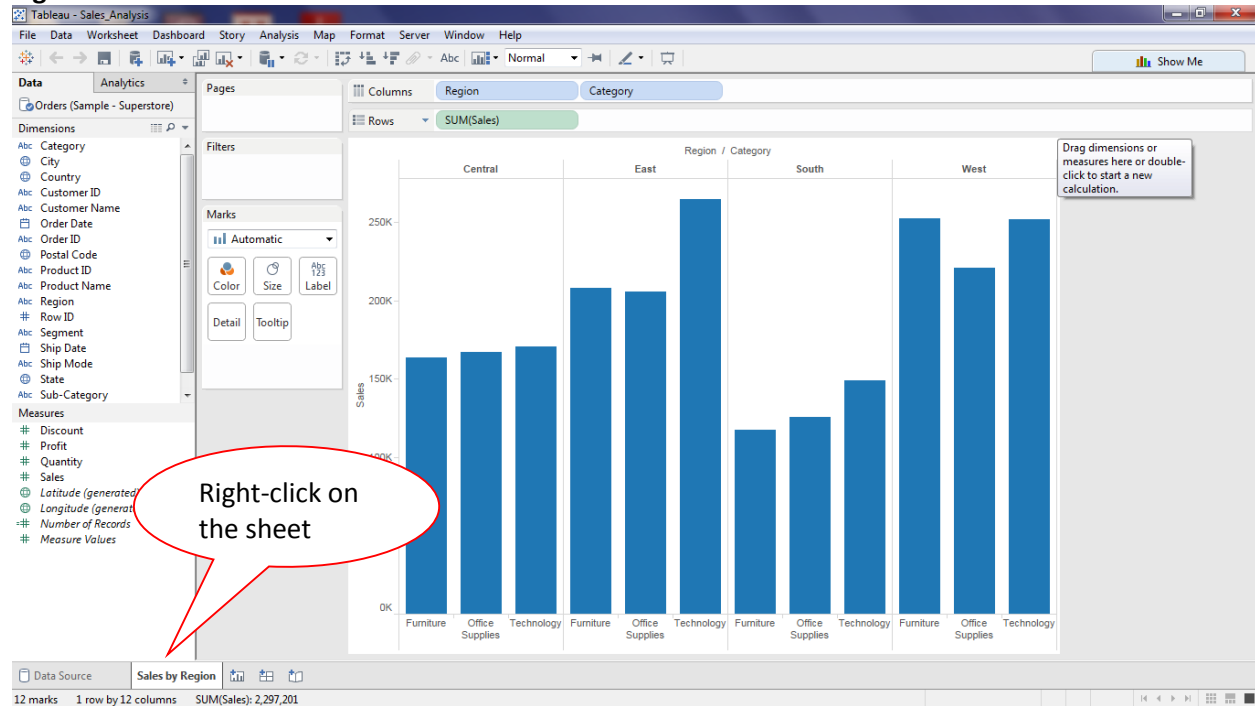


Objective: This exercise will demonstrate how to copy or delete a worksheet

We will start with the **Sales by Region** worksheet displayed on Figure 1.

