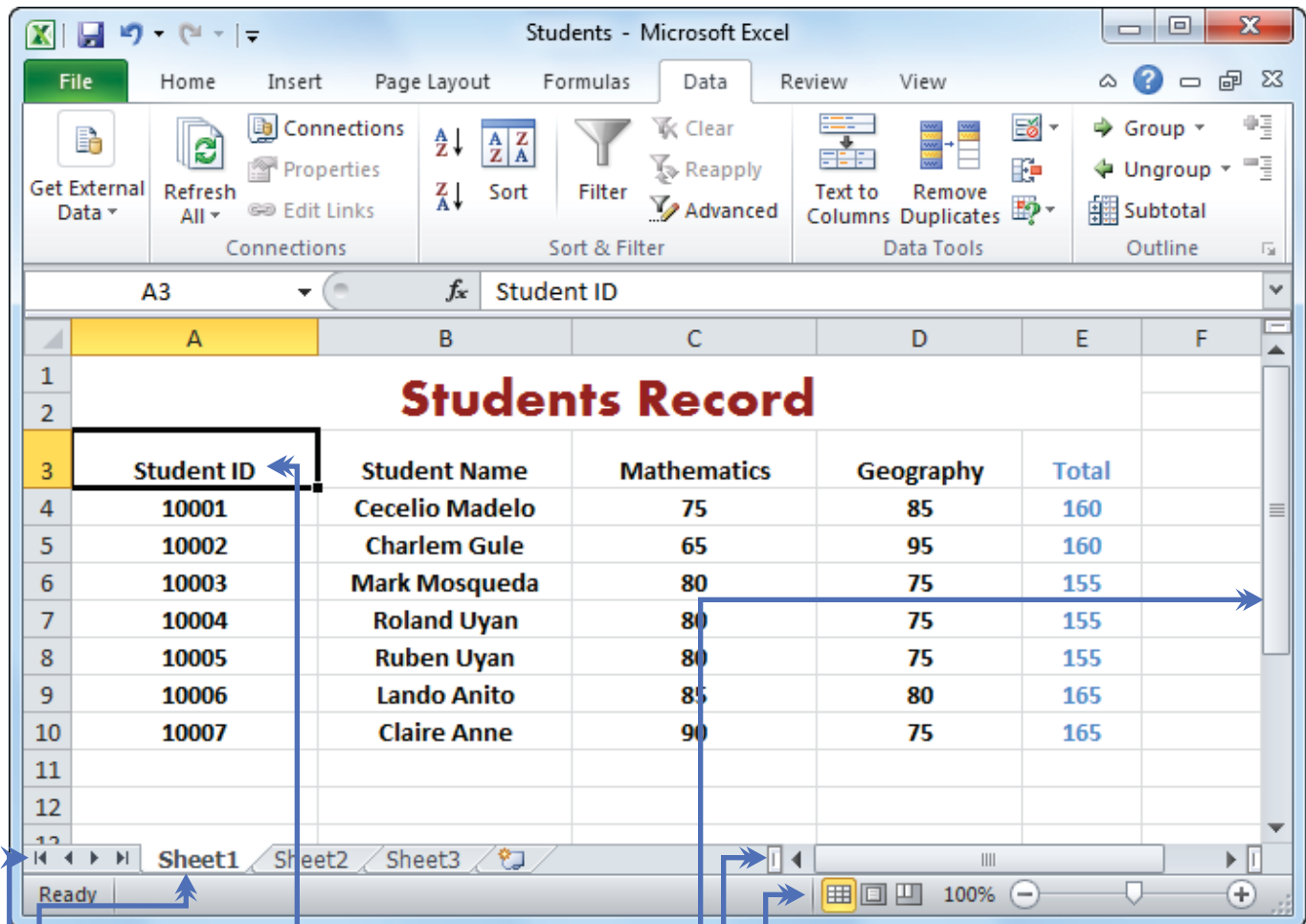# Chapter 4

Worksheets

Learning Objectives

After completing this chapter, you should be able to:

- move through the worksheets;
- name a worksheet;
- add a worksheet;
- delete a worksheet;
- move a worksheet; and
- copy a worksheet.

