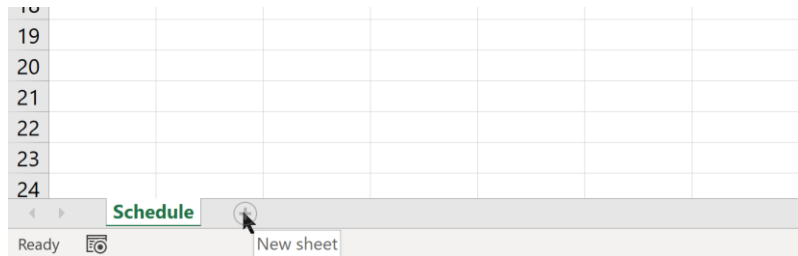


Application: Excel – Inserting and Deleting Worksheets

An Excel file (workbook) is a collection of spreadsheets (worksheets) related to that file. The number of worksheets available to a workbook is only limited by the memory available on the computer.

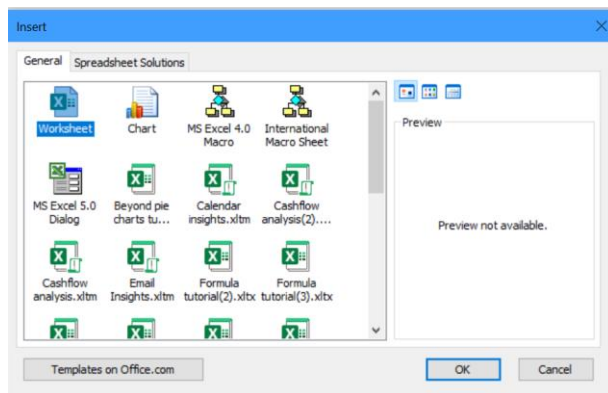
Inserting a worksheet after the active worksheet

1. Click the + sign next to the worksheet tabs.



Inserting a sheet before the active worksheet

1. **Right click** on the active worksheet.
2. Select **Insert**.

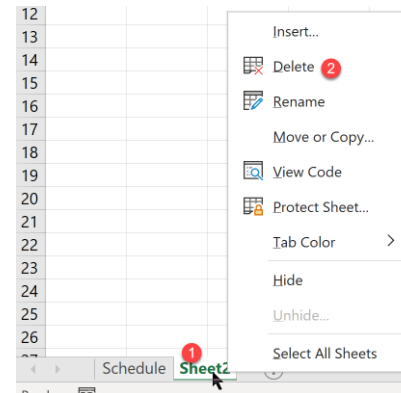


3. Select **Worksheet** and click on **OK**. You can also insert a chart by selecting **Chart** and clicking on **OK**.

Tip: You can also insert a sheet by using **Home Tab > Insert** (in the Cells Group) > **Insert Sheet**

Deleting worksheets

1. **Right-click** on the unwanted worksheet's tab and choose **Delete**.



Tip: You can also delete a worksheet by using **Home Tab > Insert** (in the Cells Group) > **Delete Sheet**

Tip: If you want to delete more than one worksheet you can select them together by clicking on the first one and then pressing the **CTRL Key** and selecting the others.

