

Activating a worksheet

Each workbook consists of worksheets, and each worksheet is represented by a tab.

- ☐ The worksheet scroll tabs display the name of the worksheet you want to move to.



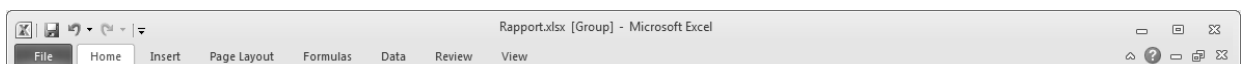
- ☐ To scroll more quickly through the tabs, hold down the key when you click or .
- ☐ Next, click the tab of the worksheet you want to move to.
- ☐ Use **Ctrl** **PgDn** to move to the next worksheet, or **Ctrl** **PgUp** to move to the previous worksheet.
- ☞ You can change the spacing allocated to each worksheet tab by dragging the tab split bar located to the left of the horizontal scroll bar.
To change the default number of sheets in a new workbook, open the **Excel Options** dialogue box (**File** tab - **Options** button), then click the **General** category. Under **When creating new workbooks**, specify the number of sheets you want in the **Include this many sheets** box.

Renaming a sheet

- ☐ Double-click the tab of the worksheet you want to rename, then enter the new name over the old name.
This name can be up to 31 characters long, spaces included. Some punctuation marks cannot be included: colon (:), slash (/), backslash (\), question mark (?) or asterisk () etc.*
- ☐ Press to validate.
- ☞ You can also use the shortcut menu from the worksheet tab, and select the **Rename** option.

Selecting worksheets

- ☐ To select a single worksheet, click its tab (this activates the worksheet).
- ☐ To select several adjacent worksheets, click the tab corresponding to the first worksheet, press the key, then click the tab of the last sheet you want to select.
- ☐ To select several non-adjacent tabs, click the tab corresponding to the first worksheet, press the **Ctrl** key and click the tabs of the other worksheets.
- ☐ To select all the worksheets, right click one of the tabs and click **Select All Sheets**.



When several worksheets are selected, the term **[Group]** appears after the worksheet name on the title bar. It is called group because every change made to the active sheet is carried over to the other sheets in the group.

- ☐ To deactivate the work group and select or activate a single worksheet, click the tab of a worksheet that is not in the work group, or open the tab's shortcut menu and activate **Ungroup Sheets**.
If all worksheets are selected, you can deactivate the group by clicking any of the tabs.

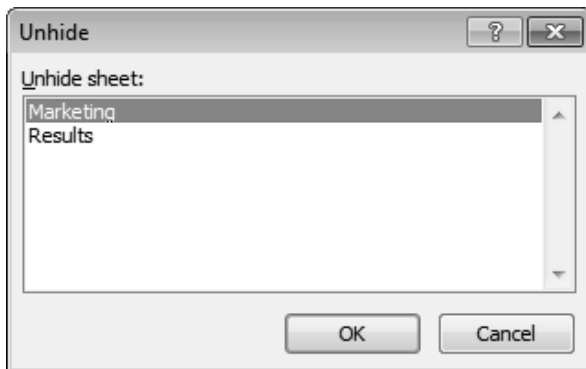
Changing the colour of the worksheet tabs

- ☐ To change the colour of several tabs, select the corresponding worksheets.
- ☐ Open the tab's shortcut menu: right click the worksheet tab to be coloured.
- ☐ Move the mouse over the **Tab Color** option, then click the colour of your choice. The **More Colors** option opens a dialogue box where you can create a custom colour.
- ☞ When the sheet is active, only its name is underlined by a coloured line. When the worksheet with the coloured tab is inactive, the entire tab is coloured.
- ☞ To remove the colour from a tab, open the shortcut menu, move the mouse over the **Tab Color** option and activate the **No Color** option.

Worksheets

Displaying/hiding a worksheet

- ☐ To hide one or more worksheets, select the worksheet(s). Right-click one of the selected tabs, then activate the **Hide** option.
- ☐ To display a hidden worksheet, right-click one of the tabs, then activate the **Unhide** option.



