

# What is Workbook Window?

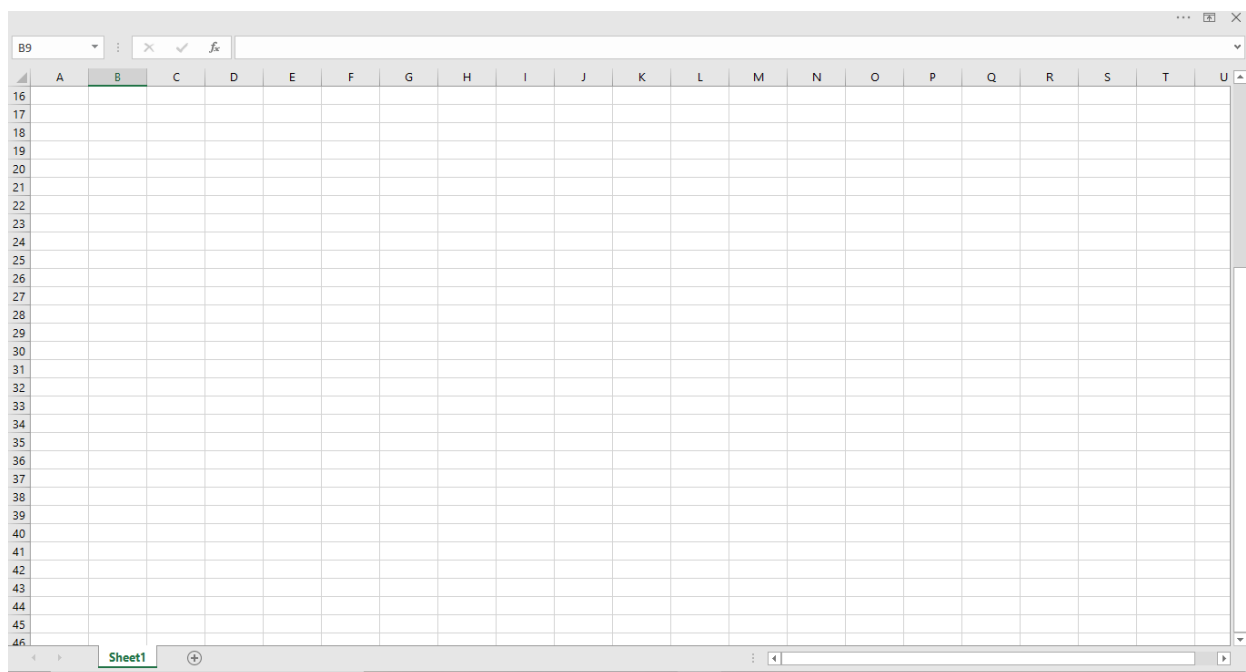
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In Excel 2016, when we open up a new workbook, it now includes only one worksheet. There can be the max of 1,048,576 rows and 16,384 columns in an excel worksheet.

## Worksheet

Excel files are known as **workbooks**. Each workbook hold one or more worksheets (also called a "**spreadsheetsx**").

Whenever we create a new Excel workbook, it will include **one worksheet** named **Sheet1**. A worksheet is a framework of columns and rows where column are identified by letters running across the top of worksheet, and rows are identified by numbers running down the left side of the worksheet.



When working with a high amount of data, we can create multiple worksheets to help organize our workbook and make it easier to find content. We can also group worksheets to quickly add data to multiple worksheets at the same time.

