Worksheet Basics

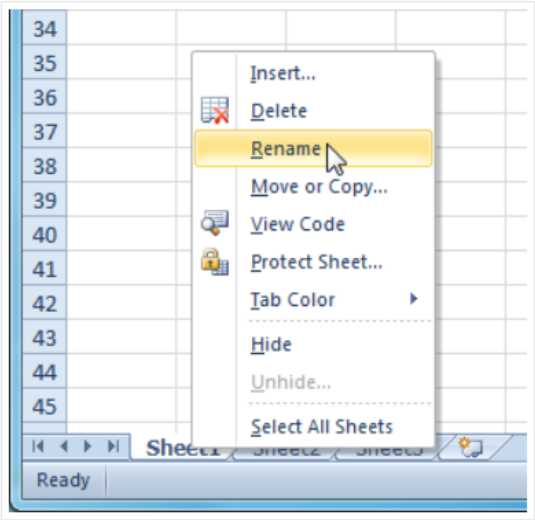
In this lesson, you will learn how to **name** and **add color** to worksheet tabs, as well as how to **add**, **delete**, **copy**, and **move** worksheets. Additionally, you will learn how to **group** and **ungroup** worksheets and **freeze** columns and rows in worksheets so they remain visible even when you're scrolling.

When you open an Excel workbook, there are **three worksheets** by default. The default names on the worksheet tabs are **Sheet1**, **Sheet2**, and **Sheet3**. To organize your workbook and make it easier to navigate, you can rename and even color code the worksheet tabs. Additionally, you can insert, delete, move, and copy worksheets.

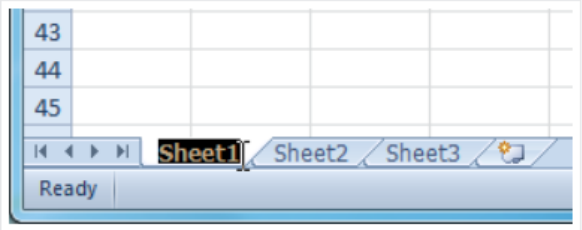
You can use Excel2010_SheetBasics_Practice file for additional practice.

To rename worksheets:

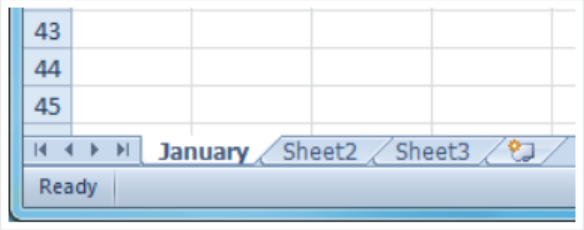
1. Right-click the **worksheet tab** you want to rename. The **worksheet** menu appears.
2. Select **Rename**.



3. The text is now highlighted by a black box. Type the name of your worksheet



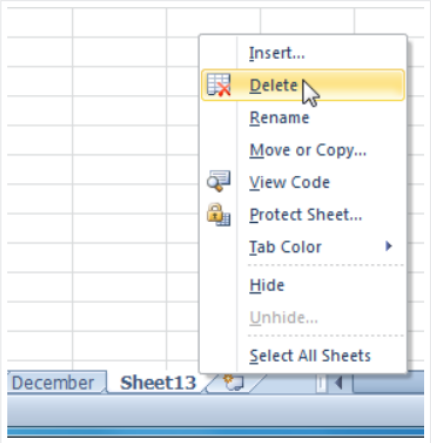
4. Click anywhere outside the tab. The worksheet is renamed.



To delete worksheets:

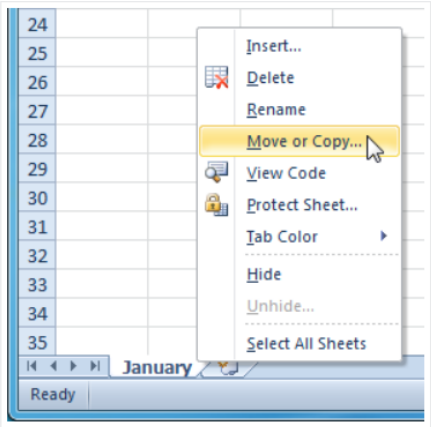
Worksheets can be deleted from a workbook, including those containing data.

