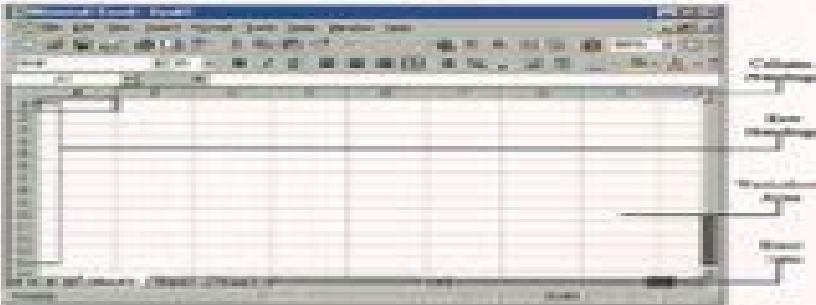




Workbooks

A Workbook is the file you open, save, and edit in. Because each workbook can contain many sheets, you can organize various kinds of related information in a single file.



Opening Workbooks

- Click the **Open**  button on the Standard toolbar, or select **Open** from the **File** menu.
- Choose the drive container that contains the workbook from the **Look In** list of the **Open** menu.
- Double-click the folder that contains the workbook.
- Double-click the workbook you want to open.

Note: To search for a recently used file, click **Recently on the File menu.**

Creating Workbooks

- Select **New** from the **File** menu, or press **Ctrl + N**.
- To create a new, blank workbook, click the **Normal** tab, and double-click the **Worksheet** icon. To create a workbook based on a template, click **From Existing** the **Selected Template**, and click **OK** on the **Template** list of the **Type of Workbook** you want to create.

Note: To create a new workbook based on the **Blank** template, click the **New**  button on the Standard toolbar.

Sharing Workbooks

- Select **Save** from the **File** menu, or press **Ctrl + S**.
- Select the drive and folder that you want to save the workbook to, then the **Save** button.
- Type a name for the workbook in the **File** menu bar.
- Click the **Save** button.

Closing Workbooks

- On the **File** menu, select **Close** from the **File** menu.
- To close an open workbook without exiting the program, hold down the **Shift** key and select **Close** from the **File** menu.
- To close an open workbook and exit the program, select **Exit** from the **File** menu.

Worksheets

Worksheets are the individual pages within a workbook where data is entered and calculated.

Everything Worksheets

The default number of worksheets in a workbook is three, but you can insert as many worksheets as the memory of your computer will allow.

- If there is a single worksheet, select **Worksheet** from the **Insert** menu.
- If there are multiple worksheets, hold down the **Shift** key and click the number of worksheets you want to add in the **Insert** menu. Then select **Worksheet** from the **Insert** menu.



Renaming Sheets

- Hold down the **Shift** key on the keyboard.
- Select **Worksheet** from the **Format** menu.
- Type in the desired name of the sheet.
- Hit the **Enter** key.

Moving or Copying Worksheets

When you move or copy worksheets be aware that calculations or charts based on the worksheets might become inaccurate.

- Open the workbook that will receive the worksheets.
- Select the worksheet that contains the worksheets you want to move or copy.
- Click on the worksheet tab to be moved or copied. To select multiple sheets, hold down the **Shift** key while clicking on the tabs.
- Choose **Move or Copy Sheets** from the **Edit** menu.
- Select the worksheets to copy the objects in the **To** **Worksheets**. Select **New Sheets** to create new sheets for these worksheets.
- In the **Before** sheet list, select the worksheet name that you want the copied or moved sheets placed in front of.
- Select the **Create a copy** check box to copy the sheets instead of moving them.

Note: To move sheets within the current workbook, you can drag the selected sheets along the row of sheet tabs. To copy the sheets, hold down the **Ctrl** key, and then drag the sheets while holding the **Control** key; your cursor turns **Ctrl** key.

Deleting Worksheets

- Click on the tab of the worksheet you wish to delete. To select multiple worksheets, hold down the **Shift** key while clicking on the worksheet tabs.
- Select **Delete Sheet** from the **Edit** menu.

Printing Worksheets

- Select the worksheet you wish to print.
- Click **Sheet** from the **Print** menu, then select **File**.

Note: To print a specific worksheet, choose **Select** from the **Print** menu, select **Selected** and then double-click on the tab of the worksheet you wish to print.

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vegetables tend to offer high amounts of essential nutrients for very few calories and they can help to ensure essential vitamin and mineral requirements are met but there is no need to include any specific individual vegetable and it is probably better to

list of vegetables wikipedia - Aug 23 2023

list of vegetables this is a list of plants that have a culinary role as vegetables vegetable can be used in several senses including culinary botanical and legal this list includes botanical fruits such as pumpkins and does not include herbs spices cereals and

vegetable description types farming examples britannica - Mar 18 2023

oct 18 2023 vegetable in the broadest sense any kind of plant life or plant product in common usage the term usually refers to the fresh edible portions of certain herbaceous plants vegetables can be roots stems leaves flowers fruits