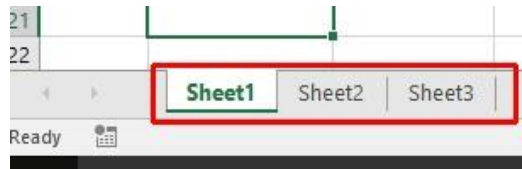


Excel 2019 Worksheets

Switching between worksheets

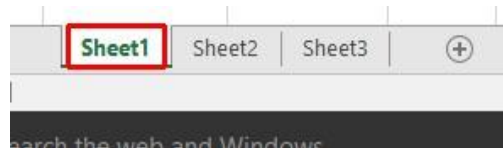
- Open a workbook called **Worksheets**.
- The worksheet tabs are displayed at the bottom-left of the Excel screen.



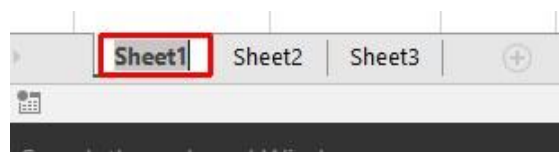
- To switch to another worksheet, click on the worksheet tabs.

Renaming a worksheet

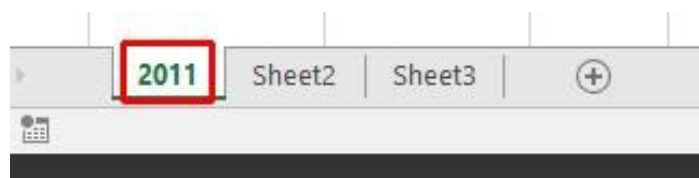
- Click on the **Sheet1** tab to display the first worksheet. Double click on the **Sheet1** tab.



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



- In this case type in the name **2011** and then press the **Enter** key to confirm the change, as illustrated.



- Double click on the **Sheet2** tab and rename it **2012**.
- Double click on the **Sheet3** tab and rename it **2013**. Your tabs will now look like this:

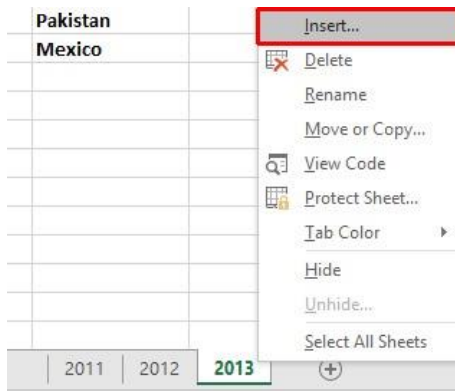


Recommended techniques with naming worksheets

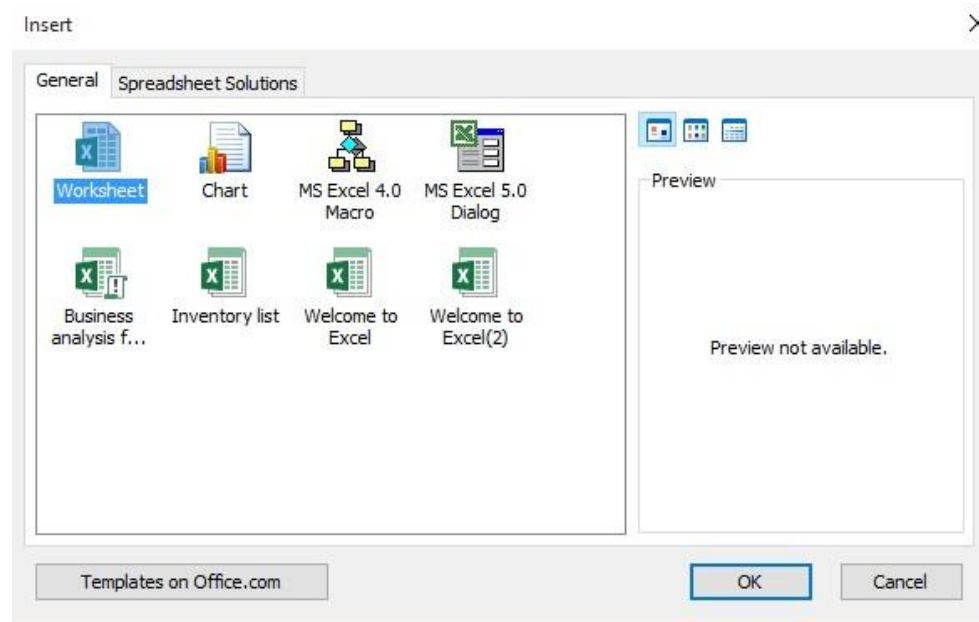
- By default, the worksheets are called **Sheet1**, **Sheet2** and **Sheet3**. You should use meaningful names for your worksheets, especially if you are using multiple worksheets within a workbook. This can make a complicated workbook much easier to understand.

