

Lesson 1-7: View, add, rename, delete and navigate worksheet tabs

When you save an Excel file onto your hard disk, you are saving a single workbook containing one or more worksheets.

You can add as many Worksheets as you like to a Workbook.

There are two types of worksheet. Regular worksheets contain cells (just like the one you're looking at now). Chart sheets, as you would expect, each contain a single chart (we'll be exploring charts in depth in: *Session Five: Charts and Graphics*).

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- 1 Open *The Wealth of Nations* from your sample files folder (if it isn't already open).
- 2 Move between worksheets.

Look at the tabs on the bottom left corner of your screen. Notice that this sample workbook contains three worksheets: GDP, Life Expectancy and Mobile Phones. Click on each tab in turn to view the different worksheets.



- 3 Add a new worksheet.
 1. Click the Insert Worksheet tab (the tiny tab next to Mobile Phones). A new tab appears named *Sheet1*.
 2. Double-click the *Sheet1* tab.
 3. Type the word **Population** followed by the <Enter> key.

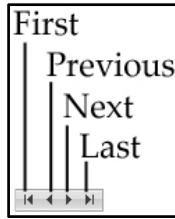


- 4 Move a worksheet's tab.
 1. Click on the Population tab (you may have to do this twice).
 2. Drag to the left. As you drag you'll notice an icon of a page and a black arrow telling you where the tab will be placed.
 3. Release the mouse button to move the tab to the location of your choice.



- 5 Understand the tab scroll buttons

Because this workbook only has four tabs, there's no need to use the tab scroll buttons (in fact, they won't work at all when all tabs are visible).



When there are more tabs than will fit on the screen the *tab scroll buttons* are used to move between tabs.

6 Move between worksheets using the keyboard.

You can move between worksheets using only the keyboard by pressing the <Ctrl>+<PgUp> and <Ctrl>+<PgDn> keyboard shortcuts to cycle through all of the tabs in your workbook.

7 Change tab colors.

The colored tab feature was only added in Excel 2003 and most users have yet to discover that they can color code their tabs. Others will be very impressed if you color code yours!

1. Right-click on any of the tabs and choose Tab Color from the shortcut menu.
2. Choose any color.
3. Repeat for the other tabs on the worksheet.

8 Delete a worksheet.

Right click on the Population tab and select *Delete* from the shortcut menu.

9 Delete several worksheets at the same time.

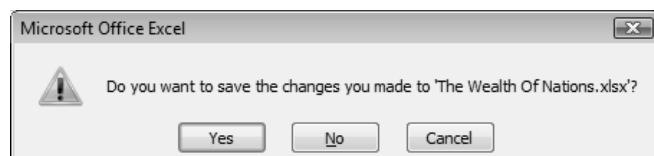
1. Hold down the <Ctrl> key.
2. Click each tab you want to delete in turn. Don't select them all as it isn't possible to delete every worksheet in a workbook.
3. Right click any of the selected tabs and select Delete from the shortcut menu.

Don't worry about the missing tabs. We're going to close the workbook without saving it so you won't overwrite the original workbook.

10 Close the workbook without saving it.

1. Click Office→Close.

A dialog is displayed:



2. Click *No* so that you don't over-write the workbook.

Because you haven't saved the workbook it will remain in its original state when you next open it.