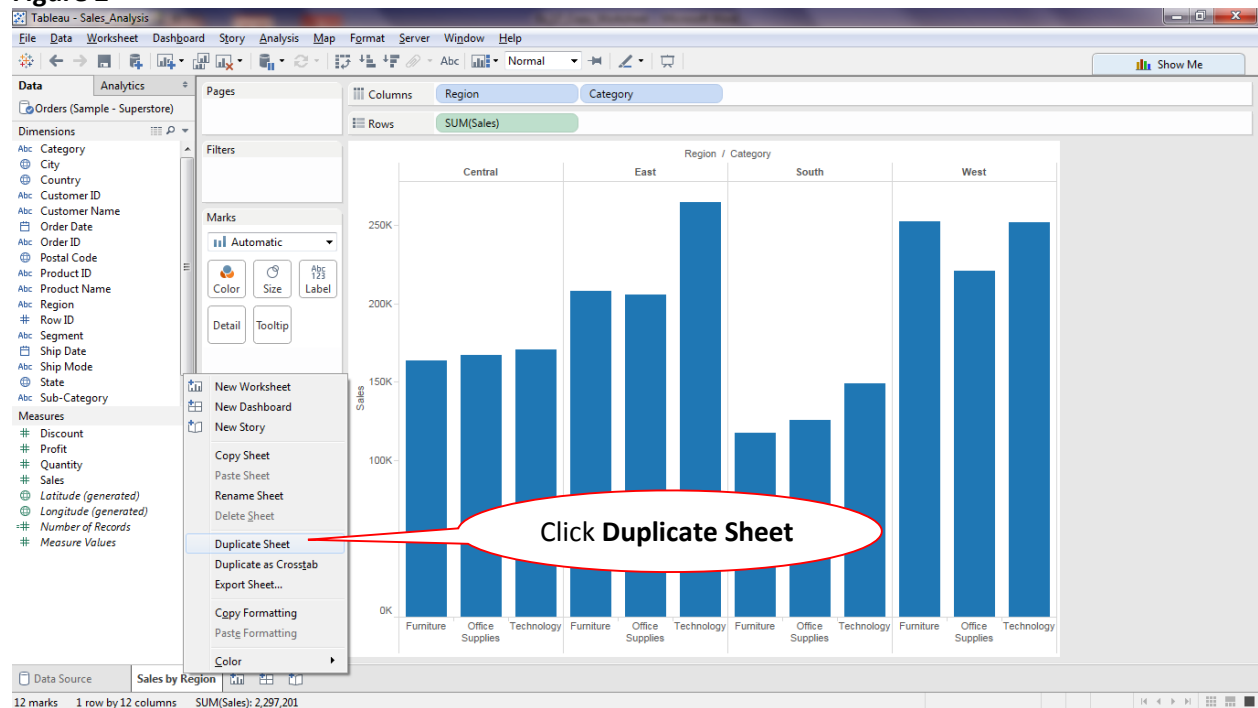
Figure 1



To make a duplicate copy of the worksheet:

- Right-click the **Sales by Region** sheet as shown on Figure 1, which will popup the menu tree displayed on Figure 2

Figure 2



- Click the **Duplicate Sheet** menu tree item as shown on Figure 2, which will lead to the display on Figure 3