Inserting a new worksheet

- Click on the **2013** 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.

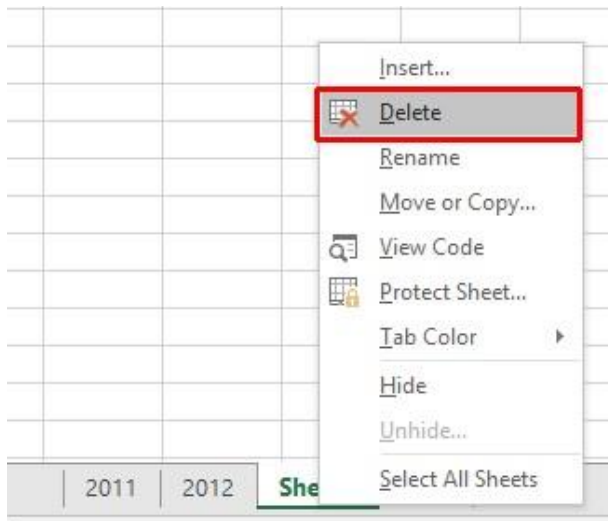


- Click on the **OK** button and a new worksheet will be inserted just before the selected worksheet, as illustrated.



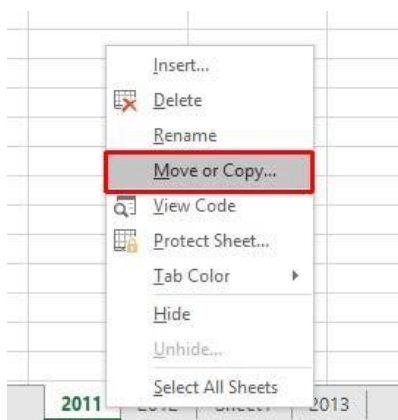
Deleting a worksheet

- 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.



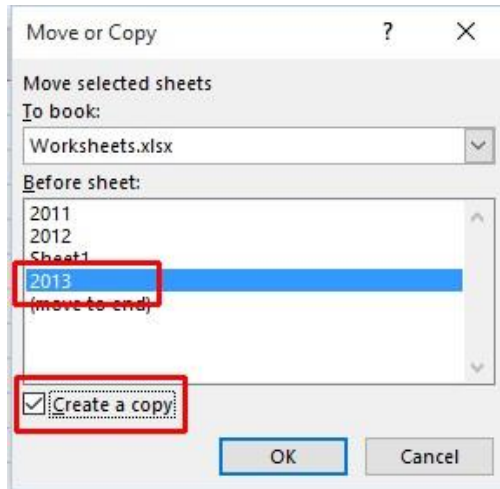
Copying a worksheet within a workbook

- Select the **2011** tab. Right click on the tab and from the popup menu displayed select the **Move or Copy** command.

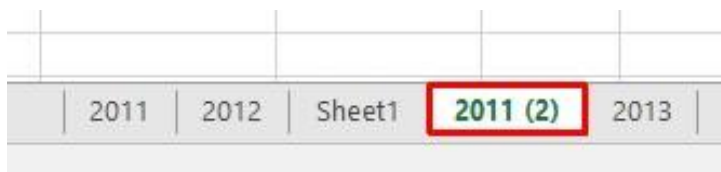


- The **Move or Copy** dialog box is displayed. As we want to copy rather than move, click on the **Create a copy** check box. In the **Before**

sheet section of the dialog box, select which worksheet you wish to insert the copy in front of. In this case select **2013**.



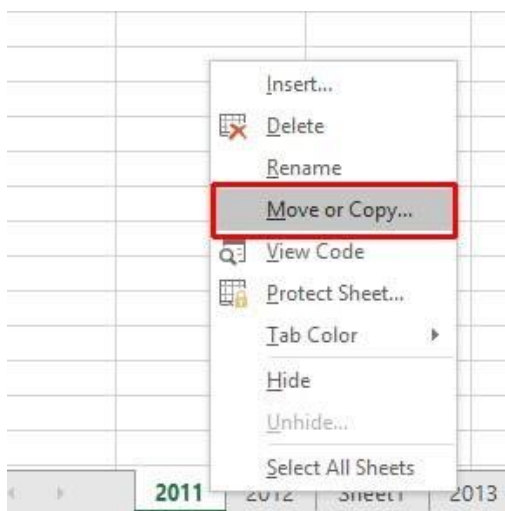
- When you click on the **OK** button a copy of the first worksheet will be inserted, as illustrated.



