

COMP1022Q
Introduction to Computing with Excel VBA

Worksheets

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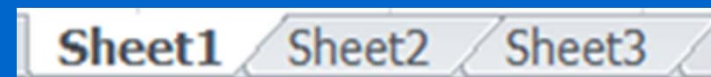
Workbook Structure

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

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



1 or more worksheets



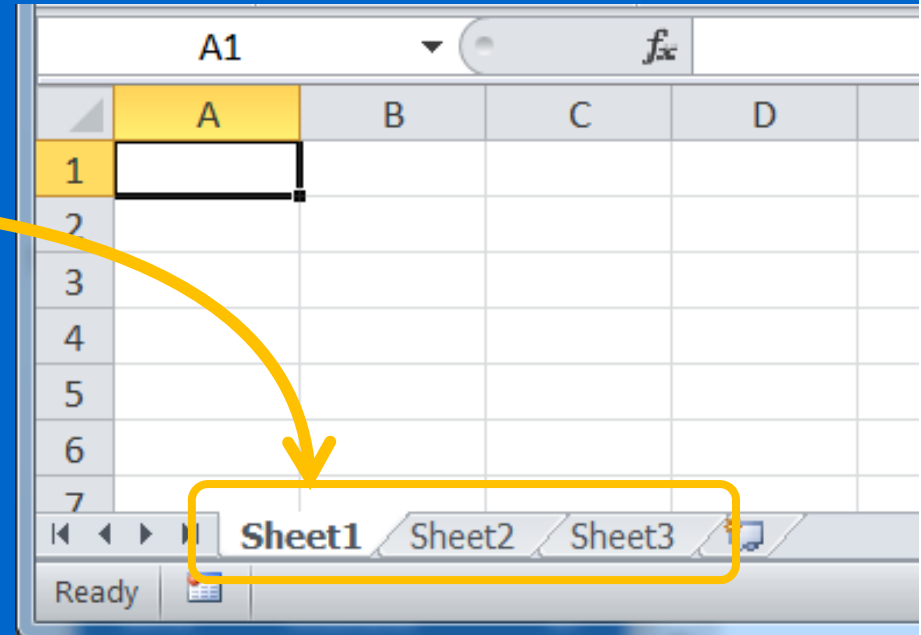
*Each worksheet
has lots of cells*

	A	B
1		
2		
3		

- 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

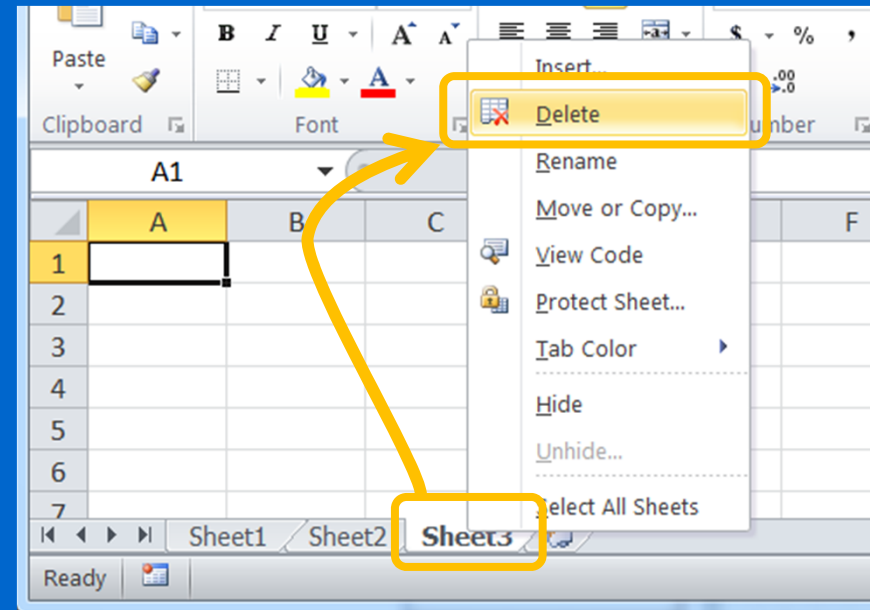
Three Worksheets to Start With

- If you create a new Excel file, you are given three empty worksheets at the start
- There is no special reason for giving you three
- Excel is just giving you a few for you to play with
- If you know you are not going to use any of them, it makes sense to delete that worksheet



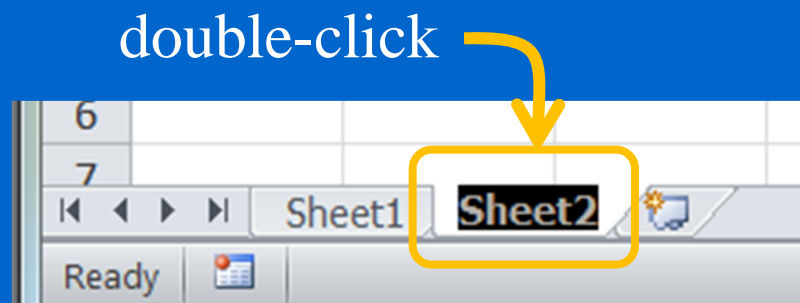
Deleting Worksheets

- Some people are lazy, or they don't know 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'

