

COMP1022Q
Introduction to Computing with Excel VBA

Worksheets

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Outcomes

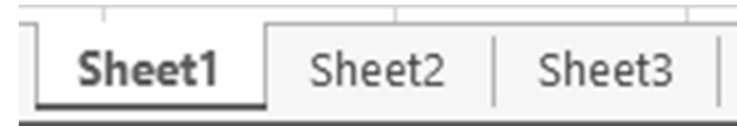
- After completing this presentation, you are expected to be able to:
 1. Describe the structure of an Excel file (workbook, worksheets and cells)
 2. Manage multiple worksheets inside an Excel file

Workbook Structure

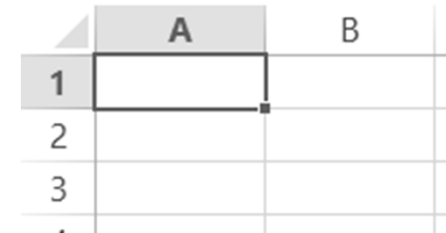
- The basic ‘structure’ of an Excel file is:

Workbook } ‘Workbook’ basically means ‘an Excel file’

↳ *1 or more worksheets*



↳ *Each worksheet has lots of cells*

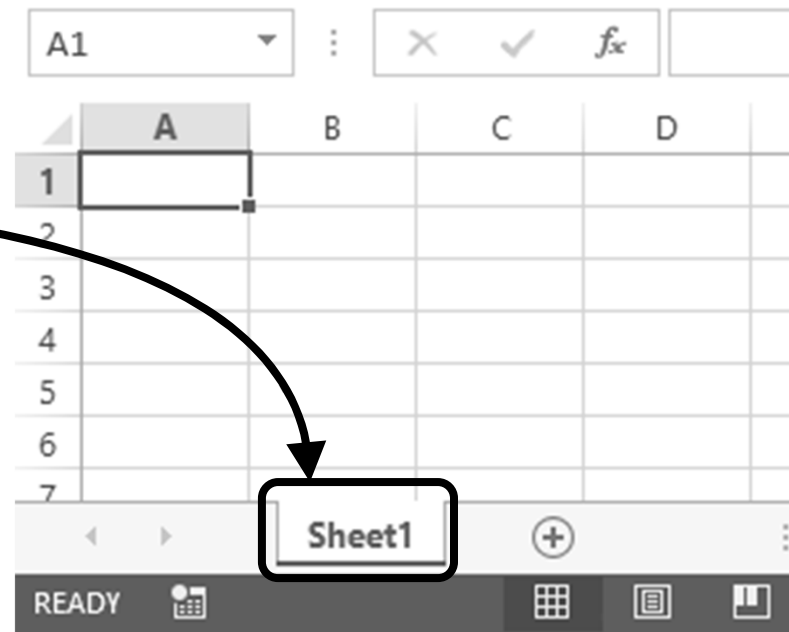


	A	B
1		
2		
3		
4		

- You can think of a worksheet as a ‘piece of paper’
- You can have as many worksheets as you like
- You need at least one worksheet in your Excel file, you can never have zero

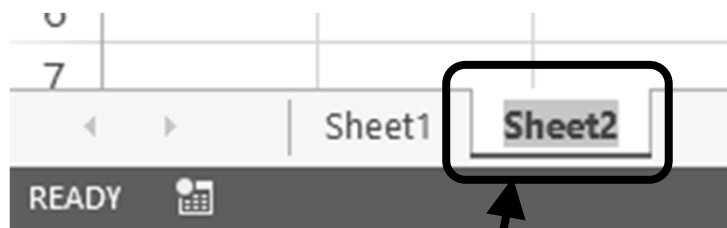
One Worksheet to Start With

- If you create a new Excel file, you are given one empty worksheet at the start
- The default name (Sheet1) given to the worksheet isn't good, it is much better to change the name to something appropriate



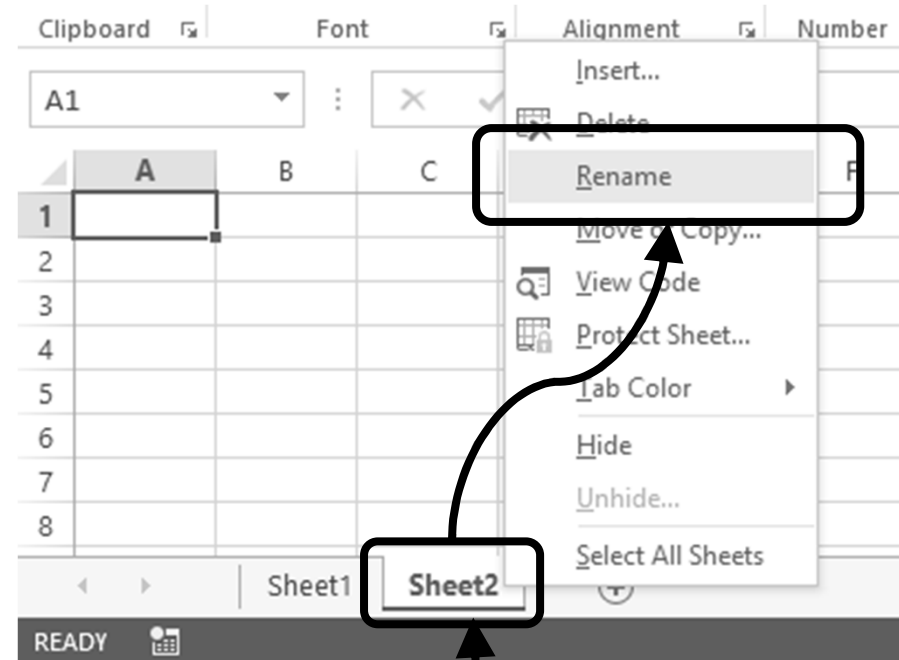
Renaming Worksheets

- To change a worksheet name, the fast way is to double click on the worksheet name at the bottom, then change the text
- The slow way is to right click, select 'Rename', then change the text