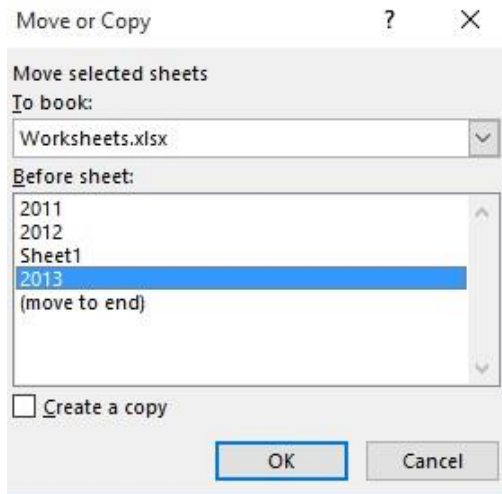
- Delete this copied worksheet before continuing.

Moving a worksheet within a workbook

- Select the **2011** 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 **2013**.



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



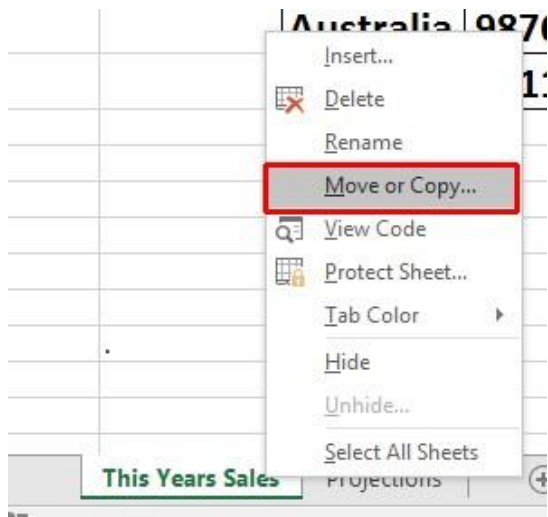
- Before continuing, rearrange the worksheets in the original order.



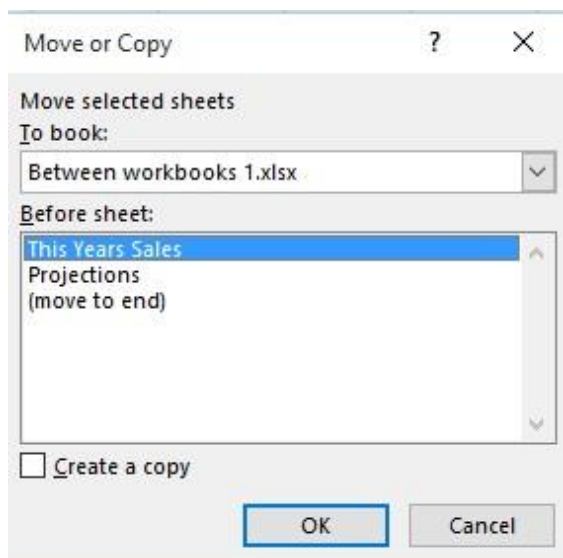
- Save your changes and close the workbook.

Copying or moving worksheets between workbooks

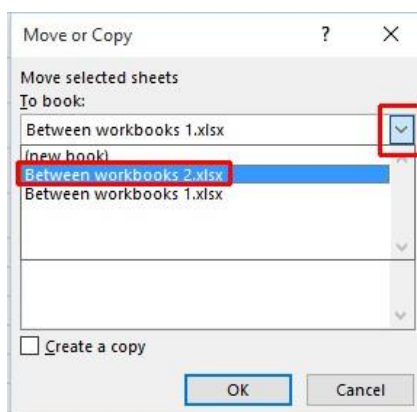
- Open a workbook called **Between workbooks 2**. Leave this workbook open.
- Open a workbook called **Between workbooks 1**.
- Within the workbook called **Between workbooks 1** click on the worksheet tab for **This Year's Sales**.
- Right click on the **This Year's Sales** tab and from the popup menu displayed select the **Move or Copy** command.



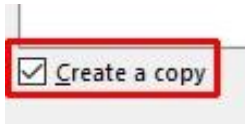
- The **Move or Copy** dialog box is displayed.



- 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.

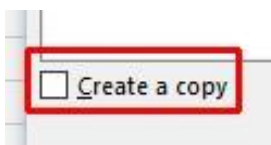


- Use the **Before sheet** section of the dialog box to determine where in the second workbook the worksheet will be copied to.
- Click on the **Create a copy** check box.



- 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.