Navigating Worksheets

As you enter and edit data, you will need to move through the worksheet. You can use several methods to move around an Excel worksheet. For example, you can move around using your mouse by clicking the cell in which you want to add or edit data. You can also use the keyboard arrows and Tab key to move from cell to cell, or you can utilize a combination of both the mouse and keyboard. You can use the scroll bars to move around a large worksheet.

	Students Record			
Student ID	**Student Name**	**Mathematics**	**Geography**	**Total**
10001	Cecelio Madelo	75	85	160
10002	Charlem Gule	65	95	160
10003	Mark Mosqueda	80	75	155
10004	Roland Uyan	80	75	155
10005	Ruben Uyan	80	75	155
10006	Lando Anito	85	80	165
10007	Claire Anne	90	75	165

Active Cell
It is the current cell in which you enter or edit data.

Active Worksheet
It is the current worksheet. You can click worksheet tabs to make other sheets active.

Worksheet Navigation Buttons
Use them to move among worksheets.

View Buttons
Use them to move among Normal, Page Layout, and Page Break views.

Horizontal Scroll Bar
It is used to move back and forth horizontally across a worksheet.

Vertical Scroll Bar
It is used to move up and down a worksheet.

Worksheet Navigation Methods

Mouse Navigation

Mouse Action	Action Performed
Click a cell	Selects a cell
Click and drag across cells	Selects any cells you drag across
Double-click a cell	Selects a cell and inserts a cursor ready to enter or edit data
Double-click a cell border	Jumps to the corresponding cell
Click a row number	Selects the entire row
Click a column letter	Selects the entire column
Click and drag row numbers	Selects consecutive rows
Click and drag column letters	Selects consecutive columns
Click in the box at the upper-right corner intersection of the rows and columns	Selects the entire worksheet

Keyboard Navigation

Keyboard Keys	Action Performed
➡	Moves right one cell
⬅	Moves left one cell
⬇	Moves down one cell
⬆	Moves up one cell
Page Down	Moves down one screen
Page Up	Moves up one screen
Ctrl + End	Jumps to the lower-right corner of the working area
Ctrl + Home	Jumps to the first cell in the worksheet

Worksheet Navigation Buttons

Worksheet Buttons	Action Performed
⏮	Scrolls to the first sheet in the workbook
◀	Scrolls to the previous sheet
▶	Scrolls to the next sheet
⏭	Scrolls to the last sheet in the workbook

Naming a Worksheet

You can name your Excel worksheets to help identify the content. For example, if your workbook contains four sheets, each contains different sales details of the quarter, you can give each sheet a unique name, such as Quarter 1, Quarter 2, and so on.

Name a Worksheet

Work File: Students.xlsx
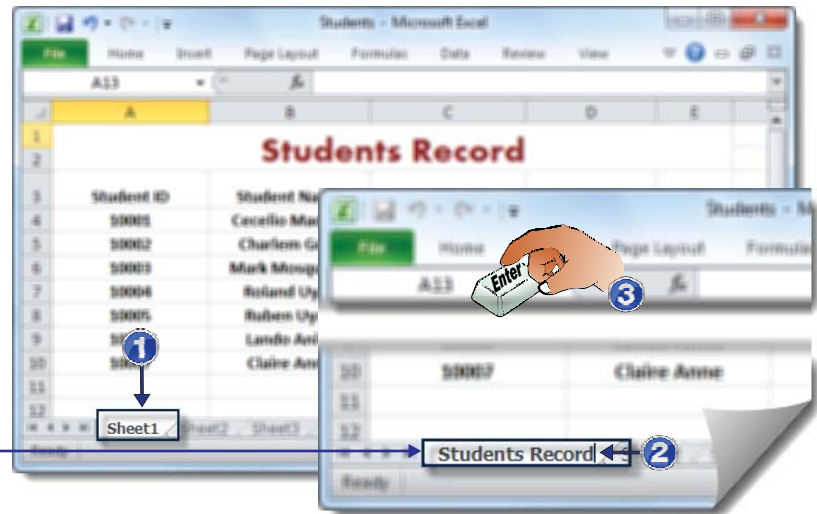

1 Double-click the sheet tab that you want to rename.

The current name is highlighted.