Figure 3

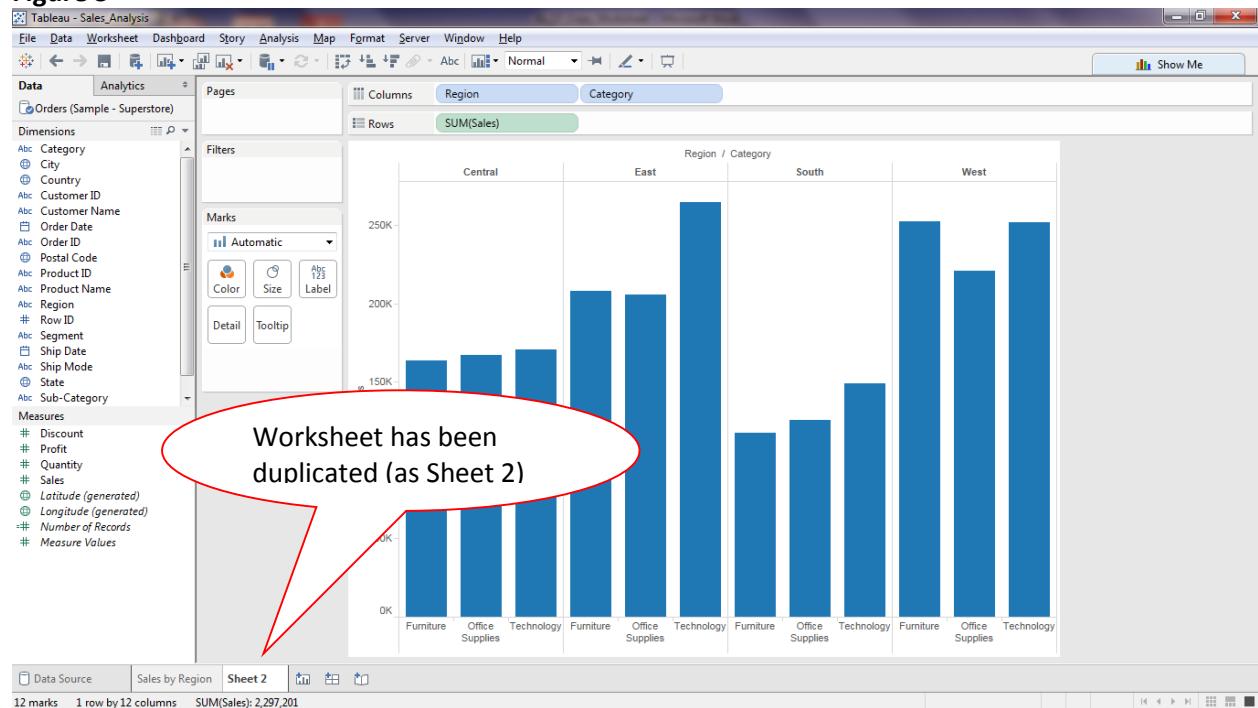


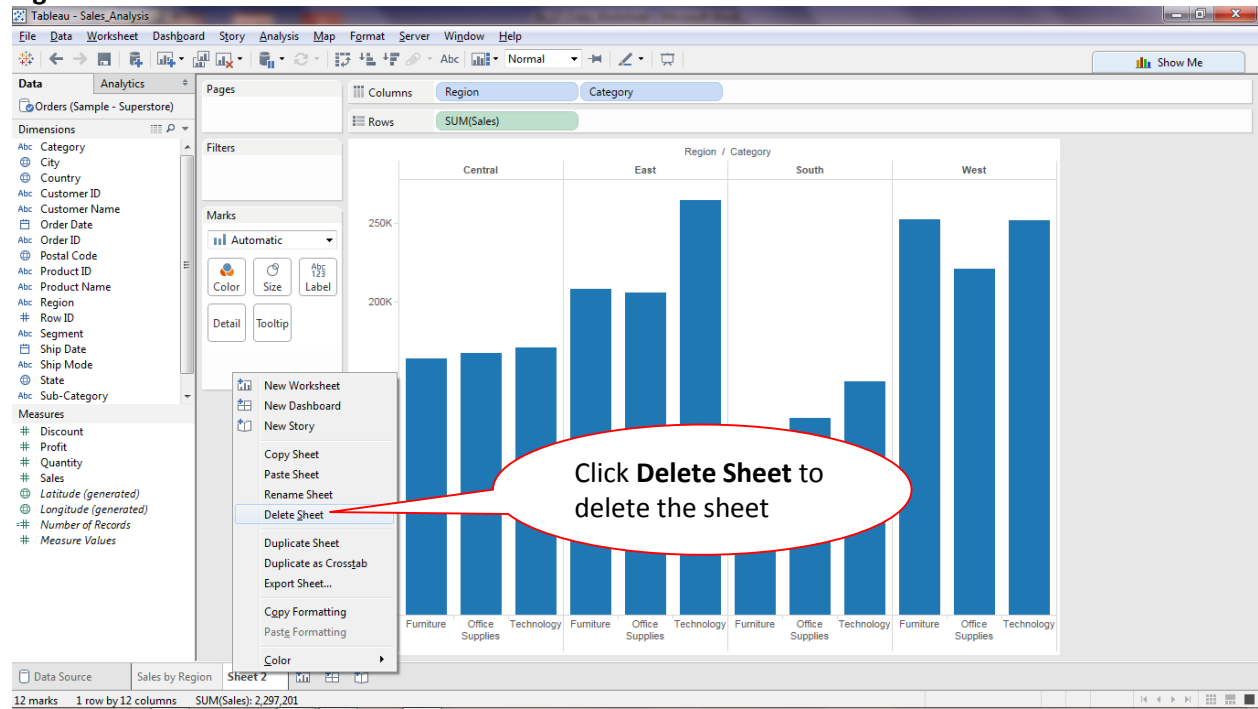
Figure 3 now shows two worksheets:

- Sales by Region (original)
- Sheet 2 (duplicate)

To delete a worksheet:

- Right-click on the sheet to be deleted, which will popup the menu tree displayed on Figure 4

Figure 4



- Click the **Delete Sheet** menu tree item as shown on Figure 4, which will delete the sheet