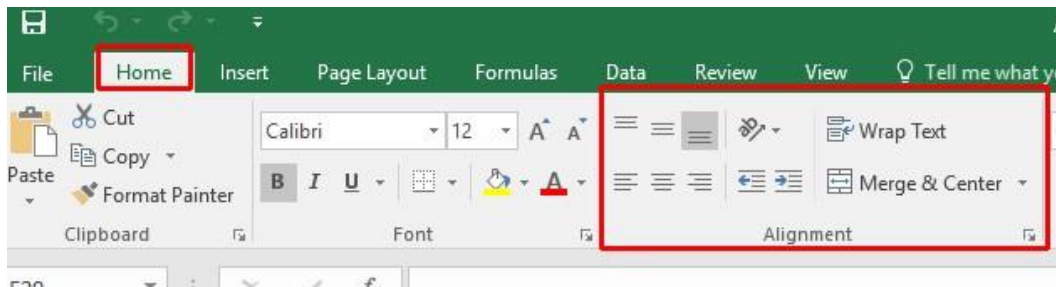
- When you have finished experimenting save the changes in both your workbooks and close all open files.



Alignment formatting within Excel

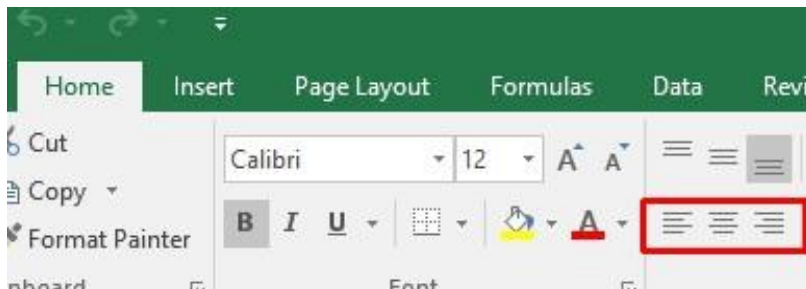
Alignment options

- The alignment options are contained within the **Alignment** group on the **Home** tab.



Horizontally aligning contents in a cell range

- Open a workbook called **Alignment**.
- Select the range **C3:G12**.
- Click on the **Center** icon to centre the cell contents in this range. Try applying **left** and then **right** alignment formatting. Use the alignment icons illustrated below.



Centring a title over a cell range

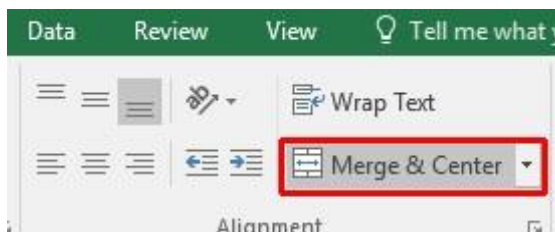
- Click on cell **C2** and type in the word '**Sales**'.

| | A | B | C | D | E | F | G |
|----|---|----------------|-------|------|------|------|------|
| 1 | | | | | | | |
| 2 | | | Sales | | | | |
| 3 | | Country | 2009 | 2010 | 2011 | 2012 | 2013 |
| 4 | | India | 102 | 129 | 189 | 193 | 201 |
| 5 | | Canada | 98 | 120 | 121 | 132 | 143 |
| 6 | | USA | 109 | 110 | 109 | 102 | 94 |
| 7 | | United Kingdom | 92 | 99 | 98 | 95 | 85 |
| 8 | | Australia | 92 | 95 | 96 | 92 | 93 |
| 9 | | New Zealand | 32 | 43 | 54 | 74 | 84 |
| 10 | | China | 67 | 79 | 83 | 88 | 93 |
| 11 | | Pakistan | 24 | 34 | 43 | 54 | 73 |
| 12 | | Mexico | 12 | 24 | 20 | 23 | 32 |

- We want to centre this within the range **C2:G2**. To do this, select the range **C2:G2**.

| | A | B | C | D | E | F | G | H |
|---|---|---------|-------|------|------|------|------|---|
| 1 | | | | | | | | |
| 2 | | | Sales | | | | | |
| 3 | | Country | 2009 | 2010 | 2011 | 2012 | 2013 | |
| 4 | | India | 102 | 129 | 189 | 193 | 201 | |
| 5 | | Canada | 98 | 120 | 121 | 132 | 143 | |

- Click on the **Merge and Center** icon.



- Your screen will now look like this.