2 Type a new name for the worksheet.

3 Press ENTER.

Excel assigns the name to the new worksheet.

Adding a Worksheet

You can add a worksheet to your workbook to create another sheet in which to enter data. By default, every Excel workbook opens with three sheets. You can add more sheets as you need them. Excel adds a new worksheet immediately after the last worksheet on the right. You can move worksheets to reposition their order.
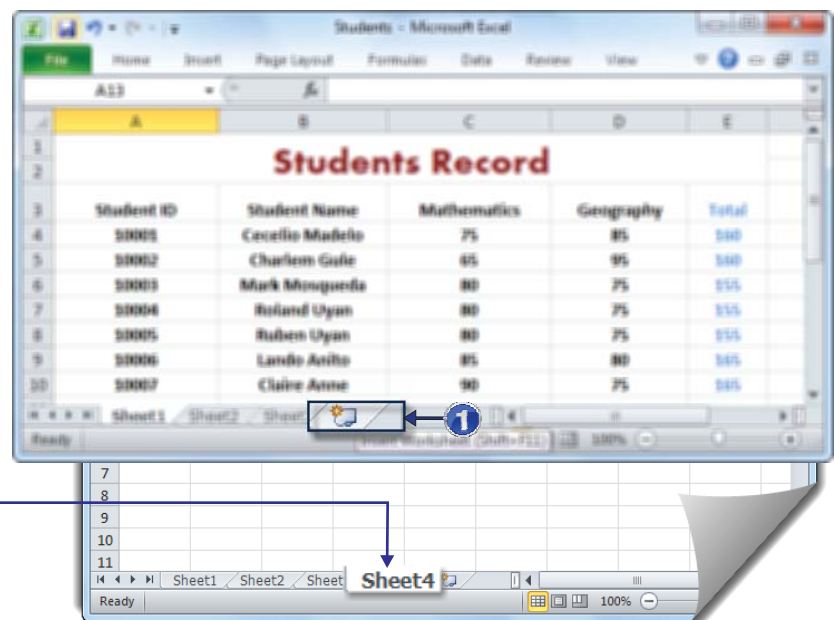
Add a Worksheet

1 Click the Insert Worksheet icon (🗐).

A new worksheet appears.

- You can click the Home tab, click Insert (Insert Worksheet+F1), and then click Insert Sheet.

Excel adds a new worksheet and a default worksheet name.

Deleting a Worksheet

You can delete a worksheet that you no longer need in your workbook. Always check the sheet's contents before deleting it to avoid removing any important data. After you delete a worksheet, it is permanently removed from the workbook file.

Work File: Students.xlsx

Delete a Worksheet

1. Right-click the worksheet tab.

2. Click Delete button.

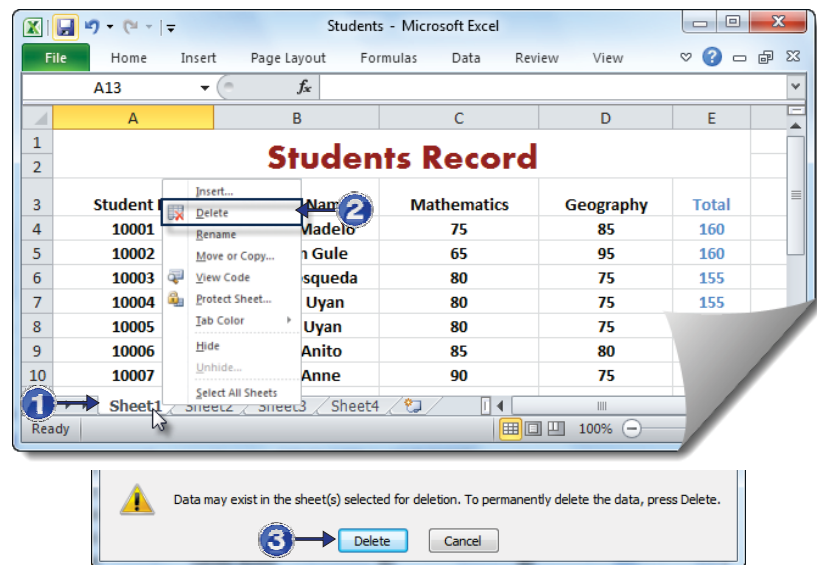   - If the worksheet is blank, Excel deletes it immediately.

