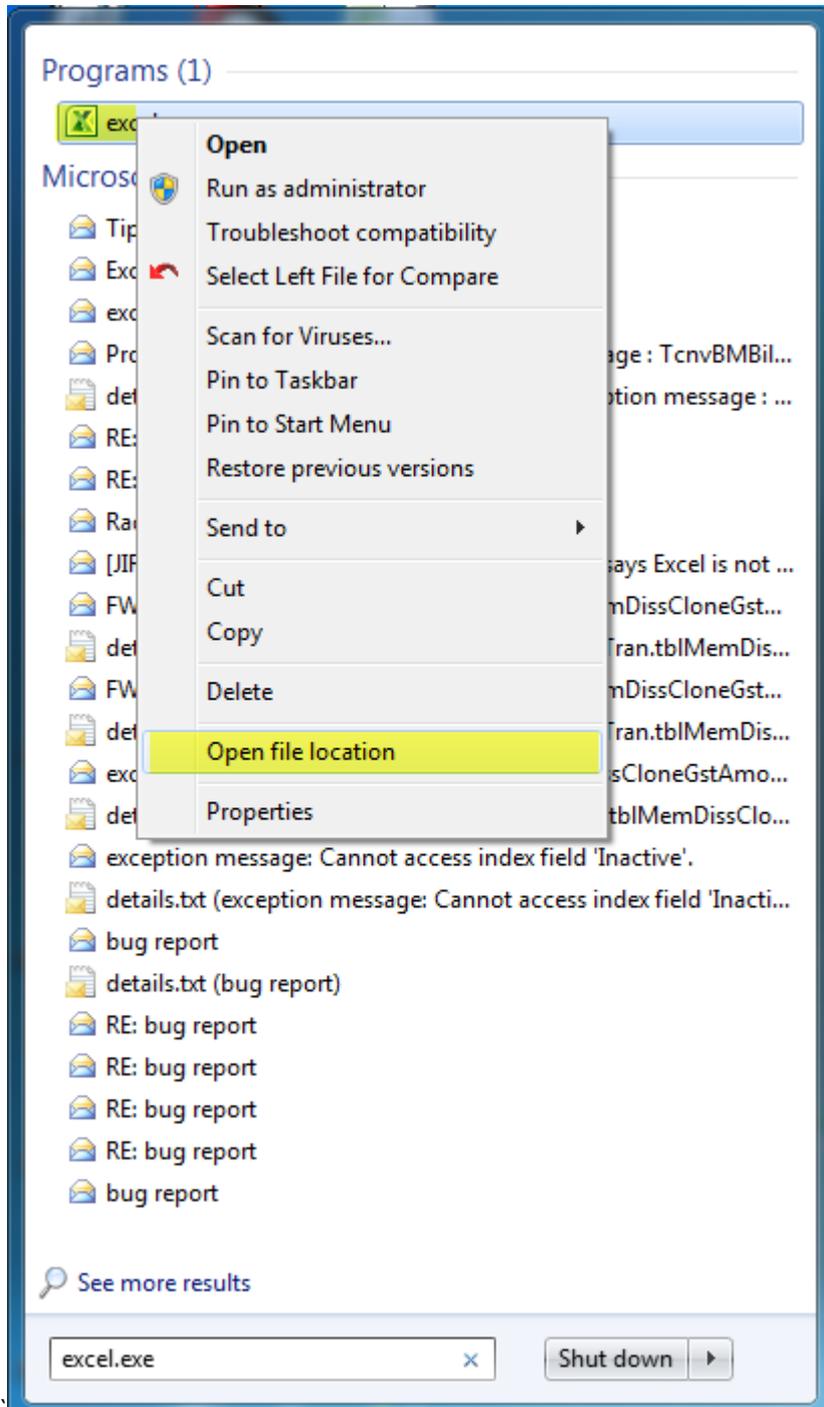
If you add a shortcut to Excel to your Send To folder, you can then open each Excel file in a separate session by right clicking, and selecting Send To > Excel. This will allow you to view two or more files side by side which is particularly useful if you are working with dual monitors.