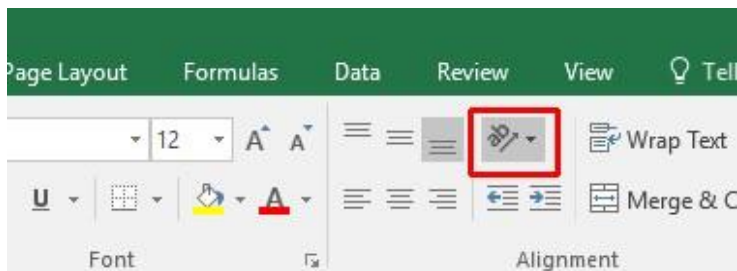
| | A | B | C | D | E | F | G |
|----|---|----------------|--------------|-------------|-------------|-------------|-------------|
| 1 | | | | | | | |
| 2 | | | Sales | | | | |
| 3 | | Country | 2009 | 2010 | 2011 | 2012 | 2013 |
| 4 | | India | 102 | 129 | 189 | 193 | 201 |
| 5 | | Canada | 98 | 120 | 121 | 132 | 143 |
| 6 | | USA | 109 | 110 | 109 | 102 | 94 |
| 7 | | United Kingdom | 92 | 99 | 98 | 95 | 85 |
| 8 | | Australia | 92 | 95 | 96 | 92 | 93 |
| 9 | | New Zealand | 32 | 43 | 54 | 74 | 84 |
| 10 | | China | 67 | 79 | 83 | 88 | 93 |
| 11 | | Pakistan | 24 | 34 | 43 | 54 | 73 |
| 12 | | Mexico | 12 | 24 | 20 | 23 | 32 |

Cell orientation

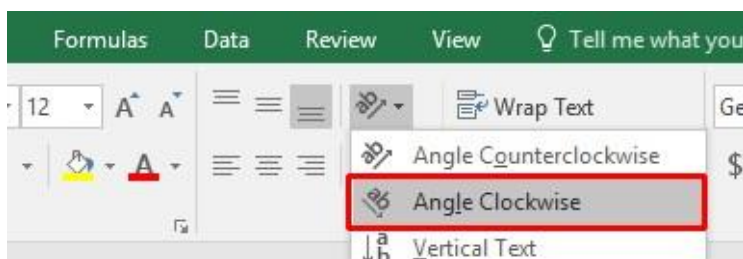
- Select the range **C3:G3**.

| | A | B | C | D | E | F | G |
|---|---|----------------|--------------|-------------|-------------|-------------|-------------|
| 1 | | | | | | | |
| 2 | | | Sales | | | | |
| 3 | | Country | 2009 | 2010 | 2011 | 2012 | 2013 |
| 4 | | India | 102 | 129 | 189 | 193 | 201 |
| 5 | | Canada | 98 | 120 | 121 | 132 | 143 |

- Click on the **Orientation** icon.



- You will see a drop down menu allowing you to format the cell orientation.



- Select the **Angle Clockwise** command. Your data will now look like this.

| | A | B | C | D | E | F | G |
|----|---|-----------------------|--------------|-------------|-------------|-------------|-------------|
| 1 | | | | | | | |
| 2 | | | Sales | | | | |
| 3 | | Country | 2009 | 2010 | 2011 | 2012 | 2013 |
| 4 | | India | 102 | 129 | 189 | 193 | 201 |
| 5 | | Canada | 98 | 120 | 121 | 132 | 143 |
| 6 | | USA | 109 | 110 | 109 | 102 | 94 |
| 7 | | United Kingdom | 92 | 99 | 98 | 95 | 85 |
| 8 | | Australia | 92 | 95 | 96 | 92 | 93 |
| 9 | | New Zealand | 32 | 43 | 54 | 74 | 84 |
| 10 | | China | 67 | 79 | 83 | 88 | 93 |
| 11 | | Pakistan | 24 | 34 | 43 | 54 | 73 |
| 12 | | Mexico | 12 | 24 | 20 | 23 | 32 |

- Experiment with applying some of the other orientation effects.

Text wrapping within a cell

- Click on cell **B14**. Type the following text into cell **B14**.

All revenues are pre-tax profits.

- When you press the **Enter** key you will see that the text does not 'fit' into the cell.

| | A | B | C | D | E | F | G |
|----|---|----------------------------------|--------------|-------------|-------------|-------------|-------------|
| 1 | | | | | | | |
| 2 | | | Sales | | | | |
| 3 | | Country | 2009 | 2010 | 2011 | 2012 | 2013 |
| 4 | | India | 102 | 129 | 189 | 193 | 201 |
| 5 | | Canada | 98 | 120 | 121 | 132 | 143 |
| 6 | | USA | 109 | 110 | 109 | 102 | 94 |
| 7 | | United Kingdom | 92 | 99 | 98 | 95 | 85 |
| 8 | | Australia | 92 | 95 | 96 | 92 | 93 |
| 9 | | New Zealand | 32 | 43 | 54 | 74 | 84 |
| 10 | | China | 67 | 79 | 83 | 88 | 93 |
| 11 | | Pakistan | 24 | 34 | 43 | 54 | 73 |
| 12 | | Mexico | 12 | 24 | 20 | 23 | 32 |
| 13 | | | | | | | |
| 14 | | All revenues are pre-tax profits | | | | | |
| 15 | | | | | | | |

- Select cell **B14** and click on the **Wrap Text** button.



