

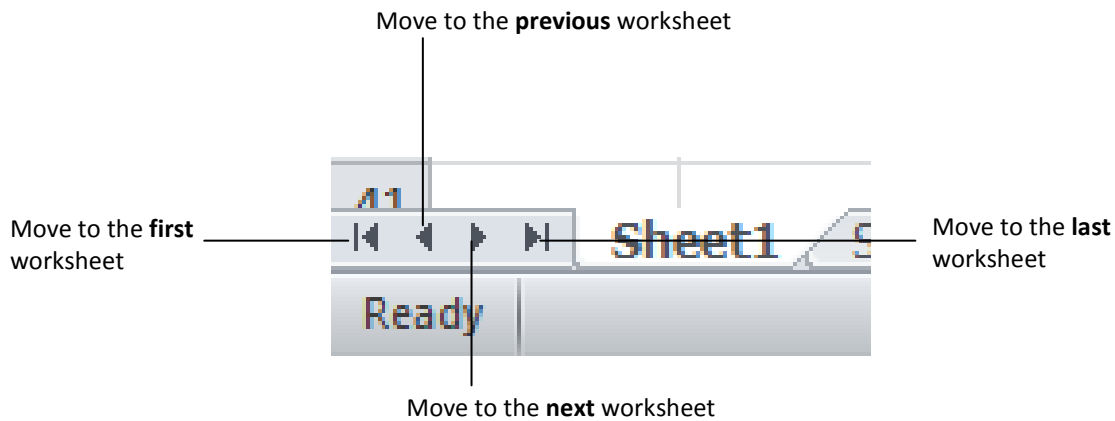
# Working with multiple worksheets

## Microsoft Excel

You can have up to 256 worksheets within the same workbook (file), and each new file automatically contains 3 worksheets.


### Viewing all tabs

When you have many worksheets, some of them are hidden by the horizontal scroll bar. Use the button at the left bottom corner of the worksheets to view hidden ones.



Or

Stretch out the horizontal scroll bar at the bottom right corner of the worksheet.

1. Mouse over the border of the scroll bar and tab.
2. Hold the mouse down when the cursor becomes 



3. Drag it out to the right.

Keyboard shortcuts to move between the worksheets are:

Move to **previous** sheet

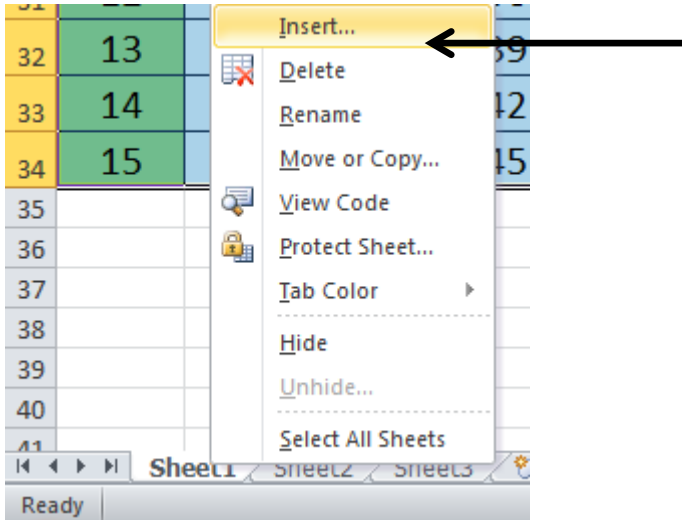


Move to **next** sheet

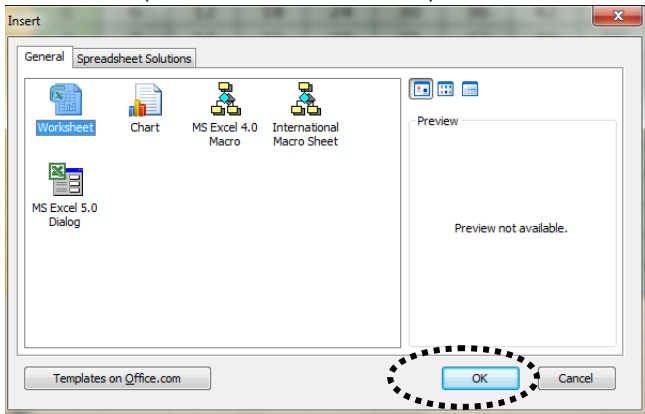


## Inserting a new worksheet

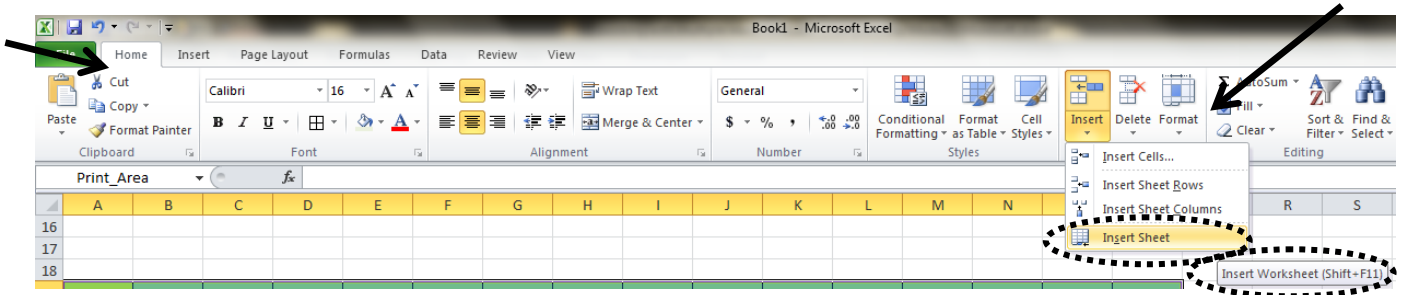
1. **RIGHT** click on a worksheets > **Insert**



2. Click **OK** (Worksheet is selected as default)

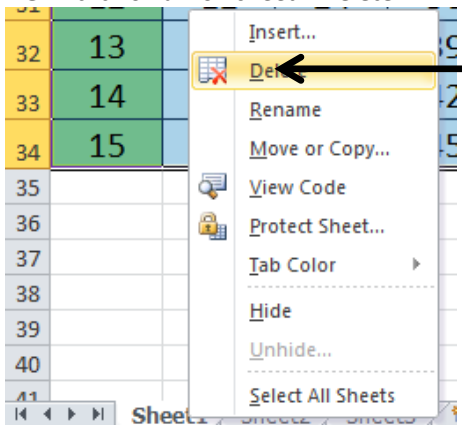


Or, Home > Insert > Insert Sheet

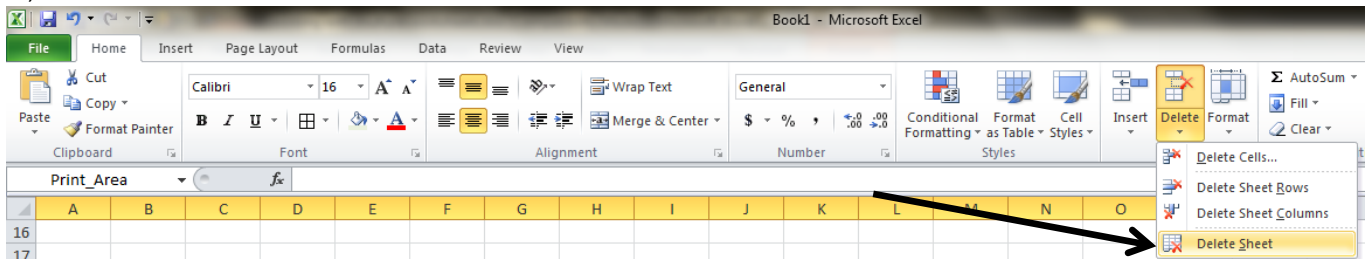


## Deleting a worksheet

- RIGHT** click on a worksheet > **Delete**



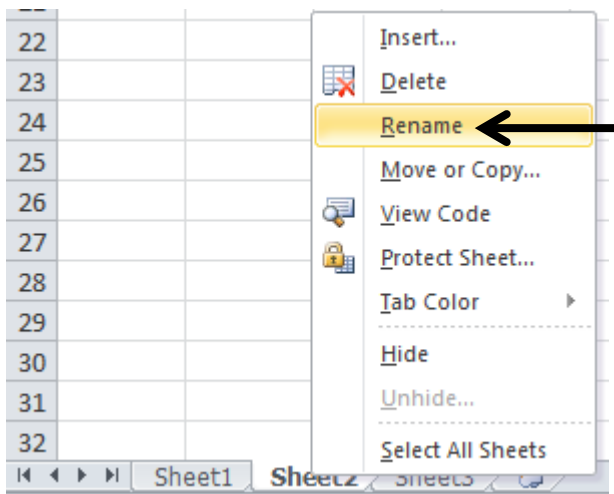
Note: Keyboard shortcut for Insert Worksheet  
Shit +F11