Below are steps for setting this up

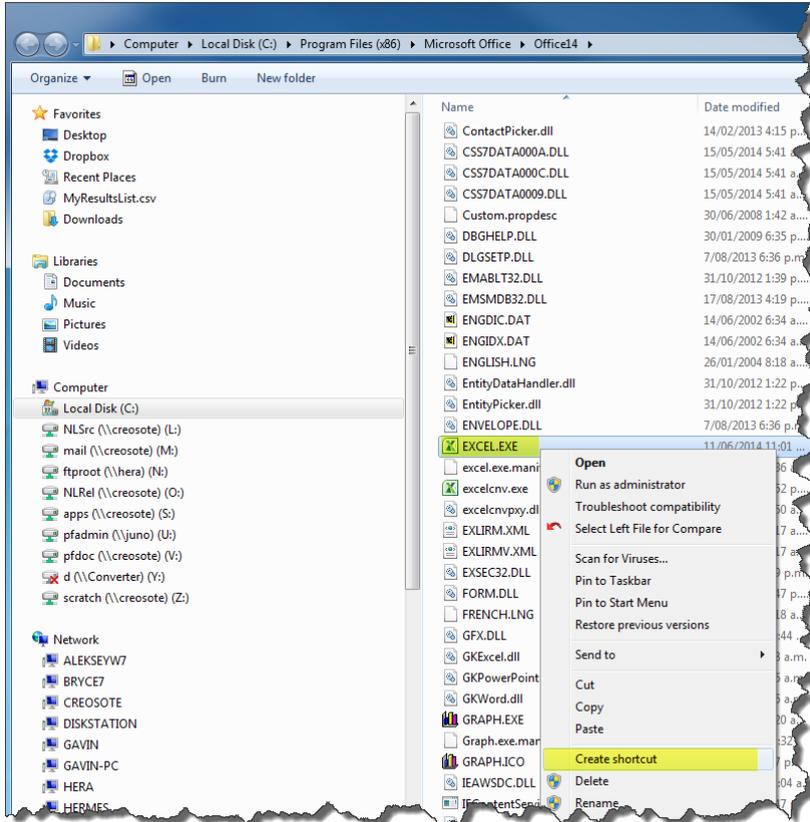
- 1 Locate Excel.exe by clicking > Windows Start Menu and type excel.exe into the Search field as shown below.



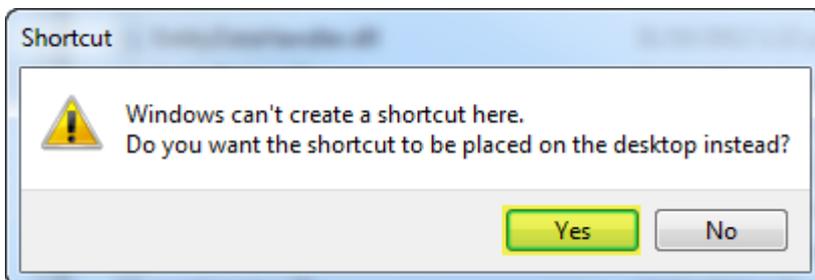
2 Right-click excel.exe and click > Open file location.