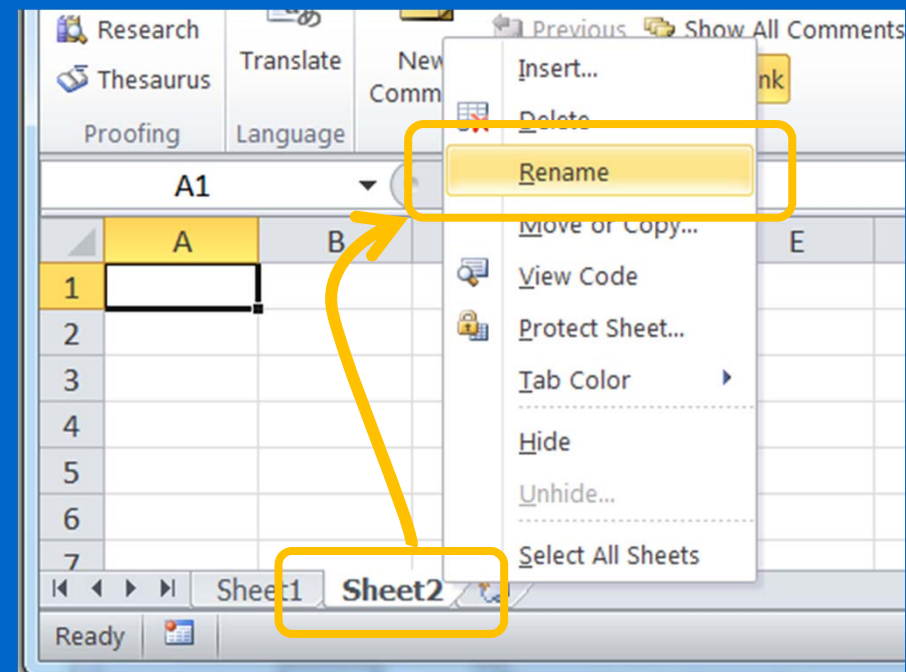


Renaming Worksheets

- The default names given to the worksheets aren't good, it is much better to change them to something appropriate
- 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



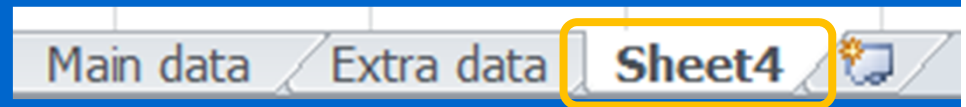
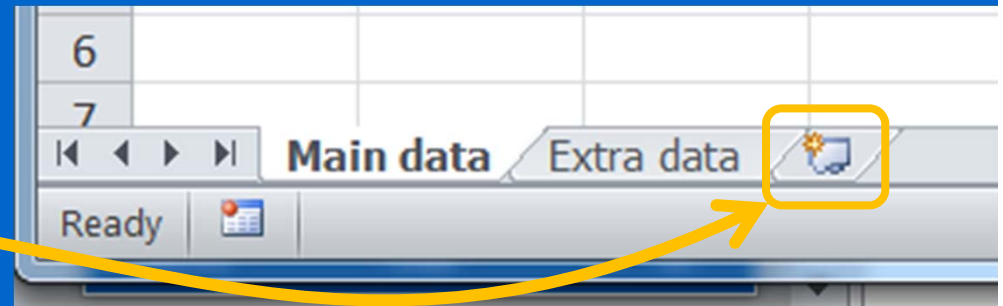
Fast way



Slow way

Creating a New Worksheet

- You can have as many worksheets as you like
- To create a new worksheet, click on the icon, or do 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:

Male subjects / Female subjects

HK Island / Kowloon / New Territories

Spiderman 1 / Spiderman 2 / Spiderman 3 / Spiderman 4

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

Summary / HKUST / Hong Kong University / Chinese University of Hong Kong

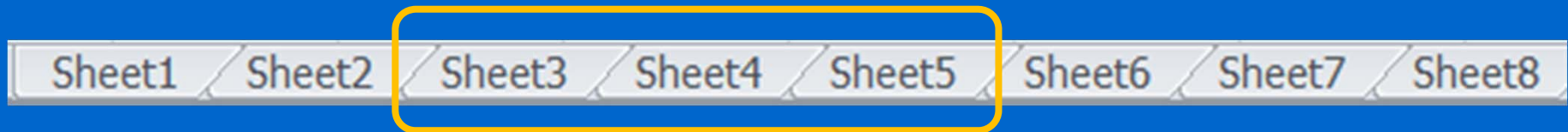
The Active Worksheet

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

Handling Lots of Worksheets

- If you have a big project you might have lots of worksheets in your Excel file
- Excel has limited space, so it shows only some of the worksheets, depending on how large the Excel window is



If Excel doesn't have enough space, it will display a 'window' of worksheet names

Moving Between Worksheets

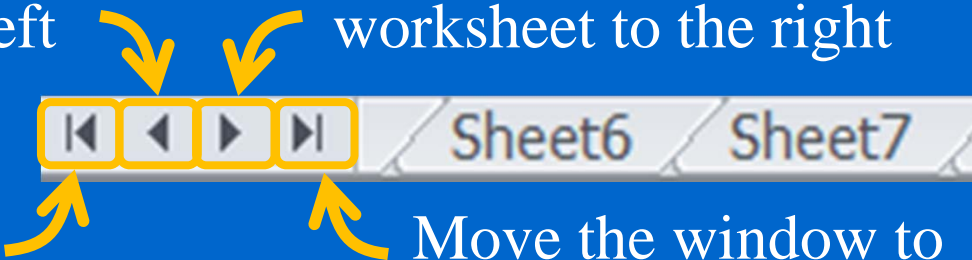
- You can move the 'window' of worksheet names around:

Move the window one
worksheet to the left

Move the window one
worksheet to the right

Move the window
to the far left

Move the window to
the far right



- Also very useful:
 - Use Ctrl-Page Up to move and select the left worksheet
 - Use Ctrl-Page Down to move and select the right worksheet