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## Managing large workbooks

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# Exercise: Managing worksheets

**Note:** You can pass this course and all graded assessments without access to the downloadable version of Excel.

## How to complete this exercise

To complete this exercise, you will need access to Microsoft 365 Excel.

**Note:** Keep in mind that if you are using free Office for the web or another version of the Microsoft 365 Excel application some features covered in this exercise may not be available.

## Free Office for the web

If you do not have access to Microsoft 365 Excel, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

## Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

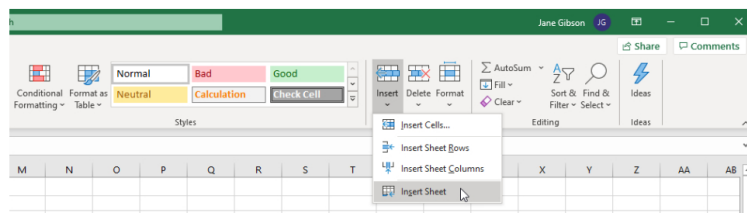
## Let's get started!

You are continuing your work on a workbook that tracks product usage and inventory information. You need to insert a new worksheet, as well as hide and reposition the worksheets in the workbook.

1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

[Exercise: Managing worksheets](#)

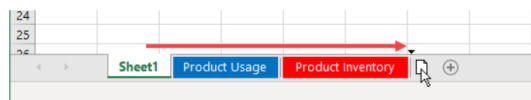
2. First you need to insert a new worksheet into the current workbook, so click **Home** → **Insert** → **Insert Sheet**:



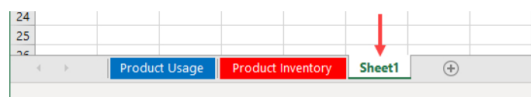
3. The new sheet will be inserted to the left of all the existing ones:



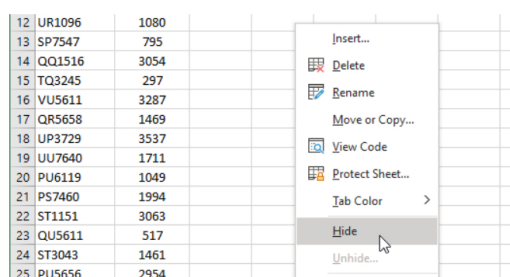
4. **Move** the new worksheet to the right of all the existing ones by clicking and dragging it in that direction until the small black indicator arrow is in position:

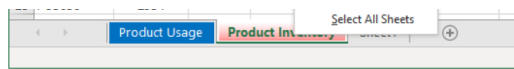


5. When you release your mouse button, the selected worksheet will be dropped into position:

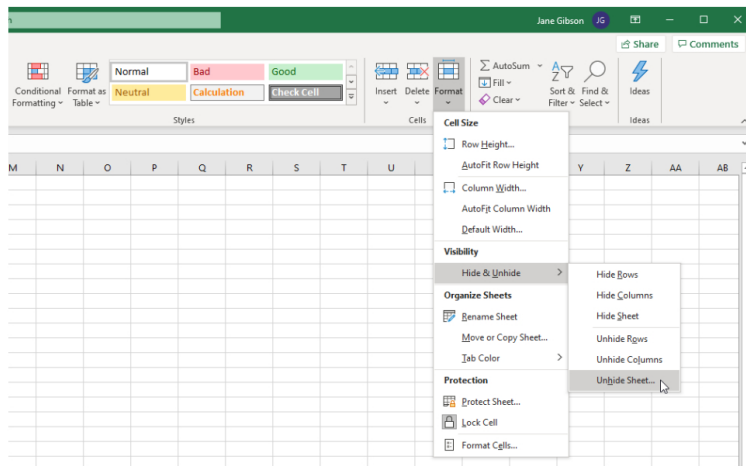


6. Hide the **Product Inventory** worksheet by right-clicking on it and clicking **Hide**:

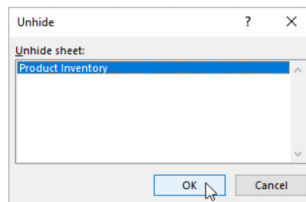




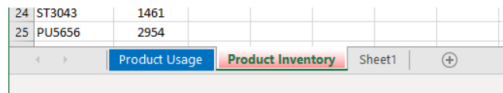
7. It turns out that you need to see this worksheet after all, so click **Home** → **Format** → **Hide & Unhide** → **Unhide Sheet**:



8. The Unhide dialog box will now be displayed. Ensure that the **Product Inventory** worksheet is selected and then click **OK**:



9. The selected worksheet will be visible once again:



10. Save your workbook as Activity 5-2 Complete. Close Microsoft 365 Excel to complete this activity.

11. 1 Now, you can check out an example of a completed document in the link below:

[Completed exercise: Managing worksheets](#) [🔗](#)

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