- The cell will now look like this.

| | A | B | C | D | E | F | G | |
|----|---|-----------------------|-------------|-------------|--------------|-------------|-------------|--|
| 1 | | | | | | | | |
| 2 | | | | | Sales | | | |
| 3 | | Country | 2009 | 2010 | 2011 | 2012 | 2013 | |
| 4 | | India | 102 | 129 | 189 | 193 | 201 | |
| 5 | | Canada | 98 | 120 | 121 | 132 | 143 | |
| 6 | | USA | 109 | 110 | 109 | 102 | 94 | |
| 7 | | United Kingdom | 92 | 99 | 98 | 95 | 85 | |
| 8 | | Australia | 92 | 95 | 96 | 92 | 93 | |
| 9 | | New Zealand | 32 | 43 | 54 | 74 | 84 | |
| 10 | | China | 67 | 79 | 83 | 88 | 93 | |
| 11 | | Pakistan | 24 | 34 | 43 | 54 | 73 | |
| 12 | | Mexico | 12 | 24 | 20 | 23 | 32 | |
| 13 | | | | | | | | |
| 14 | | | | | | | | |
| 15 | | | | | | | | |

All revenues are pre-tax profits

- Save your changes and close the workbook.

Aligning cell contents vertically

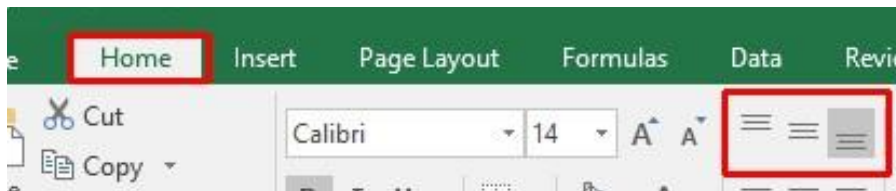
- Open a workbook called **Vertical alignment**. As you can see the cell contents are aligned to the bottom of the cell.

| | A | B | C | D | E | F | G |
|---|---|---|-------------------|-------------|-------------|-------------|-------------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | Sales Area | 2010 | 2011 | 2012 | 2013 |
| 4 | | | North | 234 | 254 | 287 | 300 |
| 5 | | | South | 654 | 763 | 427 | 675 |
| 6 | | | East | 324 | 324 | 553 | 432 |
| 7 | | | West | 234 | 543 | 347 | 432 |

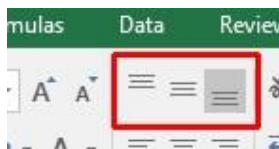
- Select the data area as illustrated.

| Sales Area | 2010 | 2011 | 2012 | 2013 |
|------------|------|------|------|------|
| North | 234 | 254 | 287 | 300 |
| South | 654 | 763 | 427 | 675 |
| East | 324 | 324 | 553 | 432 |
| West | 234 | 543 | 347 | 432 |

- Click on the **Home** tab and from within the **Alignment** group select the required vertical alignment option.



- Experiment with applying each of the three vertical alignment options.

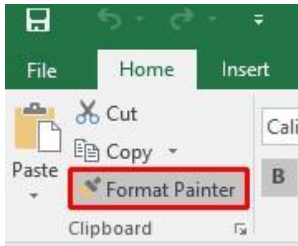


Top Alignment
Middle Alignment
Bottom Alignment

- After you have finished experimenting, set the alignment to **Middle Alignment**. □ Save your changes and close the workbook.

Format Painter

- Open a workbook called **Format painter**.
- Click within the upper table.
- Click on the **Format Painter** icon. This icon is contained within the **Clipboard** group under the **Home** tab.



- Once you click on the **Format Painter** icon, you will notice that the shape of the mouse pointer changes to the shape of a paintbrush. You can now apply the formatting within the cell that you clicked on, to another range within the worksheet.
- Click on cell **B14**, and while keeping the mouse button pressed, move the mouse pointer to cell **G23**. Release the mouse button and the formatting will be copied to the second range within your worksheet, as illustrated.