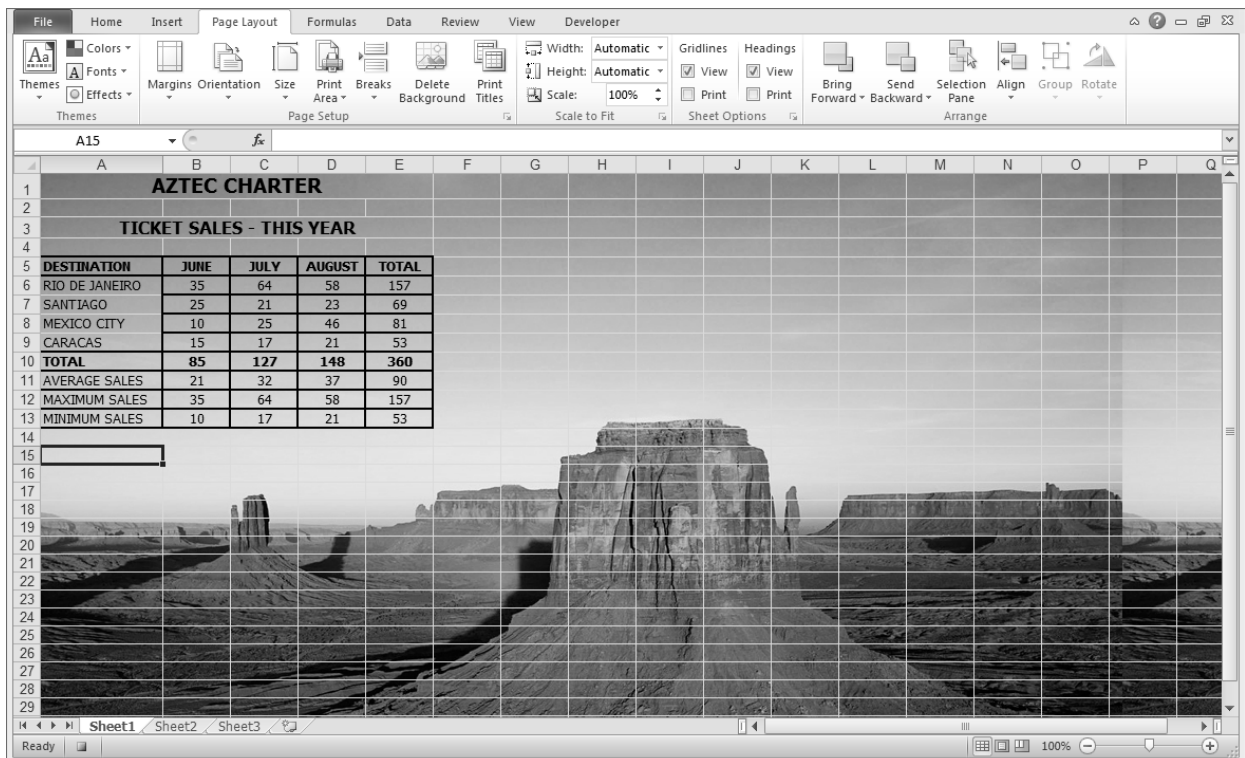
The names of the hidden worksheets will appear in the **Unhide** dialogue box.

- ☐ In the **Unhide** dialogue box, double-click the name of the worksheet to display, or click its name, then click **OK**.
- ☐ Perform the same action for each worksheet you want to display.

Displaying a background picture in the worksheet

With Microsoft Office Excel 2010 you can display a picture in the background of a worksheet. This background cannot be printed.

- ☐ Activate the relevant worksheet then activate the **Page Layout** tab.
- ☐ Go to the **Page Setup** group and click the **Background** button.
- ☐ In the **Sheet Background** dialogue box, go to the folder that has the picture you want to display as a background.
- ☐ Double-click the picture name.



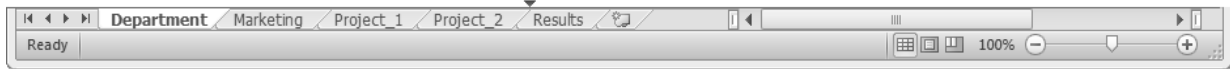
Notice that the **Background** button from the **Page Setup** group has become **Delete Background**.

- ☐ To remove the picture from the worksheet background, activate the **Page Layout** tab, go to the **Page Setup** group and click **Delete Background**.

Moving/copying one or more sheets

Within the active workbook

- ☐ Select the worksheet(s) you want to move.
- ☐ To move the worksheets, point to one of the tabs and drag it to its new position.