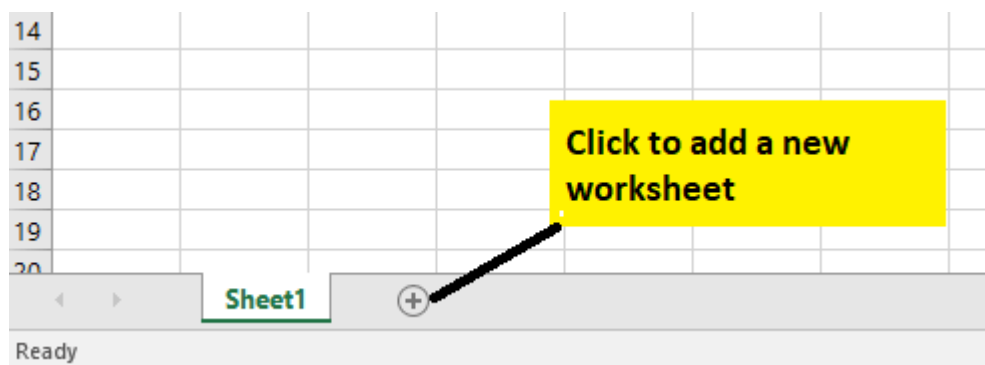
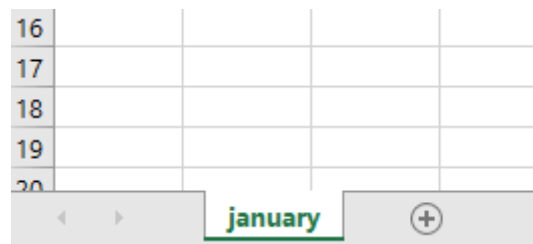
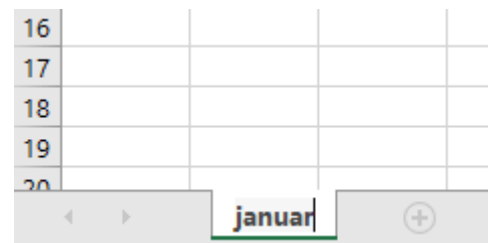
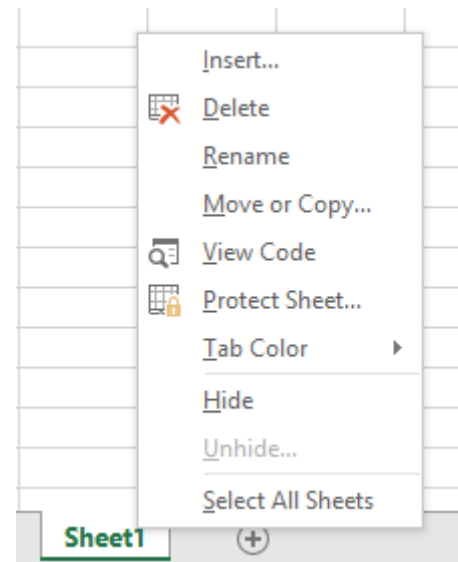
## To rename a worksheet

Whenever we create a new Excel workbook, it will include **one worksheet** named **Sheet1**. We can rename a worksheet to reflect its content better. In this example, we will develop a training log organized by month.

1. Right-click the worksheet we wish to rename, then select Rename from the worksheet menu.
2. Type the **desired name** for the worksheet.
3. Click anywhere outside of the worksheets, or press the **Enter** on our keyboard. The worksheet will be **renamed**.

