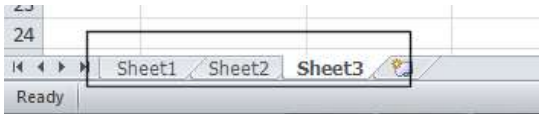


# Worksheets

## Switching between worksheets

- Open a workbook called **Worksheets**.
- The worksheet tabs are displayed at the bottom-left of the Excel screen.



- To switch to another worksheet click on the worksheet tabs.

## Renaming a worksheet

- Click on the **Sheet1** tab to display the first worksheet. Double click on the **Sheet1** tab.



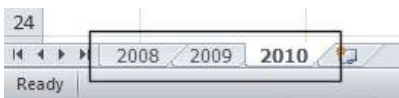
- The worksheet tab will be highlighted and you will be able to type in a new name.



- In this case type in the name **2008** and then press the **Enter** key to confirm the change, as illustrated.



- Double click on the **Sheet2** tab and rename it **2009**.
- Double click on the **Sheet3** tab and rename it **2010**. Your tabs will now look like this:

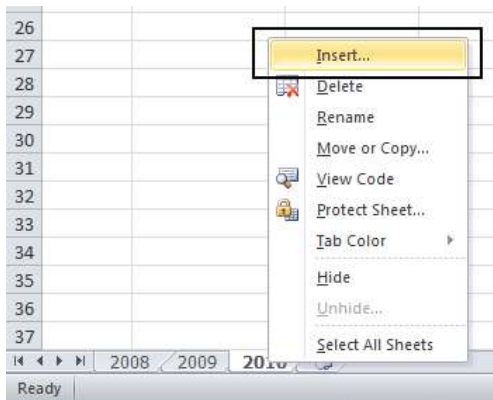


## Recommended techniques with naming worksheets

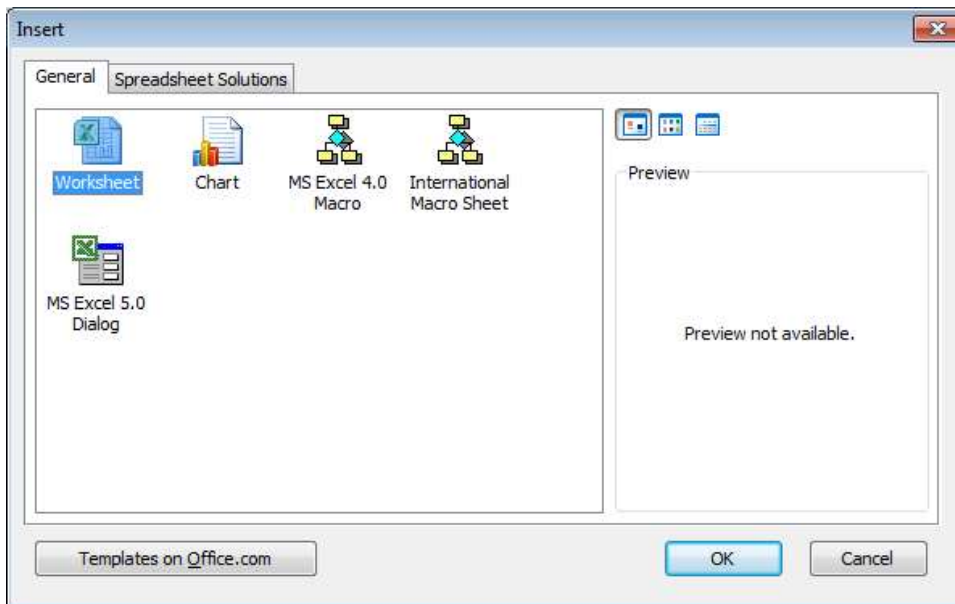
- By default worksheets are called **Sheet1**, **Sheet2** and **Sheet3**. You should use meaningful names for your worksheets, especially if you are using multiple worksheets within a workbook. This can make a complicated workbook much easier to understand.

## Inserting a new worksheet

- Click on the **2010** worksheet tab to select it. Right click over the tab and from the popup menu displayed, click on the **Insert** command.



- The **Insert** dialog is displayed. Make sure that the **Worksheet** object is selected within the dialog box.