1. Select the worksheets you want to delete.
2. Right-click one of the selected worksheets. The **worksheet** menu appears.
3. Select **Delete**. The selected worksheets will be deleted from your workbook.

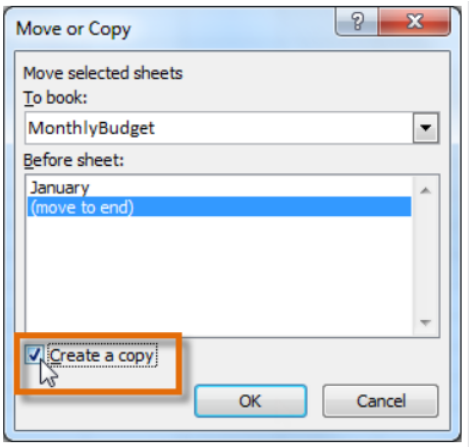


To copy a worksheet:

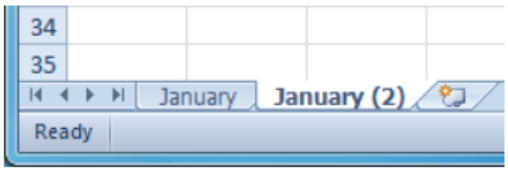
1. Right-click the worksheet you want to copy. The **worksheet** menu appears.
2. Select **Move or Copy**.



3. The **Move or Copy** dialog box appears. Check the **Create a copy** box.

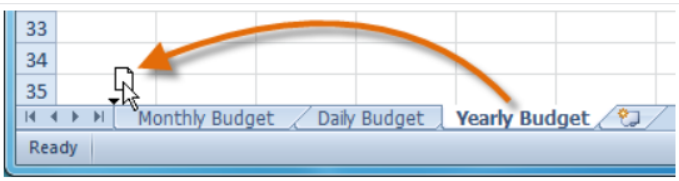


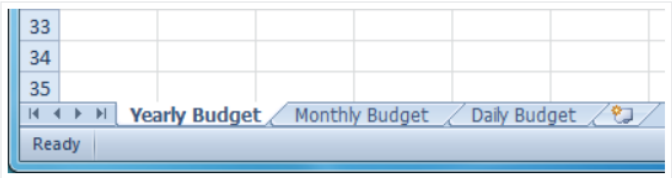
4. Click **OK**. Your worksheet is copied. It will have the same title as your original worksheet, but the title will include a version number, such as **January (2)**.



To move a worksheet:

1. Click the worksheet you want to move. The mouse will change to show a small worksheet icon .
2. Drag the worksheet icon until a small black arrow appears where you want the worksheet to be moved.
3. Release your mouse, and the worksheet will be moved.

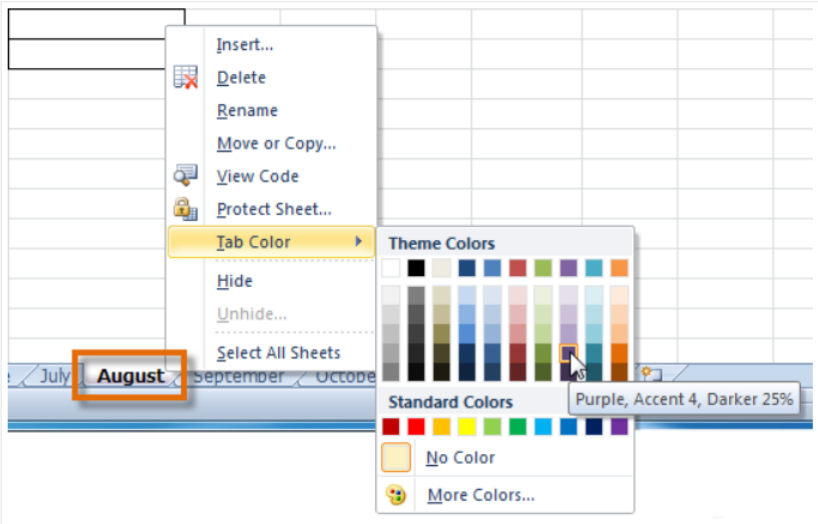




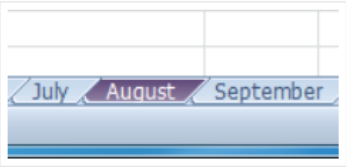
To color code worksheet tabs:

You can color worksheet tabs to help organize your worksheets and make your workbook easier to navigate.