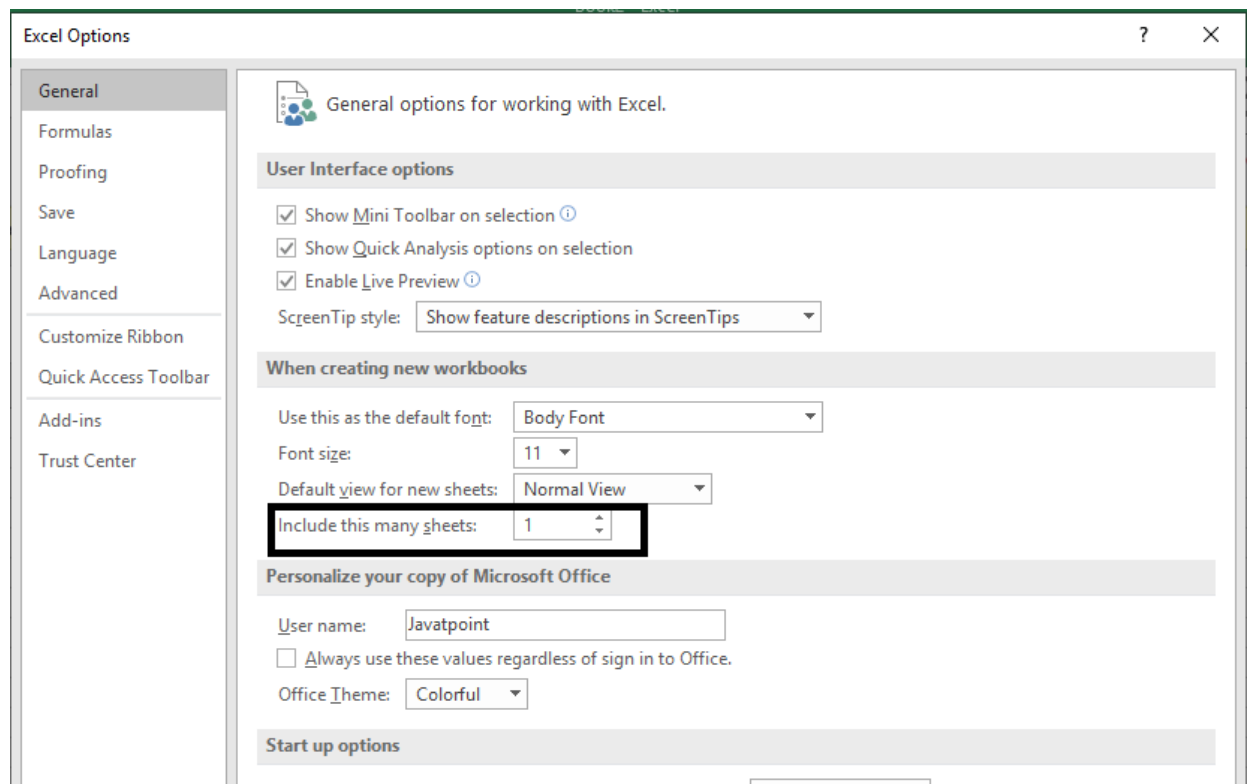
## To insert a new worksheet

1. Locate and select the **new sheet** button.



2. A new, blank worksheet will occur.

**Note:** To change the default number of worksheets, navigate to backstage view, click **Options**, and then choose the desired amount of worksheets to contain in each new workbook.

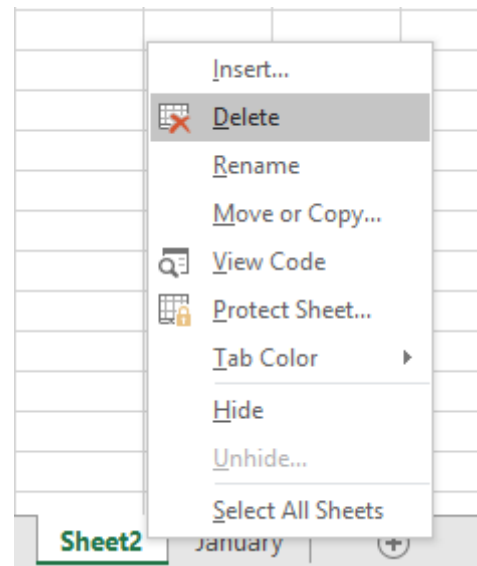


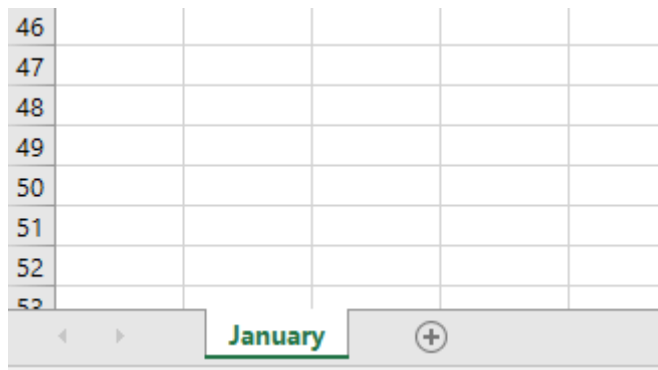
## To delete a worksheet

1. Right-click the **worksheet** you wish to remove, then select **Delete** from the **worksheet** menu.

2. The worksheet will be **deleted** from our workbook.

Alternatively, **Home Tab** in the **Cells Group**, click on **Delete** and select **Delete Sheet**.