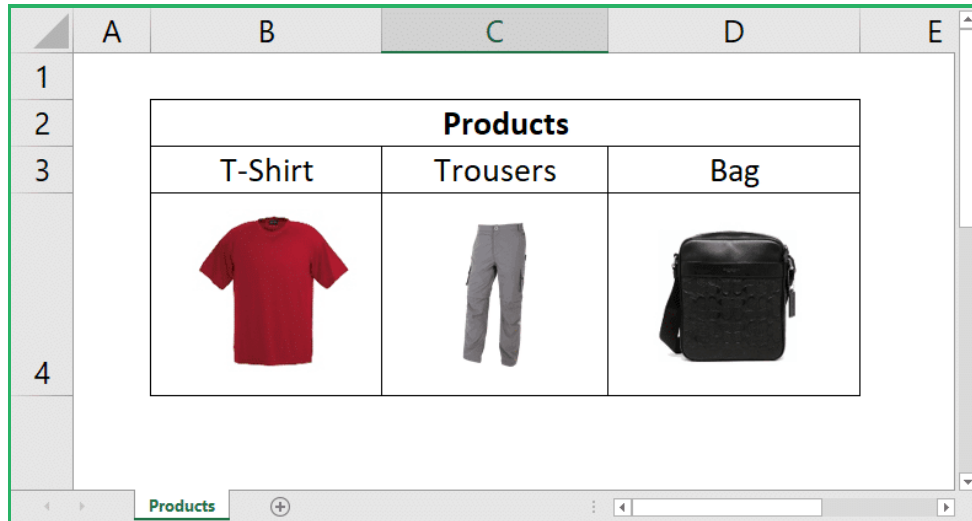
| | A | B | C | D | E | F | G |
|----|---|----------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 1 | | | | | | | |
| 2 | | Country | Sales 2009 | Sales 2010 | Sales 2011 | Sales 2012 | Sales 2013 |
| 3 | | India | 102 | 129 | 189 | 193 | 201 |
| 4 | | Canada | 98 | 120 | 121 | 132 | 143 |
| 5 | | USA | 109 | 110 | 109 | 102 | 94 |
| 6 | | United Kingdom | 92 | 99 | 98 | 95 | 85 |
| 7 | | Australia | 92 | 95 | 96 | 92 | 93 |
| 8 | | New Zealand | 32 | 43 | 54 | 74 | 84 |
| 9 | | China | 67 | 79 | 83 | 88 | 93 |
| 10 | | Pakistan | 24 | 34 | 43 | 54 | 73 |
| 11 | | Mexico | 12 | 24 | 20 | 23 | 32 |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | | Country | Sales 2009 | Sales 2010 | Sales 2011 | Sales 2012 | Sales 2013 |
| 15 | | India | 102 | 129 | 189 | 193 | 201 |
| 16 | | Canada | 98 | 120 | 121 | 132 | 143 |
| 17 | | USA | 109 | 110 | 109 | 102 | 94 |
| 18 | | United Kingdom | 92 | 99 | 98 | 95 | 85 |
| 19 | | Australia | 92 | 95 | 96 | 92 | 93 |
| 20 | | New Zealand | 32 | 43 | 54 | 74 | 84 |
| 21 | | China | 67 | 79 | 83 | 88 | 93 |
| 22 | | Pakistan | 24 | 34 | 43 | 54 | 73 |
| 23 | | Mexico | 12 | 24 | 20 | 23 | 32 |
| 24 | | | | | | | |

- Save your changes and close the workbook.

Inserting Illustrations

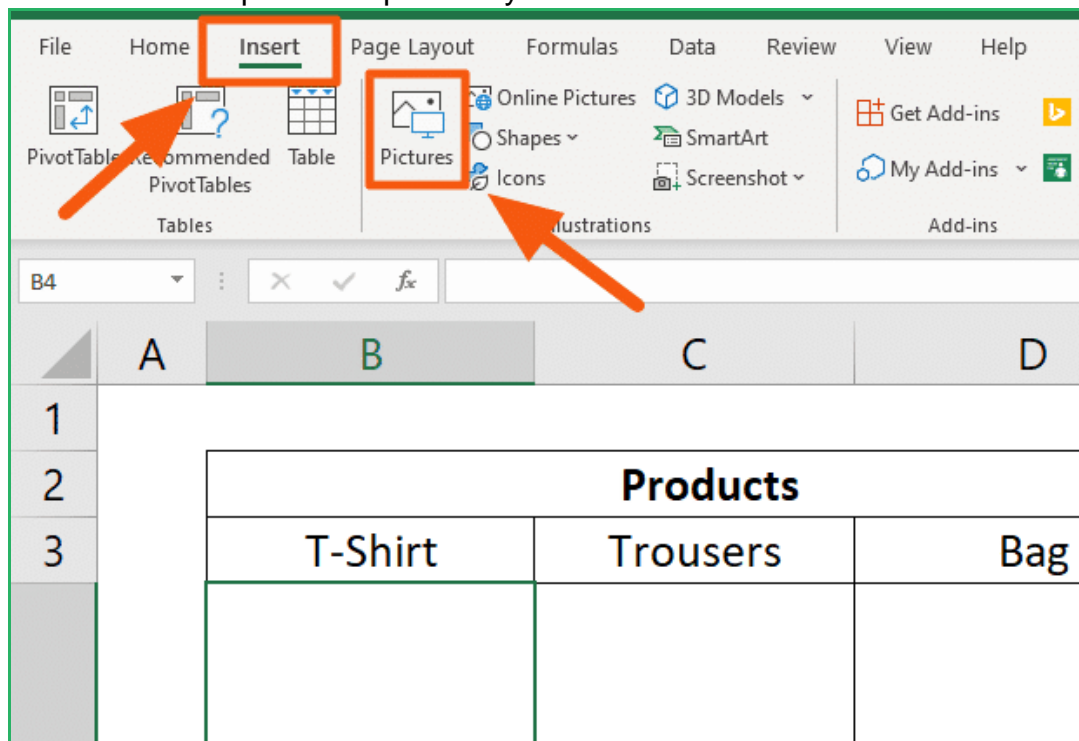
How to insert a picture into a cell in Excel