1. Right-click the worksheet tab you want to color. The **worksheet** menu appears.
2. Select **Tab Color**. The **color** menu appears.
3. Select the color you want to change your tab.



4. The tab color will change in the workbook. If your tab still appears white, it is because the worksheet is still selected. Select any other worksheet tab to see the color change.

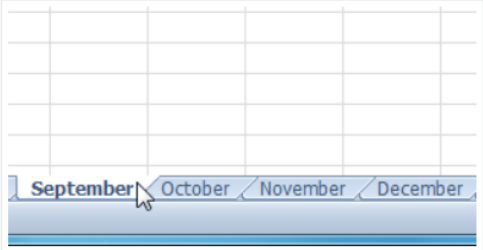


Grouping and ungrouping worksheets

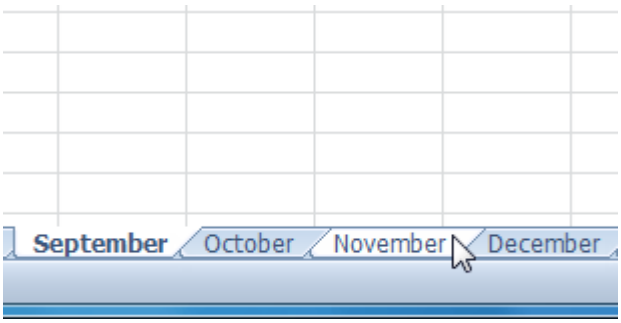
You can work with each worksheet in a workbook individually, or you can work with multiple worksheets at the same time. Worksheets can be combined into a **group**. Any changes made to one worksheet in a group will be made to every worksheet in the group.

To group worksheets:

1. Select the **first worksheet** you want in the group.



2. **Press and hold the Ctrl key** on your keyboard.
3. Select the next worksheet you want in the group. Continue to select worksheets until all of the worksheets you want to group are selected.



3.
4. **Release the Ctrl key**. The worksheets are now grouped. The worksheet tabs appear white for grouped worksheets.

While worksheets are grouped, you can navigate to any worksheet in the group and make changes that will appear on every worksheet in the group. If you click a worksheet tab that's not in the group, however, all of your worksheets will become ungrouped. You will have to group them again.

To ungroup all worksheets:

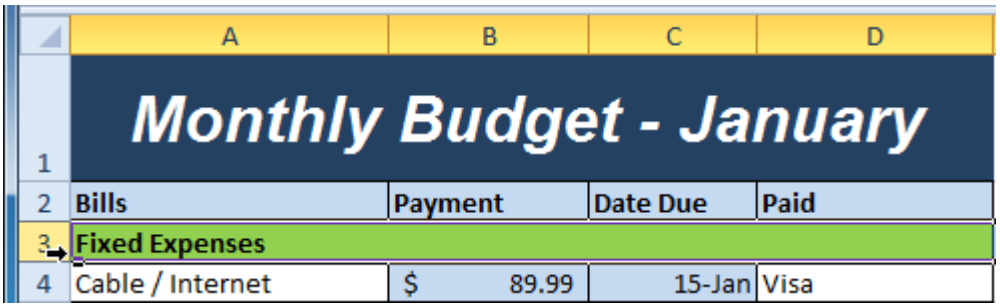
1. Right-click one of the worksheets. The **worksheet** menu appears.