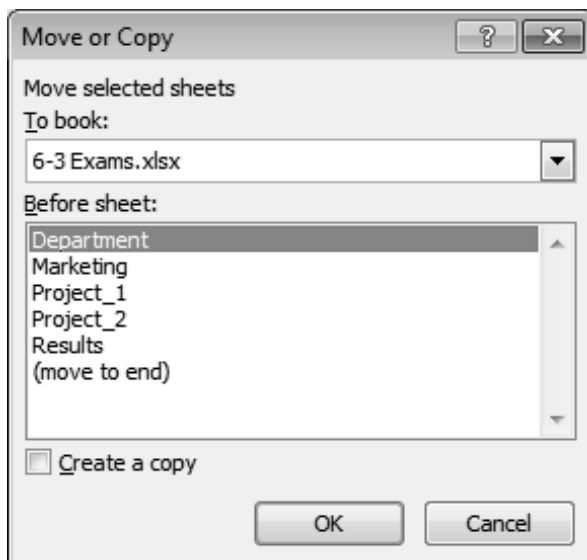


The new position is represented by a small black triangle.

- ☐ To copy the worksheets, use the same procedure as for moving while holding down the **Ctrl** key.

From one workbook to another

- ☐ Open the workbook from which you want to copy or move, and the destination workbook.
- ☐ Select the worksheet(s) to move, then right-click one of the selected tabs and activate the **Move or Copy** option.
- ☐ Open the **To book** list and click the name of the destination workbook.
- ☐ Indicate the sheet in the destination workbook in front of which you want to insert using the **Before sheet** list.
- ☐ If you are copying, activate **Create a copy**, otherwise leave the check box empty.



- ☐ Click **OK**.
- ☞ The destination workbook becomes active.

Inserting/adding worksheets

- ☐ To insert a single worksheet, select the sheet in front of which you want to insert. To insert several worksheets at the same time, select as many consecutive tabs as sheets you want to insert.

If you are inserting several sheets at the same time, the sheets will be inserted before the second to last and last sheet selected.

- ☐ Right-click one of the selected tabs and activate the **Insert** option.
- ☐ In the **Insert** dialogue box, make sure the **Worksheet** option is active, and click **OK**.

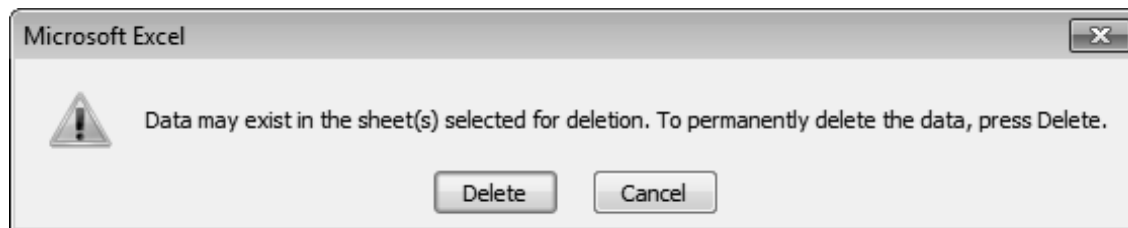
☞ To add a worksheet at the end of the list, click the **Insert Worksheet** button  or press **⇧ F11**.

Worksheets

Deleting worksheets

- ☐ Select the worksheets to delete.
- ☐ Right-click one of the selected tabs and activate the **Delete** option.



If any of the worksheets contains data, the following dialogue box appears:



- ☐ In this situation, click **Delete**.

Inserting rows/columns

- ☐ To insert a single row or column, select the entire row or column (by clicking the row number or column letter) after the one you want to insert.
To insert several rows or columns, select as many rows and/or columns as you want to insert.
You cannot insert rows and columns at the same time.
- ☐ Activate the **Home** tab, go to the **Cells** group and click the **Insert** button, or press **Ctrl** +, or activate the **Insert** option from the selection's shortcut menu.

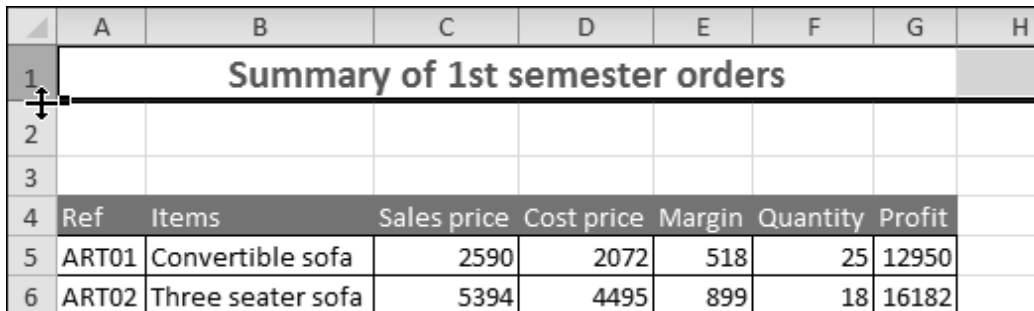
 When you insert a row or column, it has the same format as the previous cell. You can change this option by clicking the  button (located to the right of the item you have added) then selecting the option **Format Same As Above/Below** (for a row), **Format Same As Left/Right** (for a column), or **Clear Formatting**.

