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

In the first video of the day, we say 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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