Fast way

double click

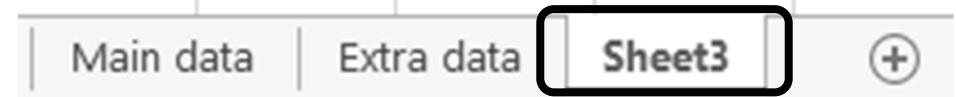


Slow way

right click

Creating a New Worksheet

- Sometimes you need to use more than one worksheets
- To create a new worksheet, click on the icon, or press Shift-F11
- Then change the name to something appropriate

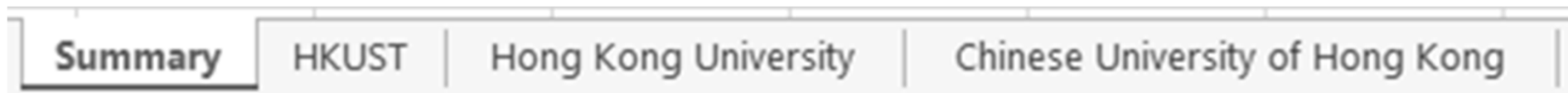


Sensible Worksheet Names/Structure

- The user should be able to look at the worksheet names and have a very good idea of what they contain, for example, like these:

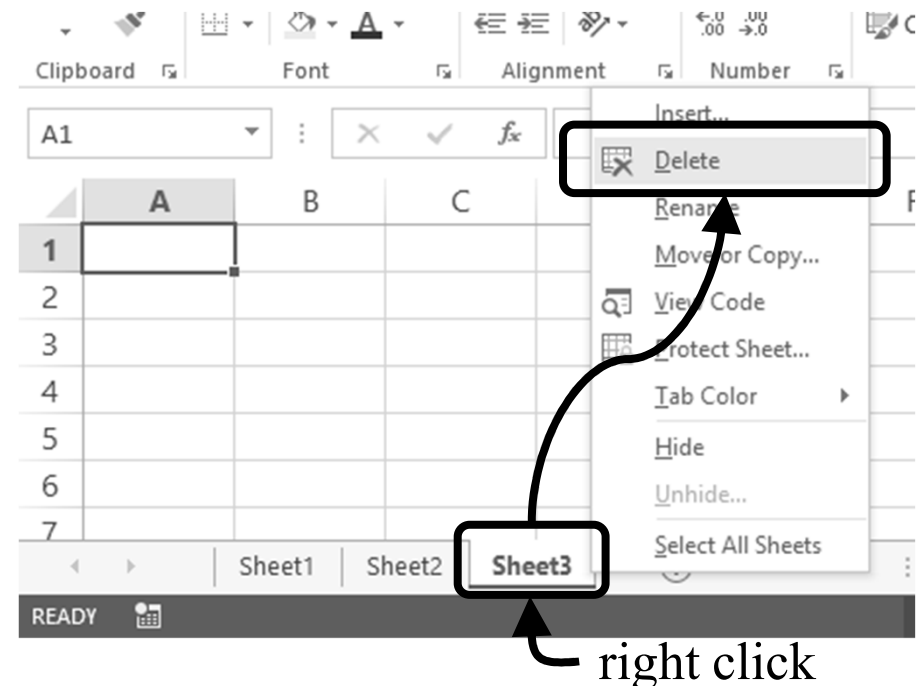


- Sometimes you have a main worksheet, and all the other worksheets ‘feed’ into it i.e.



Deleting Worksheets

- Some people are lazy, or they don't know how to delete unused worksheets, so they leave them in their Excel file
- But when someone else opens the file, they will waste time checking them to see if anything important is there
- It is much better to delete any unused worksheets
- To delete a worksheet, right click on the worksheet name at the bottom, then select 'delete'



The Active Worksheet

When You Open an Excel File

- When you open an Excel file it shows the worksheet that was open when it was saved
- So it makes sense to go to the most important/the main worksheet just before you save the file
- Then when the file is opened, the main worksheet is shown

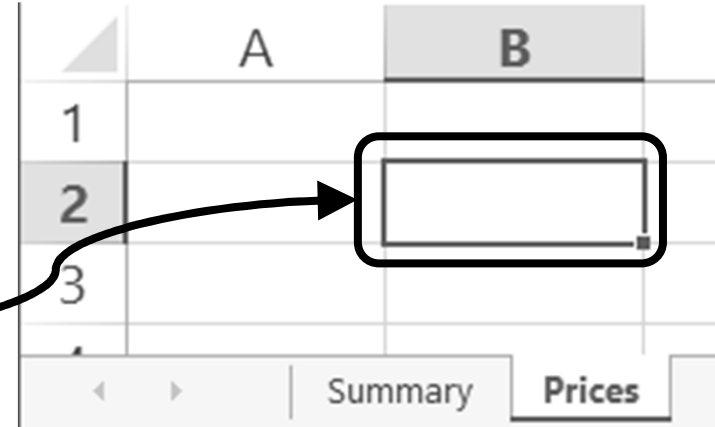
Referring to Another Worksheet

- A cell formula can refer to a cell in another worksheet like this:

= Prices!B2



The name of the other worksheet



- If the name of the worksheet includes a space, you have to use ' ', like this:

= 'Car Prices'!B2