



## 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

- Right-click on sheet tab **Sheet 1**  **Sheet 3**  **Sheet 1**  **Sheet 3** 
- Drag or drag the new sheet tab to its new location.
- To copy the sheet without 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.

### Selecting Rows/Columns With the Selection Boxes

- Place the mouse cursor over the row / column heading boundary.
- Click the mouse and drag the boundary to encompass the desired row / column (or highlight the entire row / column heading).
- To set the height / width of individual rows / columns, highlight the row / column you want to change and select the **Format / Row Height / Column Width** button. (Or change the setting for all rows / columns in the worksheet, click the **Select All** button on the ribbon, then click on the column and row headings and then drag the boundary of any row / column heading.)

Note: To preview the row / column height / width, right-click on the **Row Height** and **Column Width** buttons, then click on **Format Selection**. (Or right-click on the row / column heading and click on **Format Selection**.)



### Selecting Rows or Columns

Use the "Select" tab on the Standard and Context menus to keep rows and columns (either on other sheets or your sheet) together. This sheet won't scroll until you move outside the row or column (through the rest of the rows / columns).

- To select rows:
  - Top Horizontal Pages** - select the row heading before where you want the right to appear.
  - Left Vertical Pages** - select the column heading to the right of where you want the right to appear.
  - Both the Top & Left Pages** - click the cell below and to the right of where you want the right to appear.
- Click **Format Pages** on the **Windows** menu.

### Selecting Rows or Columns

Rows or columns can be selected using the standard copy-and-paste methods (using **CTRL** or **SHIFT** to select the others). This can also be selected by clicking the right-click context menu / columns that are not adjacent to each other.

- Highlight the desired rows / columns that you do not want to copy.
- Right-click on the highlighted rows and choose **Sheet**.
- The **Sheet**, highlight the rows / columns (either the left or right side), right-click on the highlighted rows and choose **Sheet**.

# Microsoft Excel 97 Quick Source Guide

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