



Worksheet Basics

The Worksheet Selector

Microsoft® Sheet 1 (Sheet 1 of 3)

Navigating Sheets

- Go to first sheet
- Go to next sheet
- Go to previous sheet
- Go to last sheet
- Go to specific sheet **Sheet 3**

Note: The above buttons are the worksheet selector buttons. "Go to specific sheet" buttons only appear after you've inserted more than one sheet.

Selecting Sheets

- Right-click on the sheet tab.
- Select **Sheet** from the pop-up menu.
- Type in desired name of sheet.
- Press **Enter**.



Renaming Sheets

- Right-click on the sheet tab.
- Select **Format Sheet** from the pop-up menu.
- Select **Worksheet** from the Format window and click **OK**.

Moving or Copying Sheets

- To move a sheet within a workbook, click on the sheet tab and drag it along the row of sheet tabs to its new location.
- To copy the sheet within a workbook, hold down **CTRL**, and then drag the sheet to the location for the new sheet. (Note: Be sure to release the mouse button before you release the **CTRL** key.)

Rows and Columns

Selecting Rows/Columns

- To select an entire row or column, click on the row or column heading.
- To select multiple rows / columns, click on the row / column heading and drag the cursor to highlight the desired area.

Selecting Sheets/Cells

- Right-click on a sheet or column heading.
- Select **Sheet** from the pop-up menu.
- If you are selecting a row it will appear above the row selected in step 1. If you are selecting a column it will appear to the left of the column selected in step 1.

Selecting Rows/Columns

- Right-click on a row or column heading.
- Select **Sheet** from the pop-up menu.
- To clear the contents in the row / column, click on the row / column heading and press the **Delete** key.

Adjusting Row Height/Column Width

- Place the mouse cursor over the row / column boundary.
- Click the mouse and drag the boundary to increase or decrease the row height or column width. (To set the height / width to fit the contained data, double-click on the boundary boundary.)
- To set the height / width of multiple rows / columns, highlight the rows / columns you want to change and select the **Format / Rows / Height** or **Format / Columns / Width** command. (Or, change the setting for all rows / columns in the worksheet, click the **Select All** button on the ribbon, then click the **Format / Rows / Height** and **Format / Columns / Width** buttons off step one / column boundary.)

Note: To preview the row / column height / width, right-click on the **Row Height** and **Column Width** buttons, then click the **Format / Rows / Height** or **Format / Columns / Width** buttons. (The **Format** button is located on the ribbon.)



Freezing Rows or Columns

Use the "Rows" and "Columns" buttons to keep rows and columns visible on other sheets whether or not selected through a sheet. This sheet won't scroll until you move outside of your rows (through the next cell the row number).

- To select panes:
 - Top Horizontal Pane** - select the pane boundary before where you want the right to appear.
 - Left Vertical Pane** - select the pane boundary to the right of where you want the right to appear.
 - Both the Top & Left Panes** - click the cell below and to the right of where you want the right to appear.
- Click **Freeze Panes** on the **Window** menu.

Splitting Rows or Columns

Rows or columns can be broken into separate windows to prevent overlapping or reading data from being covered or hidden by others. This can also be helpful for different people to work on different parts of a document that are not adjacent to each other.

- Highlight the desired rows / columns that you do not want to see.
- Right-click on the highlighted rows and choose **Break**.
- The window, highlighted rows / columns become their own window. To add data, right-click on the highlighted rows and choose **Break**.

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Joyce J. Nielsen

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