

Excel 2007: Managing Worksheets

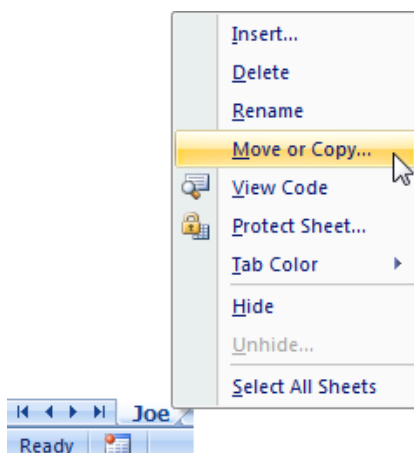
Learning Guide

Many projects have several related sets of data, and sometimes it's hard to manage your data across multiple Excel files. Excel simplifies this process by allowing you to keep your data on multiple worksheets within a single workbook. Once your data is stored in a single file, Excel's tools for managing worksheets help you stay organized so that you can easily find and use your data.

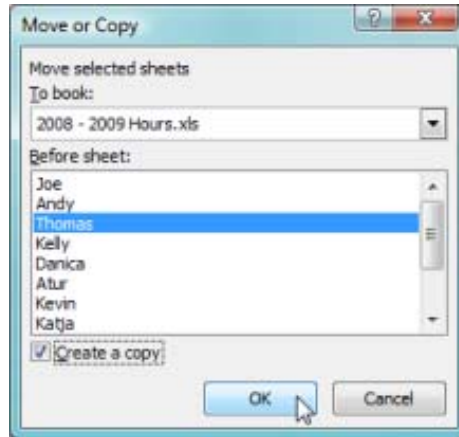
Copying worksheets

In many situations, you will want to make a copy of a worksheet containing data or a chart. You can then make minor adjustments to the worksheet's copy and use it to perform a new analysis of your existing data.

- Open the spreadsheet with the data you wish to manage.
- At the bottom of the Excel window, right-click on the tab of the worksheet that you wish to copy (for example, Joe).
- From the menu that appears, select **Move or Copy**.



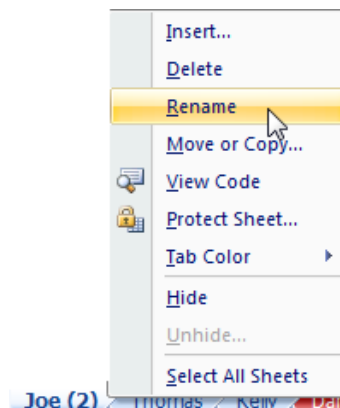
- From the **Move or Copy** window that appears, locate the list labeled **Before sheet**.
- Click on the name of the worksheet that you wish to appear after the new worksheet copy.
- Click to place a check in the box labeled **Create a copy**.
- Click on the button labeled **Ok**.
 - *In the example below, a copy of the Joe worksheet will be inserted before the Thomas worksheet.*



Renaming worksheets

Once you have copied a worksheet, you will want to rename that sheet so that its name reflects its new function in your Excel spreadsheet.

- Right-click on the tab of the worksheet that you wish to rename.
- From the menu that appears, select **Rename**.



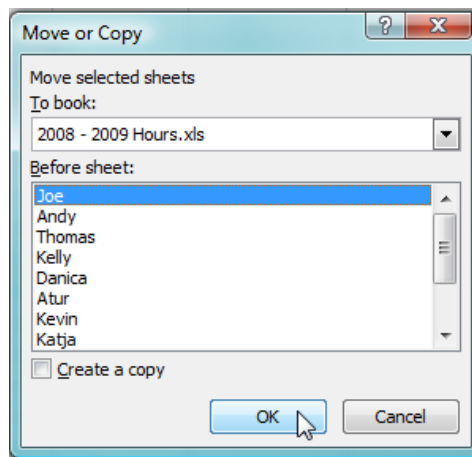
- Excel will highlight the name of the selected worksheet as it currently appears on the worksheet's tab (for example, Joe (2)).

- Type the new title for your worksheet.
- Type **Enter** on your keyboard to save the new worksheet title.

Moving worksheets

As the number of worksheets in your spreadsheet increases, you may need to move your worksheets so that they are organized logically.

- Right-click on the tab of the worksheet that you wish to move.
- From the menu that appears, select **Move or Copy**.
- From the **Move or Copy** window locate the list labeled **Before Sheet**.
- Click on the name of the worksheet you wish to appear after the moved worksheet.
- Click on the button labeled **Ok** to move your worksheet.
 - *In the example below, the selected worksheet will be moved before the worksheet labeled Joe. Note that the checkbox “Create a copy” is left unchecked.*



Tip: Moving worksheets

You can also move a worksheet by dragging its sheet tab to a new location at the bottom of the Excel window.

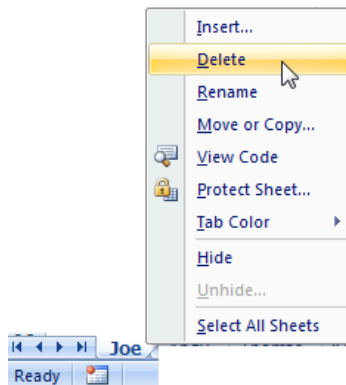
- *Place your cursor over the worksheet that you wish to move.*
- *Click and drag so that the down facing arrow appears to the left of the worksheet you wish to move it next to.*
 - *In the example below, the Kelly worksheet will be moved before the Andy sheet per the black cursor.*



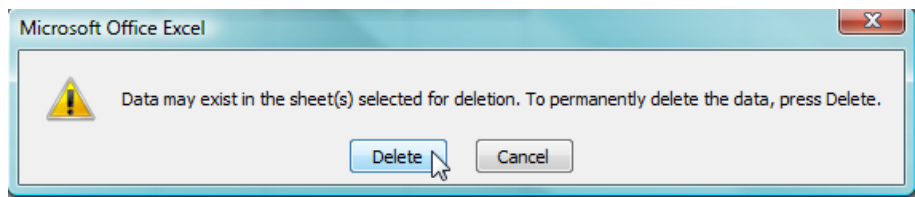
Deleting worksheets

Sometimes, when organizing your workbook, you may need to delete worksheets that are no longer needed. To delete a worksheet:

- Type **Control** and click on the tab of the worksheet you wish to delete.
- From the menu that appears, select **Delete**.



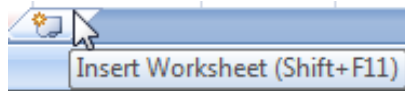
- Excel will ask you to confirm that you wish to delete the worksheet.
- To confirm the deletion, click on the button labeled **Delete**.
*Remember that you can't undo the deletion of a worksheet, so be certain about your choice before clicking **Delete**!*



Inserting blank worksheets

Although you'll often wish to copy an existing worksheet, certain situations will require you to insert a blank worksheet into your Excel document.

- From the collection of worksheet tabs, click on the tab farthest to the right, the **New Sheet** tab.



- Excel will insert a blank worksheet at the end of the collection of tabs (directly to the left of the **New Sheet** tab).
- As mentioned above, you can move your tab anywhere in the collection of tabs.
 - If you are in a current sheet and wish to insert a sheet directly before your current sheet, go to the **Cells** tab on the **Home** ribbon and click on the **Insert** button. From there you can click on **Insert sheet** to place a new sheet directly before your current sheet.