### 3 Right-click EXCEL.EXE and click > Create shortcut.



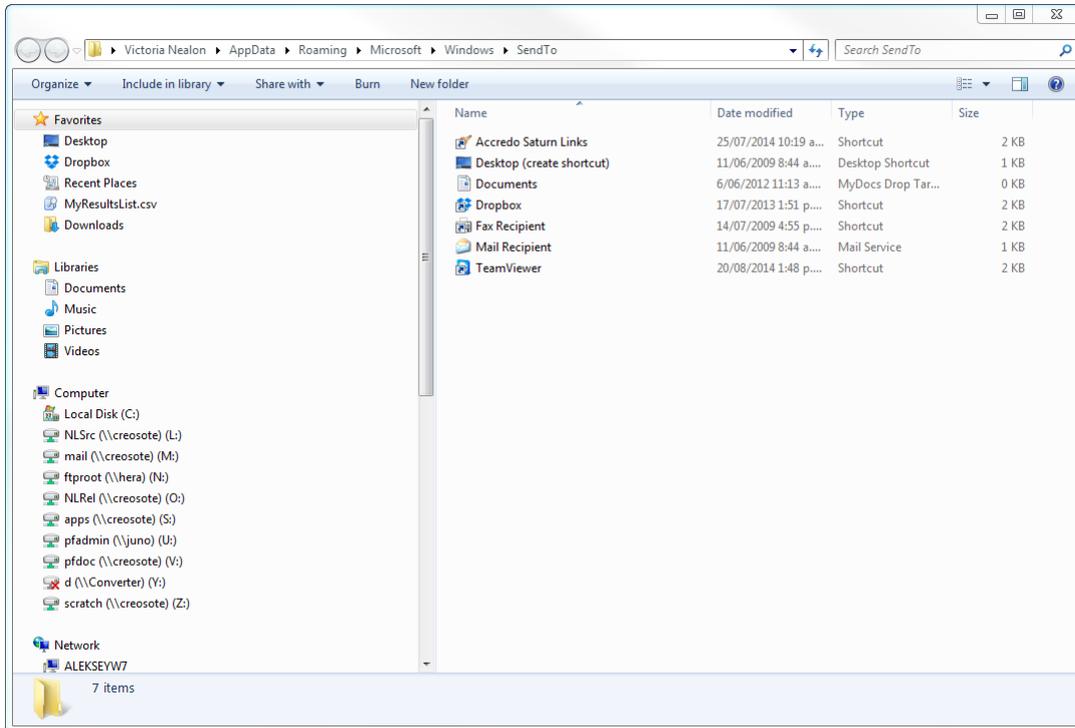
Click **Yes** to save your shortcut to the Desktop.



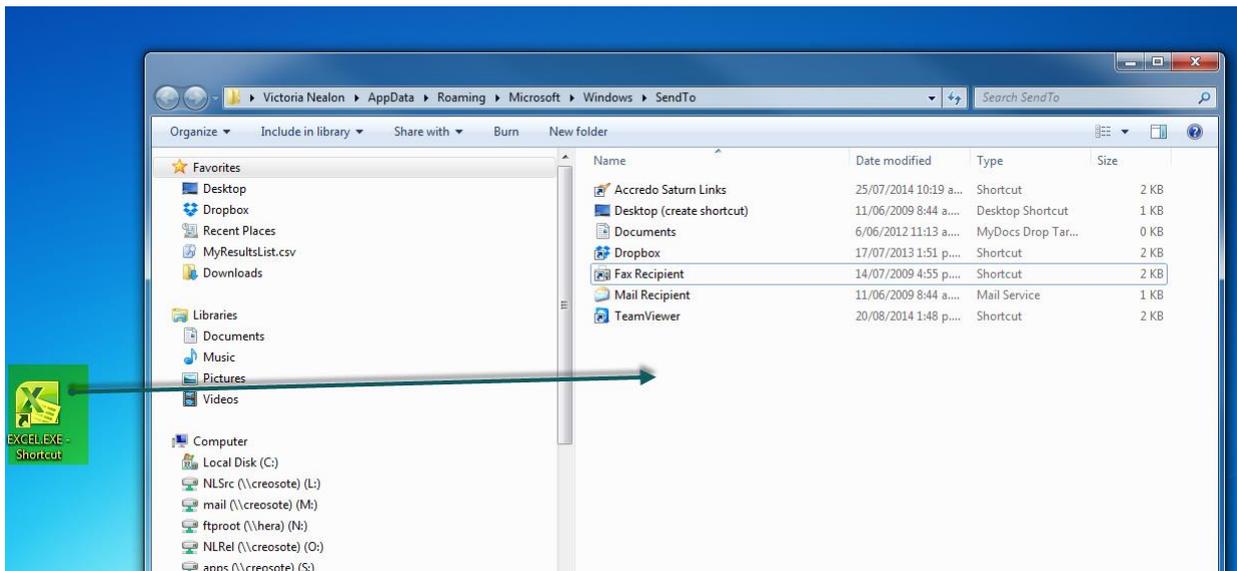
### 4 Locate your SENDTO folder by clicking > Windows Start Menu and typing **shell:sendto** into the SEARCH field.



5 Then press `Enter` to open the `SENDTO` folder.



6 Drag your **Excel shortcut** into the `SENDTO` folder.



Then close the window.

Next time you need to open an Excel file in its own session, just right click it and click Send To > EXCEL.EXE