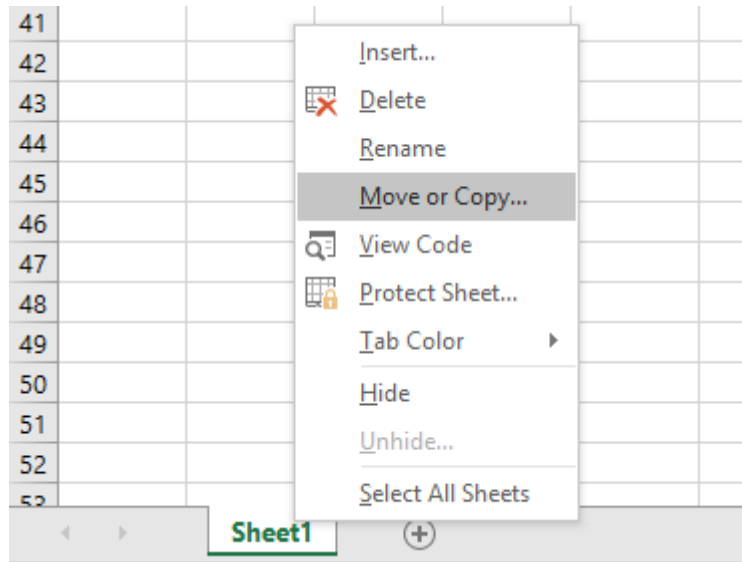


**Note: The Undo button will not undo the deletion of the worksheet.**

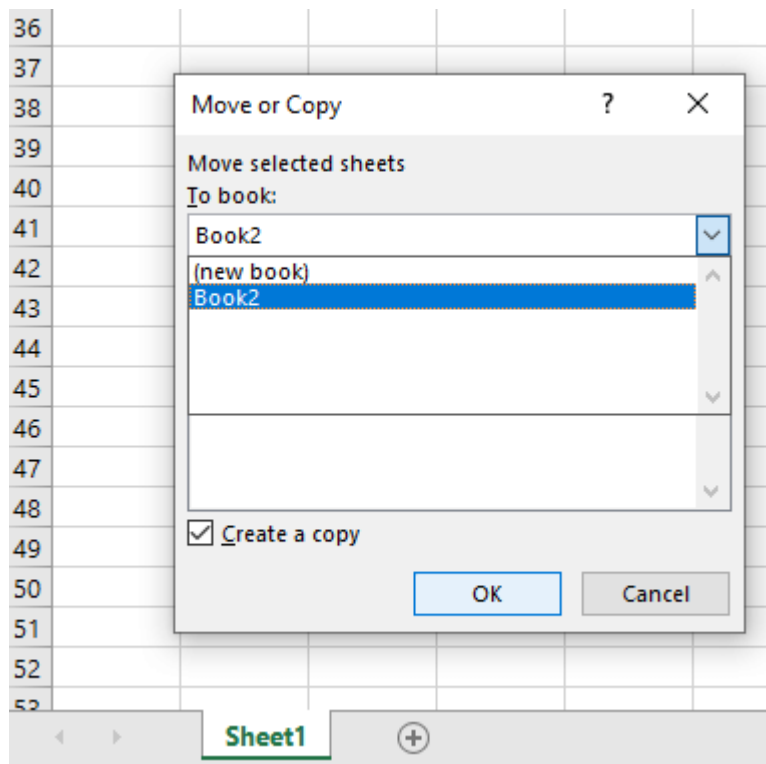
### To copy a worksheet

If we need to duplicate the content of one worksheet to another, Excel allows us to copy an existing worksheet.