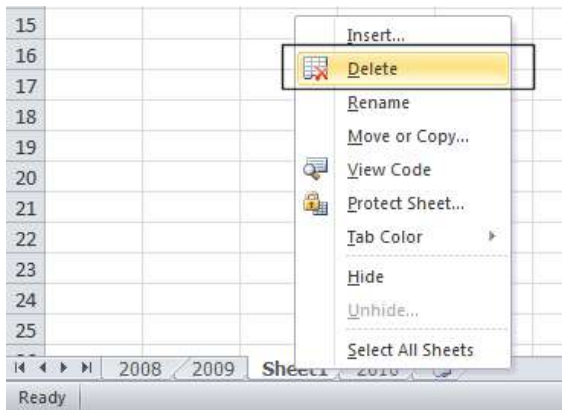


- Click on the **OK** button and a new worksheet will be inserted just before the selected worksheet, as illustrated.



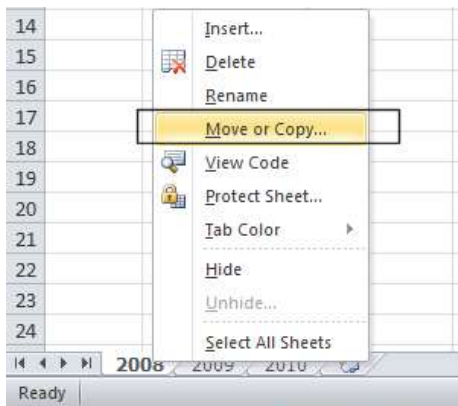
## Deleting a worksheet

- Make sure that the new tab that you have just inserted is selected. Right click on the tab and from the popup menu displayed select the **Delete** command. The new worksheet will be deleted.

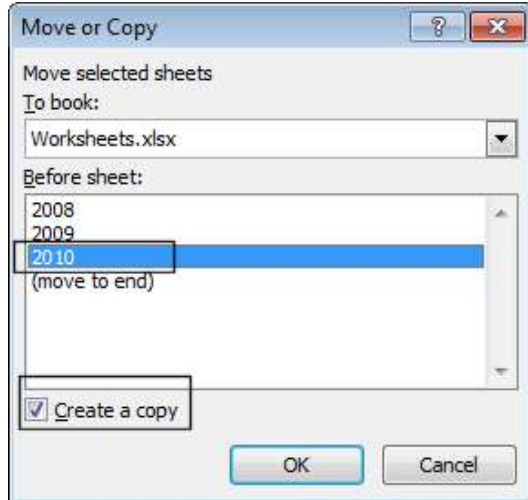


## Copying a worksheet within a workbook

- Select the **2008** tab. Right click on the tab and from the popup menu displayed select the **Move or Copy** command.



- The **Move or Copy** dialog box is displayed. As we want to copy rather than move, click on the **Create a copy** check box. In the **Before sheet** section of the dialog box, select which worksheet you wish to insert the copy in front of. In this case select **2010**.



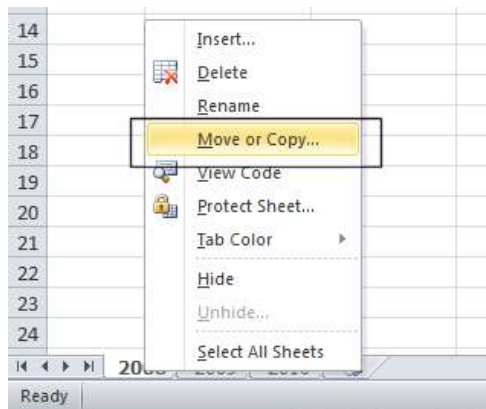
- When you click on the **OK** button a copy of the first worksheet will be inserted, as illustrated.



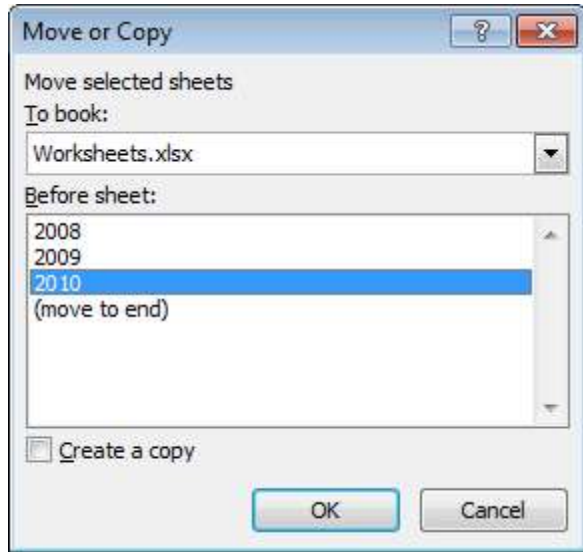
- Delete this copied worksheet before continuing.