2. Select **Ungroup**. The worksheets will be ungrouped.

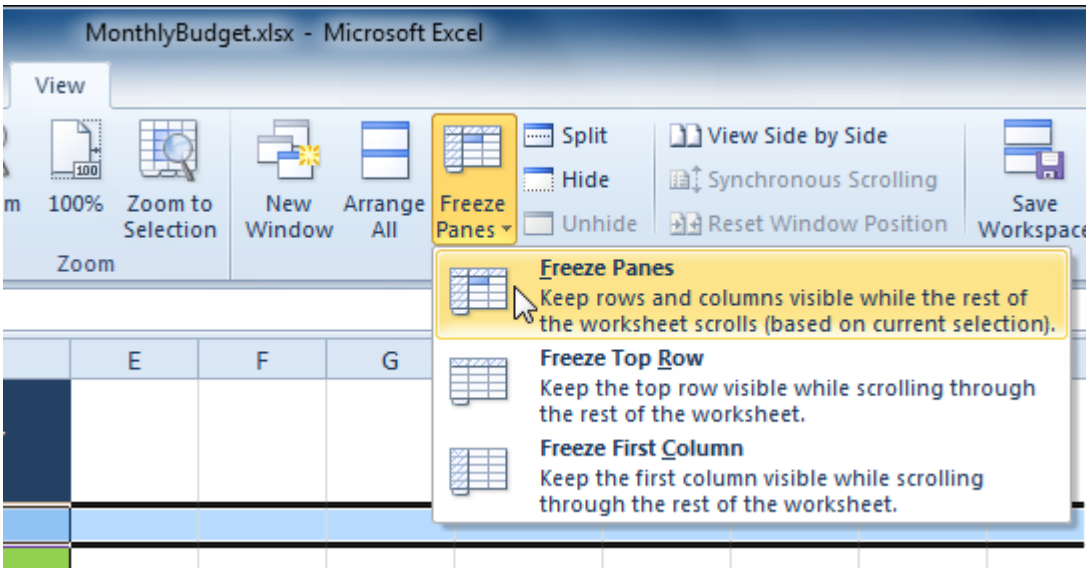
Freezing worksheet panes

The ability to freeze specific rows or columns in your worksheet can be a useful feature in Excel. It is called **freezing panes**. When you freeze panes, you select rows or columns that will remain visible all the time, even as you are scrolling. This is particularly helpful when working with large spreadsheets. To freeze rows:

1. Select the row **below** the rows you want frozen. For example, if you want rows 1 and 2 to always appear at the top of the worksheet even as you scroll, then select row 3.



2. Click the **View** tab.
3. Click the **Freeze Panes** command. A drop-down menu appears.
4. Select **Freeze Panes**.



5. A black line appears **below** the rows that are frozen in place. Scroll down in the worksheet to see the rows below the frozen rows.

	A	B	C	D	E	F	G
1	Monthly Budget - January						
2	Bills	Payment	Date Due	Paid			
12	Gas	$ 160.00	6-Jan	Discover			
13	Pets	$ 65.00	10-Jan	Visa			
14	Water	$ 28.23	21-Jan	Visa			
15	Other						
16	Clothes	$ 18.54	8-Jan	Store Credit Card			
17	Misc.	$ 98.06	6-Jan	Discover			
18	Restaurants	$ 156.71	6-Jan	Discover			
19							
20	Credit Payment						
21	Discover	$ 1,108.31	6-Jan	Yes			

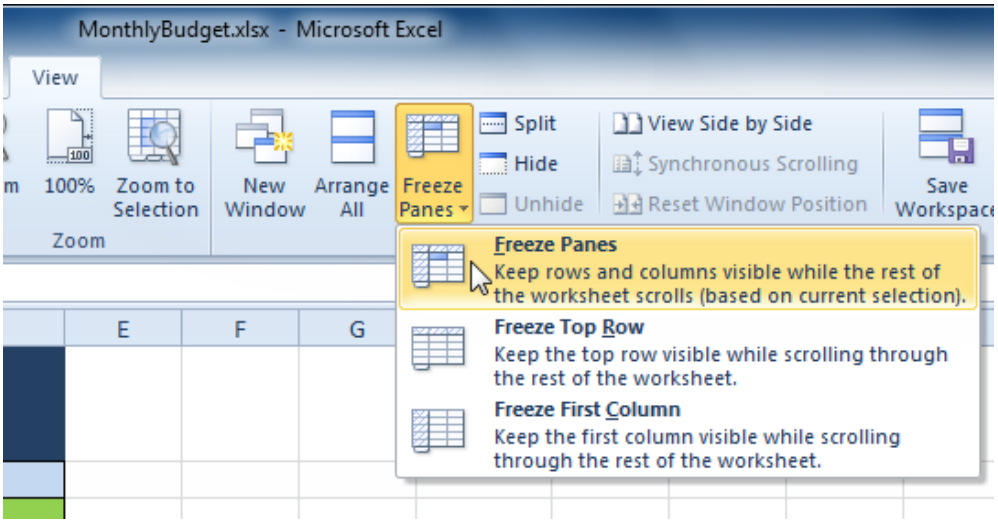
Rows 1 and 2 are frozen above this black line