Unlike with some other platforms, you simply can't copy and paste a picture into an Excel cell.



To start, follow these steps:

- Make sure you're on the 'Insert' tab
- Click the 'Pictures' button found on the 'Illustrations' group
- Select the picture or pictures you would like to insert



After resizing them to fit the cells, there's one problem left:

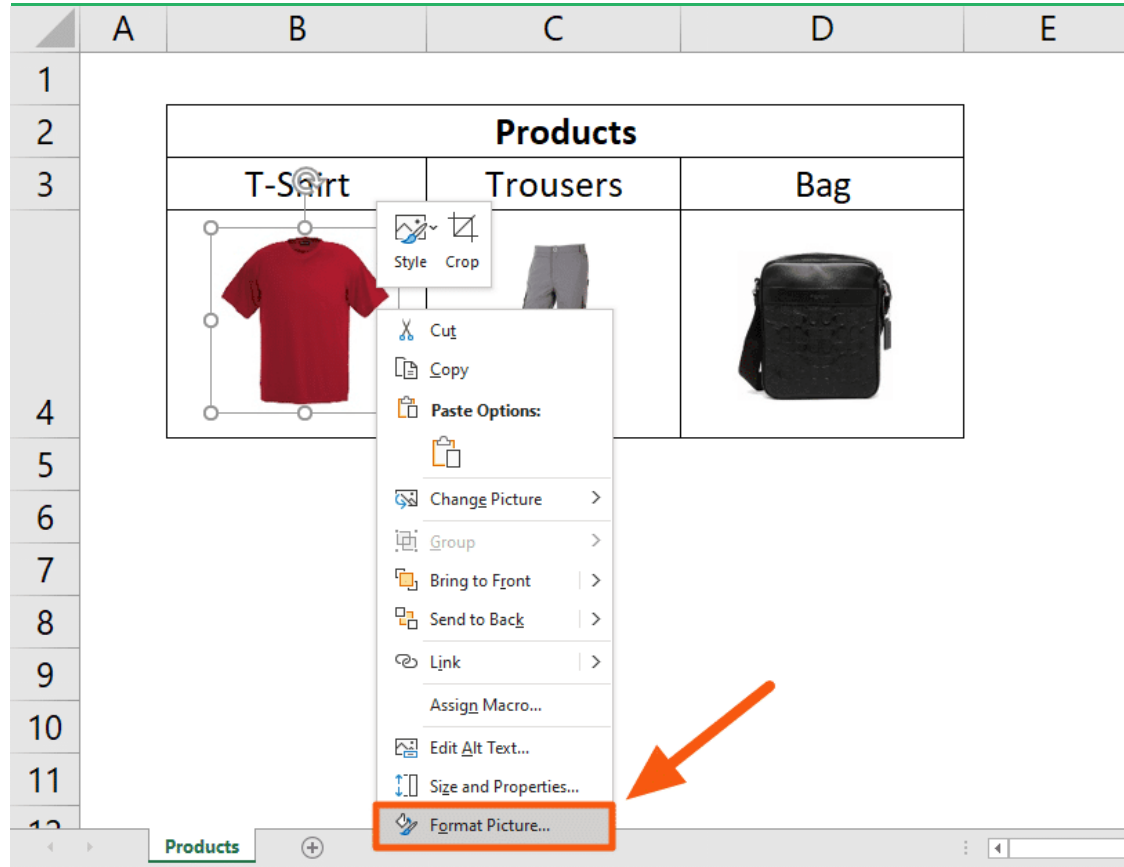
Resizing the columns or rows where the images reside does not affect them.

To solve that, you have to lock the pictures into the cells.

How to lock an image into a cell

For the image to resize when you resize the columns or rows, you will have to change its properties.

To do so, simply **right-click on the image** and select **'Format Picture...'**



This will open a right-hand pane where you can change the format of the picture.

Go into the **'Size & Properties'** tab and tick **'Move and size with cells'** on the **'Properties'**.

