

DISPLAYING ALL OPEN WINDOWS

It is possible to display all Windows in programs that are open. Displaying all open windows at one time allows the user to move quickly from one Window to another when copying, pasting, or performing other tasks in a document. To do this:

- ❖ **Right-click** a blank area on the **Windows Taskbar**.
 - This is the bar that appears along the bottom of the window.
 - It contains the **Start** button.
- ❖ Click one of the following options:
 - **Cascade Windows** - This option is used to display Windows one on top of the other.
 - **Tile Windows Horizontally** - To display each Window, one above or below the other, choose this option.
 - **Tile Windows Vertically** - This option is used to display each Window, side by side.
 - **Show the Desktop** - To return to the Desktop, displaying the Windows as if they are minimized, choose this option.

Notes

- Make sure all the Windows that are to be displayed are **open**. Windows that have been **Closed** or **Minimized** will not be displayed.
- To restore Windows to their original state, right-click a blank area on the **Taskbar**, and then click **Undo Cascade** or **Undo Tile**.