To freeze columns:

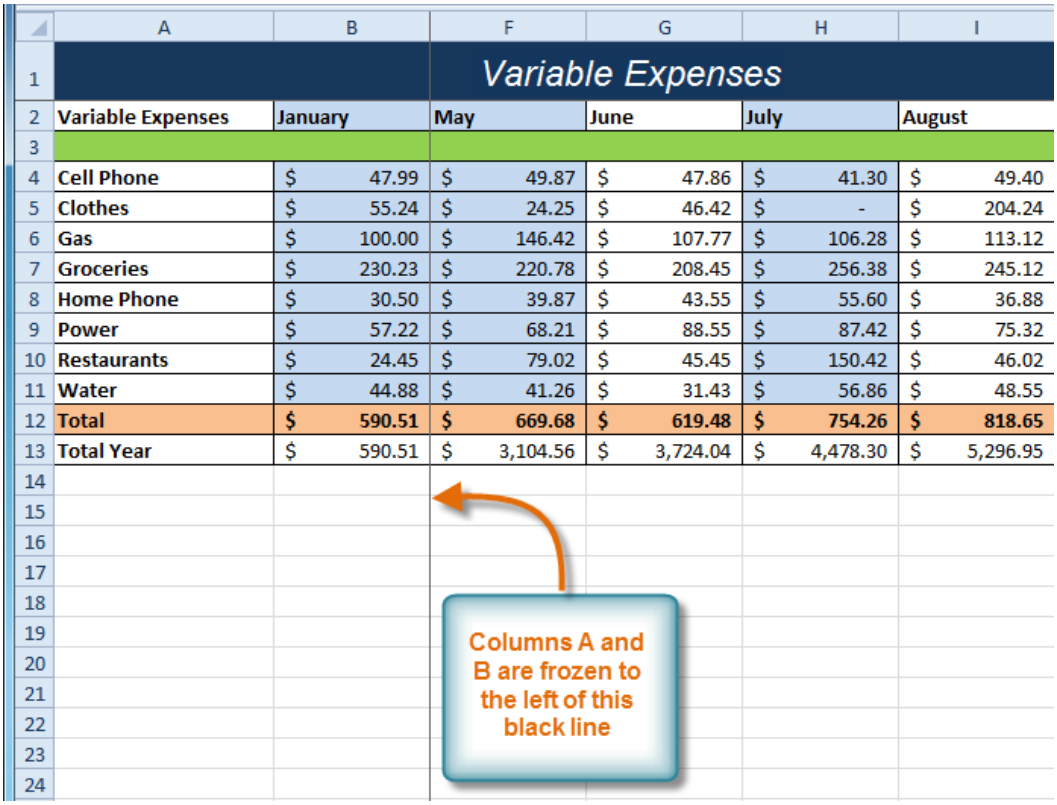
1. Select the column to the **right** of the columns you want frozen. For example, if you want columns A and B to always appear to the left of the worksheet even as you scroll, select column C.

	A	B	C	D	E	F
1						Va
2	Variable Expenses	January	February	March	April	May
3						
4	Cell Phone	$ 47.99	$ 53.62	$ 55.64	$ 52.31	$
5	Clothes	$ 55.24	$ 10.24	$ -	$ 157.44	$
6	Gas	$ 100.00	$ 120.49	$ 125.30	$ 153.00	$ 1
7	Groceries	$ 230.23	$ 203.50	$ 189.35	$ 125.00	$ 2
8	Home Phone	$ 30.50	$ 32.68	$ 31.67	$ 32.55	$
9	Power	$ 57.22	$ 68.65	$ 52.65	$ 55.98	$
10	Restaurants	$ 24.45	$ 78.24	$ 50.21	$ 60.24	$
11	Water	$ 44.88	$ 52.84	$ 50.36	$ 32.41	$
12	Total	$ 590.51	$ 620.26	$ 555.18	$ 668.93	$ 6
13	Total Year	$ 590.51	$ 1,210.77	$1,765.95	$ 2,434.88	$ 3,1