   If the worksheet contains any data, Excel prompts you to confirm the deletion.

3. From the dialog box that appear, click Delete.

   Excel deletes the worksheet.

Moving a Worksheet

You can move a worksheet within a workbook to rearrange the sheet order. For example, you want to position the sheet you use the most as the first sheet in the workbook.

Work File: Students.xlsx

Move a Worksheet

1. Click the tab of the worksheet that you want to move.

2. Drag the tab to move its worksheet to a new position in the list of worksheets.

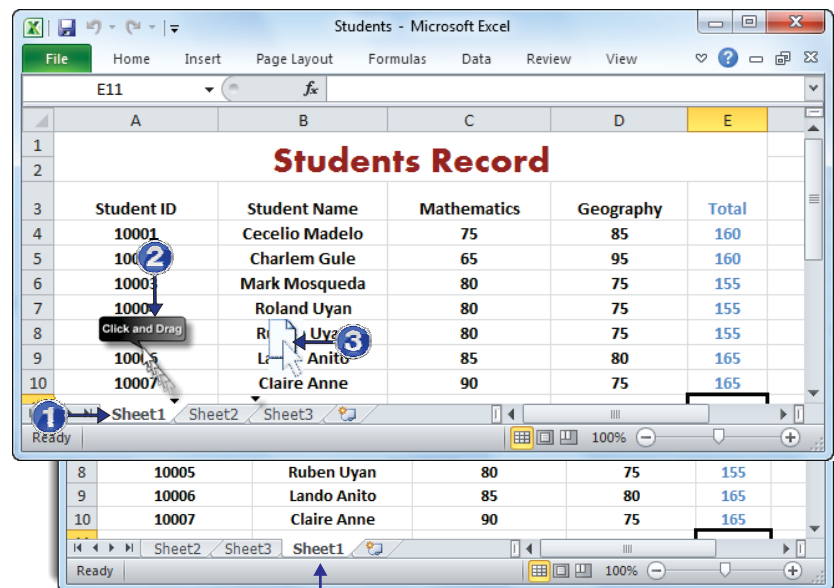   The mouse pointer ( ) changes to the paper sheet icon ( ).

   A small black triangle icon ( ) keeps track of the sheet's location in the group while you drag.

   - You can also right-click the worksheet tab and click Move or Copy to move worksheets with the Move or Copy dialog box.

3. Release the mouse button.

   The worksheet is then moved.

Copying a Worksheet

You can copy a worksheet within a workbook. For example, you want to copy a sheet to use as a starting point for a worksheet containing new, yet similar, data.

Copy a Worksheet

1 Click the worksheet tab that you want to copy.

2 Press CTRL.

The ⌖ changes to ⌖.

3 Drag ⌖ the worksheet tab to a new position in the list of sheets where you want the copy to appear.

A small black triangle icon (▼) keeps track of the sheet's location in the group while you drag.

- You can also right-click the sheet tab and click Move or Copy to move worksheets with the Move or Copy dialog box.

4 Release the mouse button.

Excel copies the worksheet as a new sheet in the workbook and gives it a default name.

Excel labels sheet copies with a (2) after the original sheet name.

Work File: Students.xlsx