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Microsoft Office on Multiple Monitors

 Microsoft Office 2003 has a number of features that take advantage of multiple displays. In this guide we will show you how to get the most out of Microsoft Office 2003 when using multiple displays, and show you some tricks that we have learned over the years. Many of these tips can be applied to other versions of Microsoft Office.

Microsoft Outlook

 Outlook is an extremely useful program in part because it bundles several applications into one interface. However, having a calendar, e-mail client, contact manager, task manager, and more all in one can make it difficult to access all of the information you need at the same time. Having multiple displays greatly improves your ability to view all of your Outlook information at once. If you simply

1. Right-click one of the Outlook programs in the Navigation Pane
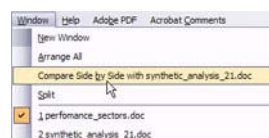2. Select "Open in New Window"

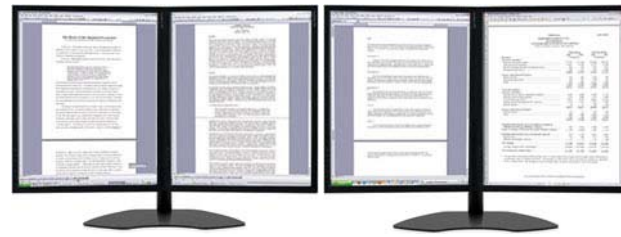Simultaneously View Your Outlook Calendar and Email.

A new window of that program will open and can be managed independently. For example, if you want to have your e-mail always open on one of your displays, simply right-click "Mail" and select "Open in New Window. You can then move your e-mail to the desired display while still being able manage your calendar, contacts, and tasks.

Microsoft Word

 Microsoft Word is flexible when it comes to using it with multiple displays. You can open as many instances of the program as you want and arrange all of the windows separately. Having two displays in portrait mode can be particularly useful for comparing two documents side-by-side. One feature of Word that works particularly well with large documents allows you to view and edit separate parts of the same document at once. Simply click "Window" and then "New Window." A new window of the same document will open, which makes it easier to read and edit large documents.

Easily Synthesize Data from Multiple Sources

Microsoft Excel

Using Excel with two or more displays is almost always preferable to using it with a single display. Chances are that when you are using Excel you're inputting data from a source document into a spreadsheet, or you are managing a large set of data within a spreadsheet. There are several ways you can use Excel with multiple displays.

First, you can simply have Excel open on one display and the documents you are using with Excel on other displays. For example, you could have an Excel spreadsheet open on one display and sales figures open on another display.
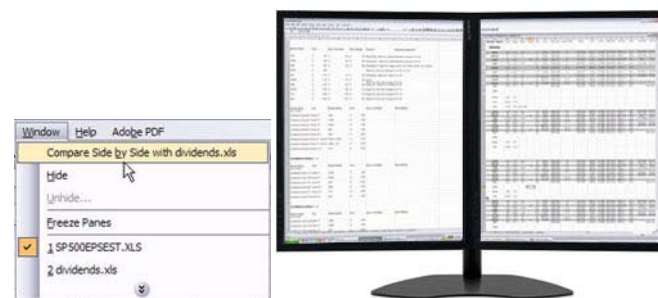

Acrobat, Excel and Word on one Triple-Screen Multi-Monitor Workspace

Second, you can simply maximize Excel to spread across multiple displays. For example, if you are using a large spreadsheet, you can maximize it across two widescreen displays.

1 Spreadsheet Spanned across 2 Displays

Third, my favorite, if you have 2 documents open simultaneously on excel you can click "Window >> Compare Side By Side with...". Excel will automatically position and maximize each spreadsheet on its own display. You have to have Excel spanning both monitors for this to work. Unfortunately, this method only works for 2 documents. The next feature shows you how to quickly and easily compare more than 2 spreadsheet across multiple monitors.

Quickly Compare Side by Side

Fourth, you can open multiple instances of Excel in order to work on multiple spreadsheets at the same time. Normally when you open multiple documents within Excel, all of the spreadsheets stay within the same window. However, it is sometimes helpful to open multiple instances of Excel with independent windows, particularly when you are using Excel with multiple displays. If you want to open an independent instance of Excel, simply hold down the "Shift" button while selecting the Excel program shortcut.

2 Separate Excel Documents Opened Simultaneously
Duo 19D in Portrait Mode

Microsoft PowerPoint

Working on PowerPoint presentations is easier with a secondary display.

First, you can view the slideshow as you are creating it by clicking "View > Slideshow." A preview of the slideshow you are creating will appear in one of your secondary displays. As you make changes to the PowerPoint presentation on your primary display, those changes will be reflected on the preview.

You can also make giving presentations easier with dual displays by enabling the Presenter View. The Presenter View allows you to view notes and other information to help you while you're giving your presentation, while the audience only sees the slideshow. To enable Presenter View, go to the Slide Show menu and select "Set Up Show." Under Multiple Monitors, select the Show Presenter View box. You can then select which display will show the presentation. When you select "View Show," one display will show the presentation, while the other display that is running PowerPoint will show notes, total run time, and other helpful information.

PowerPoint In Presenter View

With some inexpensive add-ons to PowerPoint, you can get even more out of using PowerPoint with multiple displays. For example, you can use a program like PowerViewer or Sunday Star to display multiple PowerPoint presentations simultaneously, which turns PowerPoint into a great program for running a display wall. If your graphics card allows your displays to go into Mirror Mode, you can show the same presentation on two or more displays. Using a mirrored presentation can be useful in large rooms where it might not be easy for everyone to view a single display.

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