


## Organizing Worksheets

Organizing the worksheets within your workbook files can make your Excel documents easier to maintain and manage. Worksheets can be moved, renamed, or deleted to make your workbook easier to navigate.

### Renaming Worksheet Tabs

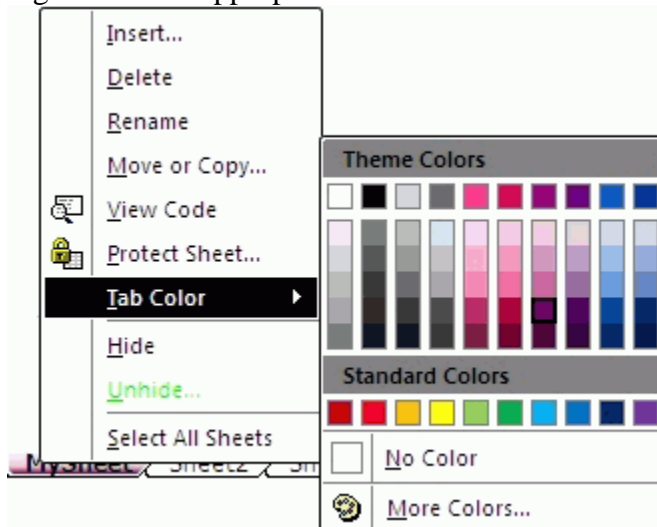
The tabs on the bottom of the worksheets contain the name of each worksheet. You can change the default name of the worksheet to describe its contents.

1. To select the sheet name, double click the appropriate worksheet tab  
**OR** right click the appropriate worksheet tab » select **Rename**
- 
2. Type the new sheet name
  3. Press [Enter] the worksheet is renamed.

### Changing Worksheet Tab Colors

Coloring worksheet tabs can make specific worksheets easier to locate within a large workbook.

1. Right click the appropriate **SHEET** tab » select **Tab Color** » select the desired color



# Inserting Worksheets

New Excel workbooks are created automatically with three worksheets. If you need additional sheets, you can easily insert them.

## Inserting Worksheets: Right Click Option

This option inserts a new worksheet in front of the selected SHEET tab.

1. Right click the appropriate **SHEET** tab » select *Insert...*




The *Insert* dialog box appears.

2. Select the *General* tab
3. Select *Worksheet*
4. Click **OK** the new worksheet is inserted in front of the current worksheet.

## Inserting Worksheets: Button Option

This option inserts a new worksheet after all other worksheets.

1. At the far right of the worksheet tabs, click **INSERT WORKSHEET**  a new worksheet is added to the right of all other worksheets.

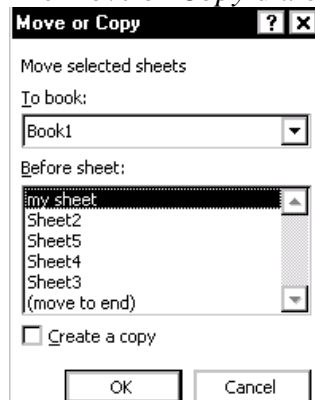
# Moving Worksheets

You may want your worksheets in a particular order when printing the final document. You may also want to group similar worksheets together, or simply rearrange the order for easier access while working on a file. If the original worksheet order no longer fits your needs, you can rearrange worksheets within the same workbook or move a worksheet to another workbook.

## Moving Worksheets: Same Workbook, Right Click

Right click the **SHEET** tab of the worksheet to be moved » select *Move or Copy...*

The *Move or Copy* dialog box appears.



1. From the *To book* pull-down list, select the current workbook
2. From the *Before sheet* scroll box, select where the sheet will be moved  
NOTE: The sheet will be placed in front of the sheet you select.
3. Click **OK**  
The worksheet is moved.

## Moving Worksheets: Same Workbook, Drag and Drop Option

The *Drag and Drop* option works only if you want to move a worksheet within the same workbook.

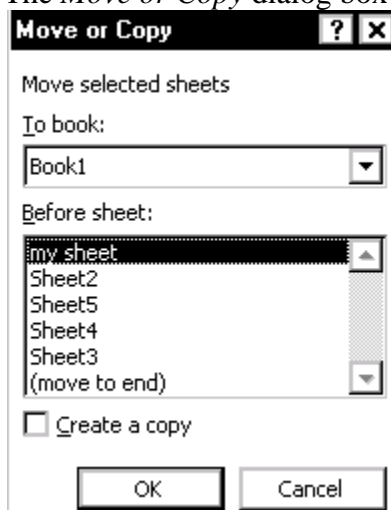
1. Click and hold the **SHEET** tab of the worksheet to be moved  
A sheet icon and arrow appears.



