Viewing Multiple Documents in Different Ways

You can cascade your document windows by following these steps:

1. Make sure that the document windows you want to cascade are visible on the desktop.
2. Minimize all the windows you don't want to cascade. (They should still appear, albeit minimized, on the Task Bar.)
3. Right-click on an empty area of the Task Bar. Windows displays a Context menu.
4. Choose Cascade Windows from the Context menu.