

Application: Excel – Moving, Copying and Navigating Worksheets

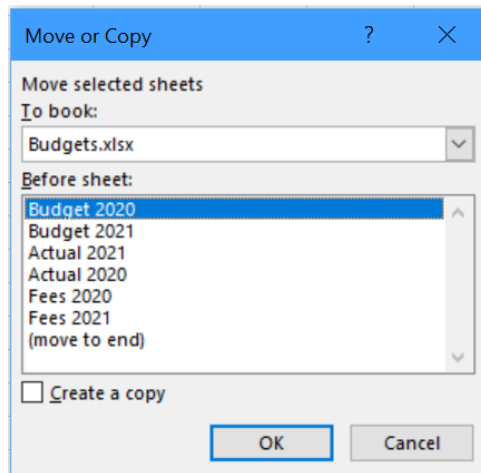
An Excel file (workbook) is a collection of spreadsheets (worksheets) related to that file. The number of worksheets available to a workbook is only limited by the memory available on the computer. Worksheets can be added, removed, rearranged and renamed from the default naming convention Sheet1, Sheet2, etc.

Moving worksheets

1. **Left-click** and hold on the worksheet tab, drag it to the desired location, and release the mouse button. You will see an indicator to show where you are moving it to.

Alternatively, you can use the following method to organise the sheets.

1. **Right-click** on the sheet you want to move.
2. Select **Move or Copy**



3. The default is to move the worksheet within the current workbook. However, you can also select any other open workbook from the **To book:** drop down list.
4. All the current worksheets for the selected workbook will be displayed.
5. Select the worksheet before which you want your worksheet and click on **OK**. Alternatively, you can click on **(move to end)** and the sheet will be placed after all other sheets.

Copying worksheets

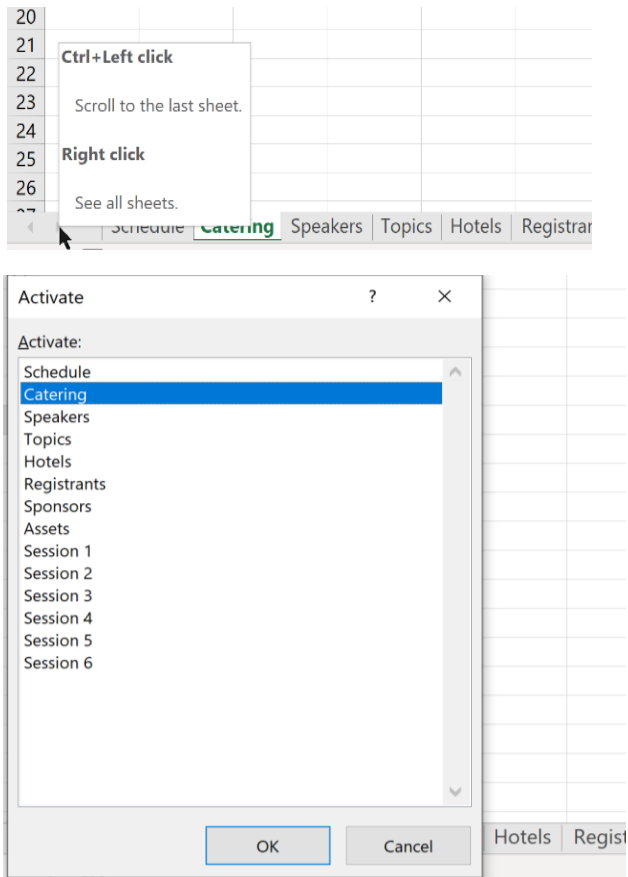
1. You can use the method described in the previous section but select **Create a copy**. A duplicate of the sheet will be added at the selected position. It will be named the same but with (2) appended. You can then rename the sheet if required.
2. Alternatively, hold the **CTRL Key** down, **left-click**, hold and drag the worksheet tab to the desired location, and release the mouse button. You will see an indicator to show where you are copying it to. Again, a number will be appended to the name of the duplicated worksheet.

Navigating worksheets

1. To activate a worksheet, click on the tab of the worksheet you want to view.
2. To scroll through the worksheets one by one press **CTRL+PAGE UP** or **CTRL+PAGE DOWN**.
3. You can click on the left and right arrows to view more worksheet tabs.
4. Hold the **CTRL Key** down when you click on the left and right arrow to bring into view the first or last worksheet tab.



5. If you **right-click** in the area where the arrows are, a dialog box appears displaying all worksheets in the workbook (except hidden sheets). You can select the one you want to use and click on **OK**.



Tip: Re-size the scrollbar at the bottom of your window to increase the number of visible worksheet tabs.