**Or, Home > Delete > Delete Sheet**

**Naming the worksheets**

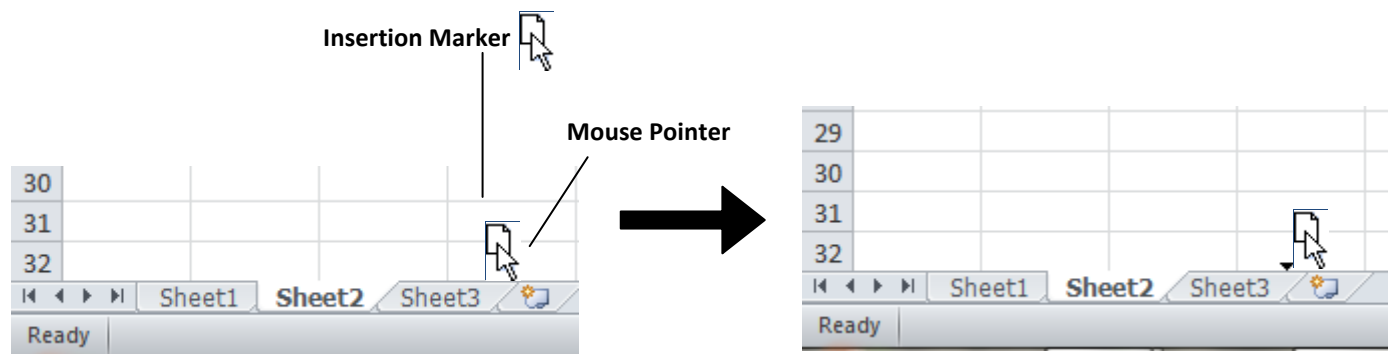
1. **RIGHT** click on the worksheet
2. Click on **Rename**
3. Enter the new name
4. Press **ENTER** key to complete renaming.

OR

1. **Double click** on the worksheet tab to rename
2. Enter the new name
3. Press **ENTER** key to complete renaming.

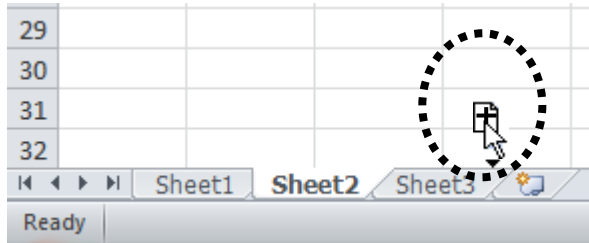

**Moving a worksheet – Drag and drop**

1. Click the tab of the sheet to be moved
2. Drag the selected tab to a new location



### Copying a worksheet (a quick way)

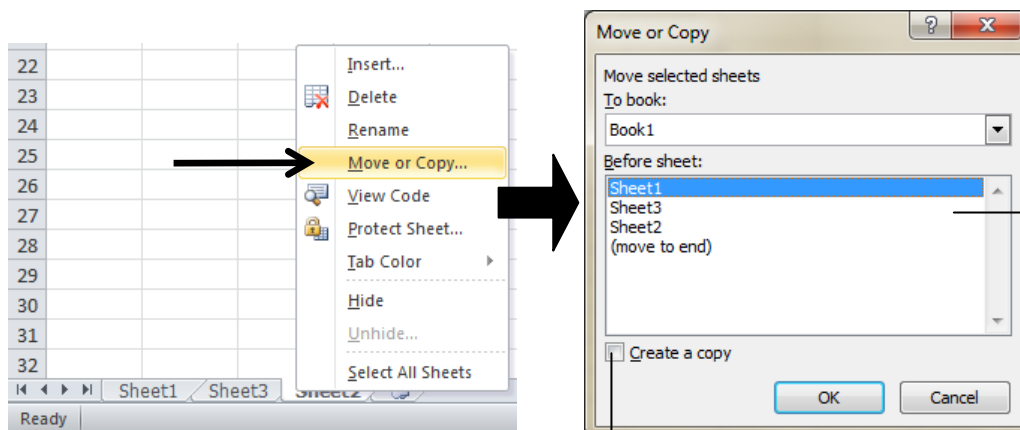
1. Click the sheet tab to be copied
2. Hold the **CTRL** key down
3. Drag the sheet to a different location.
4. Release the mouse button
5. Release the **CTRL** key.



Tip: When copying, a plus sign will appear in the worksheet picture of the mouse pointer

### Moving/Copying a worksheet - Different workbook (file)

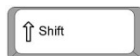
1. **RIGHT** click on the worksheet
2. Choose **Move or Copy**
3. Click on the **To book** drop down box
4. Choose the workbook name
5. Click on the **OK** button



Click here to choose a different workbook to move or copy

Tick this box if you want to copy

### Selecting continuous sheets



1. Click the first sheet tab to be included in the group
2. Hold the **SHIFT** key down and click on the last tab to be included.

### Selecting non-continuous sheets



1. Click the first sheet tab to be included in the group
2. Hold the **CTRL** key down and click on each tab to be included.

Grouping worksheets is a quick way of moving, copying, inserting and deleting tabs in some cases

For example, you can insert more than one tab at the same time if you use this tip!

