

## Working with Multiple Windows

Often you need to open more than one window at a time. This is useful if you want to copy data between programs or if you want to compare data contained in different programs. You can open multiple windows in the same way that you open a single window. Simply open the first window with which you want to work, and then open the rest of the windows you want to view.

You can have many windows open on your desktop at the same time, but there can be only one *active window*—in other words, you can work in only one window at a time. The active window is the one to which the next keystroke or command applies. The active window always appears as the front window, and if large enough, it overlaps any inactive windows. In addition, its title bar is highlighted and depressed on the title bar. To activate a window, you must first switch to it.

### **METHOD**

To open multiple windows:

1. Open the first window with which you want to work.
2. Open the rest of the windows you want to view.

To switch between windows:

1. Click anywhere in the window you want to make active.  
or
1. Click the button on the taskbar for the window you want to make active.

### **EXERCISE**

In the following exercise, you will open and switch between multiple windows.

1. Open the My Computer window
2. Open the Recycle Bin window
3. If necessary, move the windows so that both are clearly visible