## Moving a worksheet within a workbook

- Select the **2008** tab. Right click on the tab and from the popup menu displayed select the **Move or Copy** command.



- The **Move or Copy** dialog box is displayed. In the **Before sheet** section of the dialog box, select which worksheet you wish to insert the moved worksheet in front of. In this case select **2010**.



- When you click on the **OK** button the worksheet will be moved, as illustrated below.



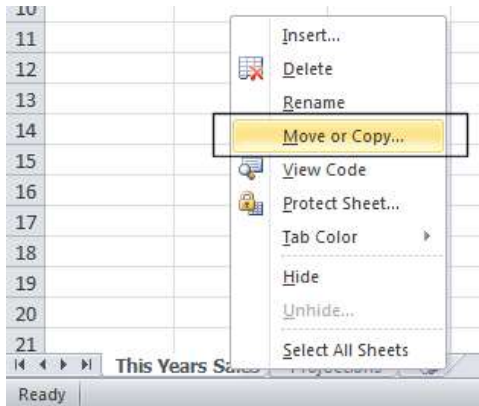
- Before continuing, rearrange the worksheets in the original order.
- Save your changes and close the workbook.

## Copying or moving worksheets between workbooks

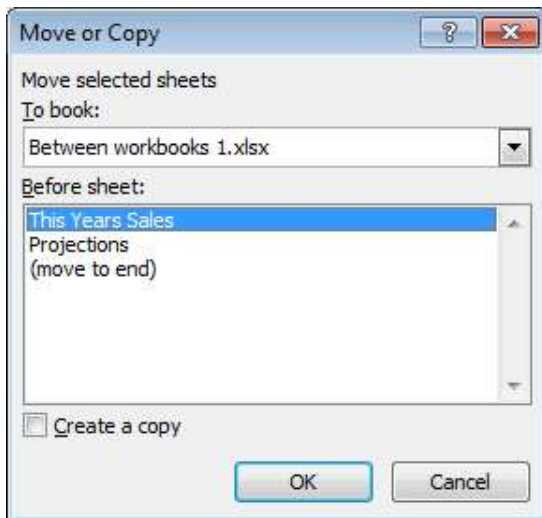
- Open a workbook called **Between workbooks 2**. Leave this workbook open.
- Open a workbook called **Between workbooks 1**.
- Within the workbook called **Between workbooks 1** click on the worksheet tab for **This Years Sales**.



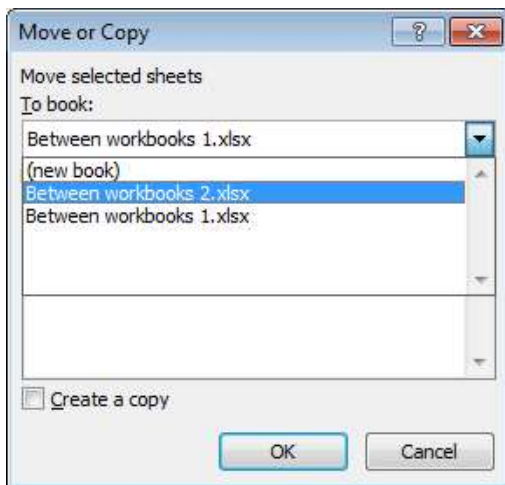
- Right click on the **This Years Sales** tab and from the popup menu displayed select the **Move or Copy** command.



- The **Move or Copy** dialog box is displayed.



- Click on the **down arrow** in the **To book** section of the dialog box. From the drop down list, select the workbook called **Between workbooks 2**, as illustrated below.



- Use the **Before sheet** section of the dialog box to determine where in the second workbook the worksheet will be copied to.
- Click on the **Create a copy** check box.



- Click on the **OK** button.
- Switch to the second workbook and you should see a copy of the worksheet inserted into the workbook.

**TIP:** Experiment with moving a worksheet between workbooks using the same method, but this time do not click on the **Create a copy** check box.



- When you have finished experimenting save the changes in both your workbooks and close all open files.