1. Right-click the worksheet we want to copy, then select **Move or Copy** from the **worksheet** menu.



2. The Move or Copy dialog box will occur. Choose where the sheet will occur in the **Before sheet:** field. In this example, we'll choose (move to end) to place the worksheet to the right of the current worksheet.
3. Check the box next to generate a copy, then click OK.





4. The worksheet will be copied. It will have a similar title as the original worksheet, as well as a version number.

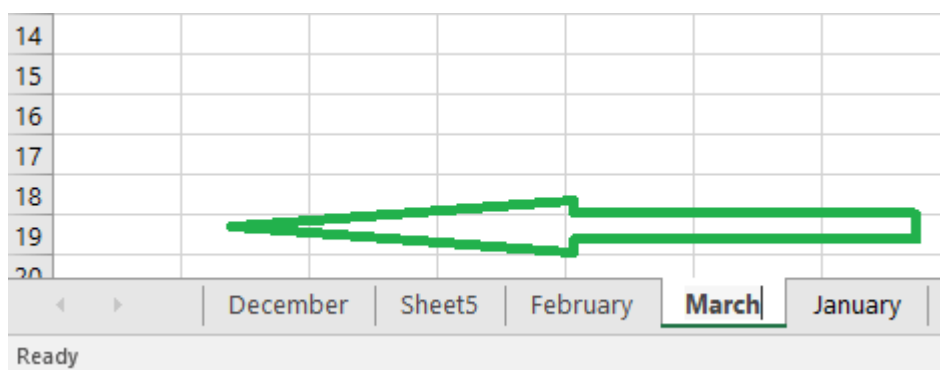
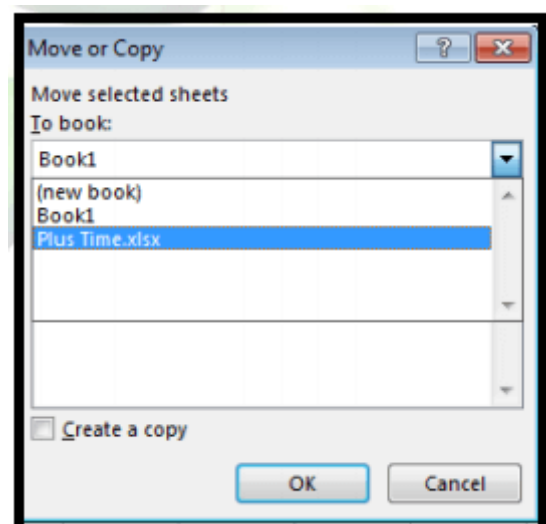
**Note:** We can also copy a worksheet to a fully different workbook. We can choose any workbook that is now open from the To book: drop-down menu.

### To move a worksheet

Sometimes we may want to move a worksheet to rearrange our workbook.

