# MICROSOFT EXCEL



# Working with Multiple Worksheets

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#### 3 Introduction

Every workbook contains at least one **worksheet** by default. When working with a large amount of data, you can create **multiple worksheets** to help organize your workbook and make it easier to find content. You can also **group** worksheets to quickly add information to multiple worksheets at the same time.

#### Inserting a new worksheet

. Locate and select the **New sheet** button near the bottom-right corner of the Excel window.



#### 5 Inserting a new worksheet

2. A new blank worksheet will appear.

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By default, any new workbook you create in Excel will contain one worksheet, called **Sheet1**. To change the **default number** of worksheets, navigate to **Backstage view**, click **Options**, then choose the desired number of worksheets to include in each new workbook.

#### Copying a worksheet

If you need to **duplicate** the content of one worksheet to another, Excel allows you to **copy** an existing worksheet.

 Right-click the worksheet you want to copy, then select Move or Copy from the worksheet menu.



## 7 Copying a worksheet

- 2. The **Move or Copy** dialog box will appear. Choose where the sheet will appear in the **Before sheet:** field. In our example, we'll choose (move to end) to place the worksheet to the right of the existing worksheet.
- 3. Check the box next to Create a copy, then click OK.

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July August Expenses Summary September October November Sheet1		~
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#### 8 Copying a worksheet

4. The worksheet will be copied. It will have the same title as the original worksheet, as well as a version number. In our example, we copied the November worksheet, so our new worksheet is named November (2). All content from the November worksheet has also been copied to the new worksheet.



You can also copy a worksheet to an entirely different **workbook**. You can select any workbook that is currently open from the **To book:** drop-down menu.

#### Renaming a worksheet

 Right-click the worksheet you want to rename, then select Rename from the worksheet menu.

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#### Renaming a worksheet

- 2. Type the **desired name** for the worksheet.
- Click anywhere outside the worksheet tab, or press Enter on your keyboard. The worksheet will be renamed.



#### Moving a worksheet

 Click and drag the worksheet you want to move until a small black arrow appears above the desired location.



Release the mouse. The worksheet will be moved.



## <sup>12</sup> Changing worksheet tab color

- 1. Right-click the desired worksheet tab, and hover the mouse over **Tab Color**. The **Color** menu will appear.
- 2. Select the desired color.



## Changing worksheet tab color

#### 3. The worksheet tab color will be **changed**.



#### 14 Changing worksheet tab color

The worksheet tab color is considerably less noticeable when the worksheet is selected. Select another worksheet to see how the color will appear when the worksheet is not selected.



#### Deleting a worksheet

. Right-click the **worksheet** you want to delete, then select **Delete** from the worksheet menu.

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#### Deleting a worksheet

#### 2. The worksheet will be **deleted** from your workbook.



If you want to prevent specific worksheets from being edited or deleted, you can **protect them** by right-clicking the desired worksheet and selecting **Protect Sheet** from the worksheet menu.

## 17 Grouping worksheets

 Select the first worksheet you want to include in the worksheet group.



#### 18 Grouping worksheets

While worksheets are grouped, you can navigate to any worksheet within the group. Any **changes** made to one worksheet will appear on **every worksheet** in the group. However, if you select a worksheet that is not in the group, all of your worksheets will become **ungrouped**.



#### Ungrouping worksheets

. Right-click a worksheet in the group, then select **Ungroup Sheets** from the worksheet menu.

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#### <sup>20</sup> Ungrouping worksheets

2. The worksheets will be **ungrouped**. Alternatively, you can simply click any worksheet not included in the group to **ungroup all worksheets**.



#### <sup>21</sup> Practice

Open our practice workbook.

Insert a new worksheet, and rename it Q1 Summary.

 Move the Expenses Summary worksheet to the far right, then move the Q1 Summary worksheet so that it is between March and April.

**Create a copy** of the Expenses Summary worksheet by rightclicking the tab. Do not just copy and paste the content of the worksheet into a new worksheet.

Change the **color** of the January tab to **blue** and the color of the February tab to **red**.

Group the worksheets September, October, and November.



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