Deleting rows/columns

- ☐ Select the rows or columns you want to delete by selecting the row numbers or column letters.
- ☐ Activate the **Home** tab, go to the **Cells** group and click the **Delete** button, or press **Ctrl** - or activate the **Delete** option from the selection's shortcut menu.


Modifying the row height/column width


- ☐ Select all columns of the same width or rows of the same height. If you only want to modify one row or column, don't select it.
- ☐ Point to the vertical line located to the right of one of the columns, or, horizontal line located below one of the rows.



	A	B	C	D	E	F	G	H
1	Summary of 1st semester orders							
2								
3								
4	Ref	Items	Sales price	Cost price	Margin	Quantity	Profit	
5	ART01	Convertible sofa	2590	2072	518	25	12950	
6	ART02	Three seater sofa	5394	4495	899	18	16182	

Notice the mouse pointer has a new shape.

- ☐ Drag the mouse while holding down the mouse button.
The new width or height is indicated by a dotted line and the new value is displayed in a ScreenTip.
- ☐ Release the mouse button when you are happy with the new row height or column width.
-  The width of a column is calculated in number of characters (and pixels); row height is calculated in points (and pixels).

 To reduce computer memory usage, use this method to give your worksheets more space rather than inserting new rows or columns.

Adjusting row height and column width

Column widths will be calculated according to the widest cell in the column, and row height will be calculated according to the tallest cell in the row.

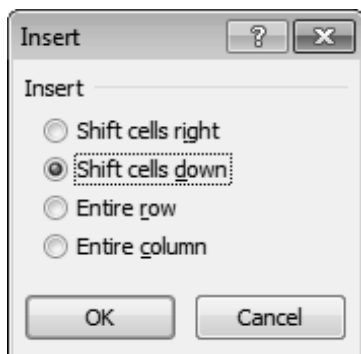
- ☐ Select the relevant rows or columns.
- ☐ To change column width, double-click the vertical line located to the right of the column letter.
To change row height, double-click the horizontal line located below the row number.

Worksheets


Inserting empty cells

The cells will be inserted below or to the left of the selected cell range.

- ☐ Select as many cells as you want to insert.
- ☐ Activate the **Home** tab, go to the **Cell** group, click **Insert**, then click **Insert Cells**. Alternatively, press **Ctrl** + **⇩** =, or activate the **Insert** option from the selection's shortcut menu.

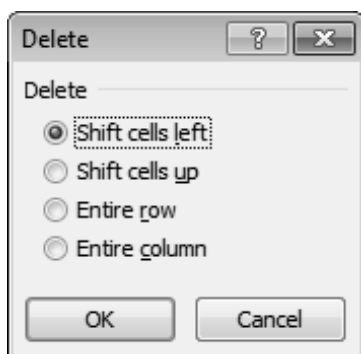


- ☐ Activate the first or second option to indicate how to shift the existing cells following the insertion of the new cells.
- ☐ Click **OK** to confirm.


 To insert a single cell above another, click the cell, go to the **Cells** group and click the **Insert** button.

Deleting cells

- ☐ Select the cells you want to delete.
- ☐ Activate the **Home** tab, go to the **Cells** group, click the arrow on the **Delete** button, then click **Delete Cells**. Alternatively, activate the **Delete** option from the selection's shortcut menu.




- ☐ Activate the first or second option to indicate how the existing cells are to be shifted following the deletion of the selected cells.
- ☐ Click **OK**.

 To delete cells while shifting the other cells to the left, select the cells you want to delete, go to the **Cells** group and click the **Delete** button.

Moving and inserting cells/rows/columns

Use this feature to move and insert cells, rows or columns between existing cells, rows or columns.

- ☐ Select the cells (rows or columns) you want to move.
- ☐ Point to one of the edges of the selected cells until the point becomes a four-headed arrow.
- ☐ Drag the selection while holding down the **⇧** key.
- ☐ Release the mouse button at your insertion point, represented by a bold hashed line.
-  Holding the **Ctrl** and **⇧** keys down as you drag the selection copies cells, rows, and columns instead of moving them.