1. Select the worksheet we wish to move. The cursor will develop into a small worksheet icon .

2. Hold and drag the mouse until the small black arrow emerge  above the desired placed.

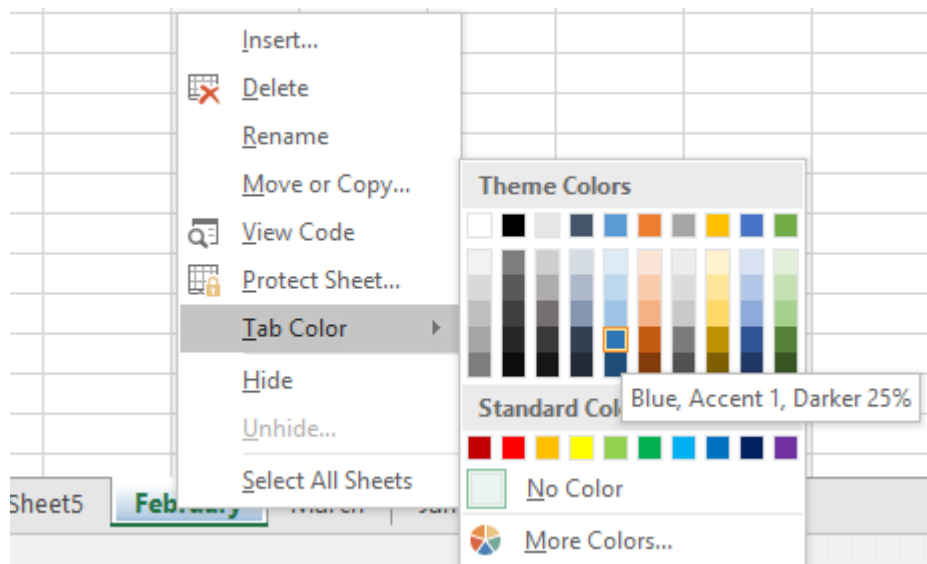


3. Release the mouse. The worksheet will be changed.

### To change the worksheet color

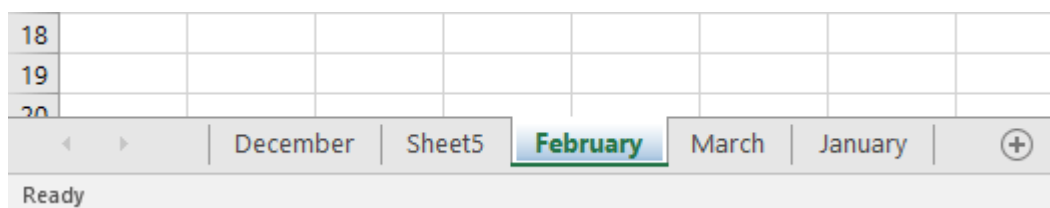
We can change a worksheet's color to help organize our worksheets and make our workbook easier to navigate.

1. Right-click the desired worksheet, and the mouse over Tab Color. The Color menu will emerge.
2. Choose the desired color. A live preview of a new worksheet color will develop as the mouse over different options. In this example, we'll choose Red.



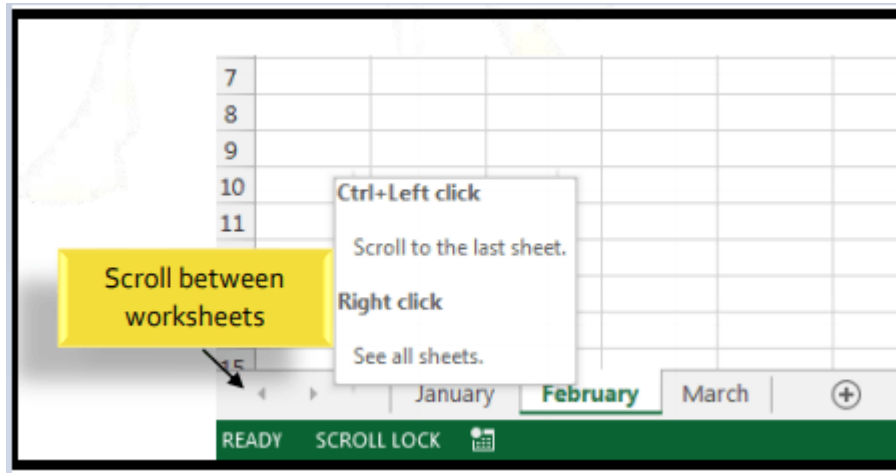
3. The worksheet color will be modified.

The worksheet color is significantly less noticeable when the worksheet is selected. Select another worksheet to view how the color will emerge when the worksheet is not selected.



### The Scrolling Buttons

These buttons scroll the show of sheet tabs one at a time or to show the first and last grouping of sheet tab and are placed to the left of the sheet tabs.



## The Scroll Bars

Our spreadsheet may frequently have more data than we can view on-screen at once. Click, hold, and drag the vertical or horizontal scroll-bar depending on what part of the page we want to view.