2. Click the **View** tab.
3. Click the **Freeze Panes** command. A drop-down menu appears.
4. Select **Freeze Panes**.



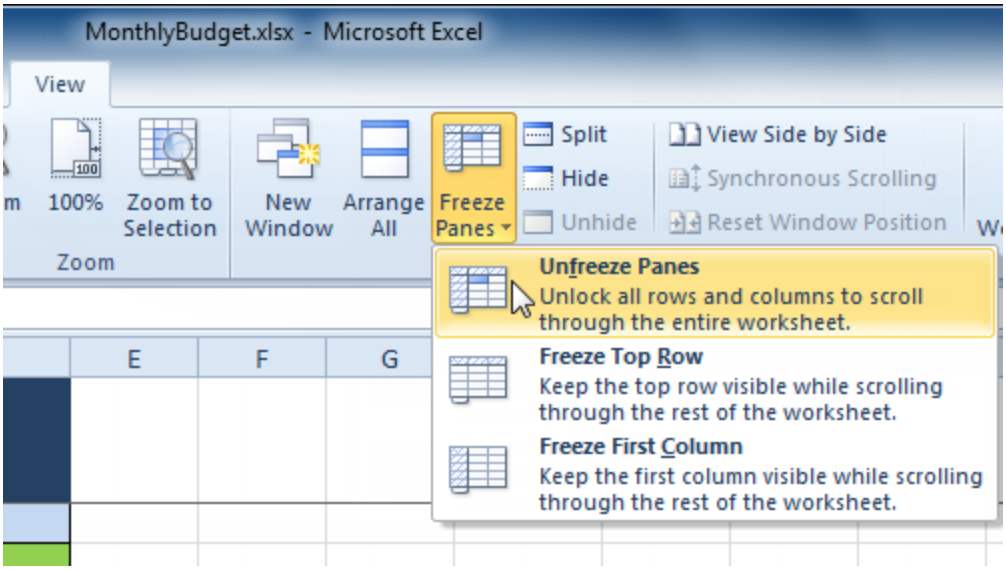
5. A black line appears to the **right** of the frozen area. Scroll across the worksheet to see the columns to the right of the frozen columns.



	A	B	F	G	H	I
1			Variable Expenses			
2	Variable Expenses	January	May	June	July	August
3						
4	Cell Phone	$ 47.99	$ 49.87	$ 47.86	$ 41.30	$ 49.40
5	Clothes	$ 55.24	$ 24.25	$ 46.42	$ -	$ 204.24
6	Gas	$ 100.00	$ 146.42	$ 107.77	$ 106.28	$ 113.12
7	Groceries	$ 230.23	$ 220.78	$ 208.45	$ 256.38	$ 245.12
8	Home Phone	$ 30.50	$ 39.87	$ 43.55	$ 55.60	$ 36.88
9	Power	$ 57.22	$ 68.21	$ 88.55	$ 87.42	$ 75.32
10	Restaurants	$ 24.45	$ 79.02	$ 45.45	$ 150.42	$ 46.02
11	Water	$ 44.88	$ 41.26	$ 31.43	$ 56.86	$ 48.55
12	Total	$ 590.51	$ 669.68	$ 619.48	$ 754.26	$ 818.65
13	Total Year	$ 590.51	$ 3,104.56	$ 3,724.04	$ 4,478.30	$ 5,296.95

To unfreeze panes:

1. Click the **View** tab.
2. Click the **Freeze Panes** command. A drop-down menu appears.
3. Select **Unfreeze Panes**. The panes will be unfrozen, and the black line will disappear.



Challenge!

1. Open an **existing Excel 2010 workbook**. If you want, you can use the **Excel2010_SheetBasics_Practice** file on moodle.
2. **Insert** a new worksheet.
3. **Change the name** of a worksheet.
4. **Delete** a worksheet.
5. **Move** a worksheet.
6. **Copy** a worksheet.
7. Try **grouping and ungrouping** worksheets.
8. Try **freezing and unfreezing** columns and rows.