



## 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** from the pop-up menu.
- Select **Worksheet** from the Format menu and click **OK**.

##### Moving or Copying Sheets

- Right-click on sheet tab **Sheet 1**  **Sheet 3**, click on the sheet tab and drag it along the row of sheet tabs 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 **Format** 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 **Format** from the pop-up menu.
- To clear the contents in that 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 size of any individual rows / columns within the highlighted area. (To change the setting for all rows / columns in the worksheet, click the **Select All** button on the ribbon. Between the columns and rows, double-click on the boundary of any row / column boundary.)

Note: To increase and the height / width of a row / column right-click on the boundary and choose **Row Height...** or **Column Width...**, then the pop-up menu. Enter the desired value in the **Value** field and click **OK**.



### Freezing Rows or Columns

Use the "Rows" and "Columns" tabs on the ribbon to keep your column labels or other data visible as you scroll through a sheet. This data won't scroll until you move it to the right or through the end of the row labels.

- To select panes:
  - Top Horizontal Pane** - select the pane heading before where you want the right to appear.
  - Left Vertical Pane** - select the pane heading 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 several separate sections or sections that bring yourself or others. This can also be broken into different sections of rows / columns 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 **Break** dialog box appears. Select the rows / columns that you don't want, right-click on the highlighted rows and choose **Break**.

# Microsoft Excel 97 Quick Source Guide

**JR Anderson**

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## **Table of Contents Microsoft Excel 97 Quick Source Guide**

1. Understanding the eBook Microsoft Excel 97 Quick Source Guide
  - The Rise of Digital Reading Microsoft Excel 97 Quick Source Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Excel 97 Quick Source Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Excel 97 Quick Source Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Excel 97 Quick Source Guide
  - Personalized Recommendations
  - Microsoft Excel 97 Quick Source Guide User Reviews and Ratings
  - Microsoft Excel 97 Quick Source Guide and Bestseller Lists

5. Accessing Microsoft Excel 97 Quick Source Guide Free and Paid eBooks
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  - Microsoft Excel 97 Quick Source Guide eBook Subscription Services
  - Microsoft Excel 97 Quick Source Guide Budget-Friendly Options
6. Navigating Microsoft Excel 97 Quick Source Guide eBook Formats
  - ePUB, PDF, MOBI, and More
  - Microsoft Excel 97 Quick Source Guide Compatibility with Devices
  - Microsoft Excel 97 Quick Source Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Excel 97 Quick Source Guide
  - Highlighting and Note-Taking Microsoft Excel 97 Quick Source Guide
  - Interactive Elements Microsoft Excel 97 Quick Source Guide
8. Staying Engaged with Microsoft Excel 97 Quick Source Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Excel 97 Quick Source Guide
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  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Excel 97 Quick Source Guide
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  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Excel 97 Quick Source Guide
  - Setting Reading Goals Microsoft Excel 97 Quick Source Guide
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Excel 97 Quick Source Guide
  - Fact-Checking eBook Content of Microsoft Excel 97 Quick Source Guide
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

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- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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