

## Day 8 – 90 days of Analytics: Worksheets in Excel

In the first video of the day, we saw how to manipulate worksheets

The following were mentioned

- To create a new worksheet, we click on the plus sign next to the rightmost sheet name. OR we right click on any of the sheets and choose the option **"insert"**, select the option **"worksheet"** from the window that appears then validate.
- To delete a worksheet, we just right click on it and choose the **"delete"** option from the menu that appears
- To rename a sheet, we just double click on the name of the sheet to enter editing mode, give the name and validate
- Worksheets can be moved either left or right by performing the **"click and drag"** actions. OR we right click on the worksheet and choose the **"move or copy"** option, select our preferences and validate.
- Worksheets can be created in new workbooks using the **"move or copy"** option. Note should be taken here that the **"create a copy"** option should be checked.
- The tab of the worksheet can be colored. We right click on the tab, choose **"Tab color"** from the menu that appears, choose our preferences.
- Worksheets can be hidden. We just right click on the worksheet and click on the **hide** option

Link to the YouTube Recording: <https://www.youtube.com/watch?v=2ZBxBVJpwMU>

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## Day 8 – 90 days of Analytics: Hiding, viewing, Freezing, Splitting

In the second and last video of the day, we saw how to hide or unhide columns, freezing panes, splitting windows and arranging windows

The following were mentioned

- To hide a column, we right click on the column letter and chose hide from the menu that appears. Same procedure to unhide but we choose the option **"Unhide"**.
- To freeze panes, we go to the **"view"** menu, choose our preferences from the **"Freeze Panes"** option from the **"window"** toolbox. The same procedure is applied to unfreeze
- To split windows, we click on the **"Split"** option in the **"window"** toolbox under the **"view"** menu. Same procedure for **"Arrange All"** option.

Link to the YouTube Recording: <https://www.youtube.com/watch?v=wVu2ErdBN04>

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