2. Drag the sheet icon to the desired location  
The arrow indicates where the sheet will be placed.
3. Release the mouse button  
The worksheet is moved.

## Moving Worksheets: Different Workbook

1. Open both the worksheet to be moved and the workbook to which it will be moved
2. To display the worksheet that will be moved,
  - a. From the *Ribbon*, select the **View** command tab
  - b. In the *Window* group, click **SWITCH WINDOWS** » select the workbook containing the worksheet to be moved
3. Right click the **SHEET** tab of the worksheet to be moved » select **Move or Copy...**  
The *Move or Copy* dialog box appears.



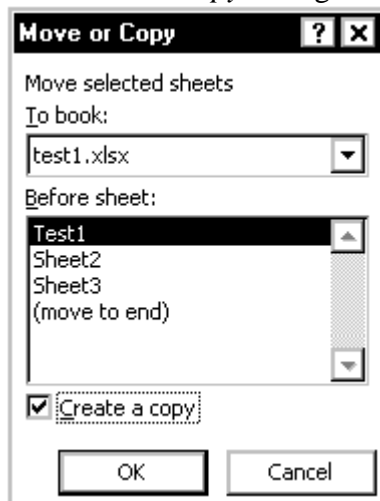
4. To move the worksheet to an existing workbook, from the *To book* pull-down list, select the destination workbook  
To move the worksheet to a new workbook, from the *To book* pull-down list, select (***new book***)
5. From the *Before sheet* scroll box, select where the sheet will be moved  
NOTE: The sheet will be placed in front of the sheet you select.
6. Click **OK** the worksheet is moved.

## Copying Worksheets

You may need to create a copy of a worksheet if the same information is needed in multiple files. Alternatively, you may want to use the same format without having to reformat a new worksheet. For example, if you have created a worksheet for one project but do not want to recreate the worksheet for another project, copying the worksheet saves you the time of creating another worksheet.

### Copying Worksheets: Same Workbook

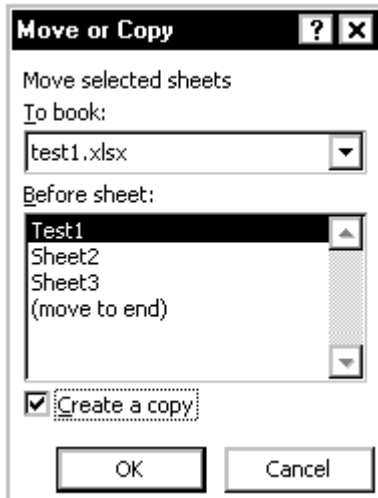
1. Right click the **SHEET** tab of the worksheet to be copied » select ***Move or Copy...***  
The *Move or Copy* dialog box appears.



2. In the *To book* pull-down list, select the current workbook
3. From the *Before sheet* scroll box, select where the sheet will be located  
NOTE: The sheet copy will be placed in front of the sheet you select.
4. Select ***Create a copy***
5. Click **OK**  
The worksheet is copied.
6. OPTIONAL: Rename the copy

## Copying Worksheets: Different Workbook

1. Open the worksheet to be copied and the workbook to which it will be copied
2. To display the worksheet that will be moved,
  - a. From the *Ribbon*, select the **View** command tab
  - b. In the *Window* group, click **SWITCH WINDOWS** » select the workbook containing the worksheet to be moved
3. Right click the **SHEET** tab of the worksheet to be copied » select **Move or Copy...** the *Move or Copy* dialog box appears.



4. To copy the worksheet into an existing workbook, from the *To book* pull-down list, select the destination workbook to copy the worksheet into a new workbook, from the *To book* pull-down list, select (**new book**)
5. From the *Before sheet* scroll box, select where you want the worksheet copied  
NOTE: The sheet copy will be placed in front of the sheet you select.
6. Select **Create a copy**
7. Click **OK** the worksheet is copied.

## Deleting Worksheets

If you no longer have a need for a particular worksheet, you can delete that sheet from the workbook.

1. Right click the appropriate **SHEET** tab » select **Delete** the sheet is deleted.