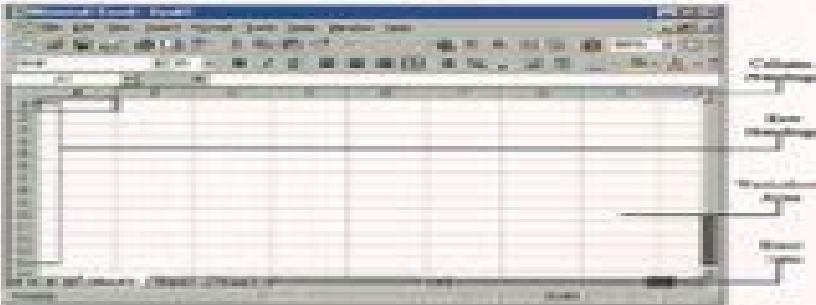




## Workbooks

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 for the type of template 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** name box.
- Click the **Save** button.

### Closing Workbooks

- On the **File** tab of the ribbon, select **Close** from the **File** menu.
- On the **File** tab, open a workbook without closing the previous, hold down the **Shift** key and select **Close All** from the **File** menu.
- On the **File** tab, open a workbook and don't close it, then 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

- Right-click on the sheet tab.
- Select **Rename** from the pop-up 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** tab.
- Select **Move Sheets** to move the objects in the new worksheet.
- 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 objects within the current worksheet, you can drag the selected objects along the area of sheet tabs. To copy the objects, hold down the **Ctrl** key, and then drag the objects 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 selected worksheet, choose **Select** from the **Print** menu, select **Selected** and then double-click on the selected worksheet you wish to print.

# Microsoft Excel 2000 Quick Source Guide

**Quick Source**

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framework which aims to greatly simplify the task of building serious web applications for the JVM The concepts within Grails like interceptors tag libs and Groovy Server Pages GSP make those in the Java community feel right at home Grails foundation is on solid open source technologies such as Spring Hibernate and SiteMesh which gives it even more potential in the Java space Spring provides powerful inversion of control and MVC Hibernate brings a stable mature object relational mapping technology with the ability to integrate with legacy systems and SiteMesh handles flexible layout control and page decoration Grails complements these with additional features that take advantage of the coding by convention paradigm such as dynamic tag libraries Grails object relational mapping Groovy Server Pages and scaffolding Graeme Rocher Grails lead and founder and Jeff Brown bring you completely up to date with their authoritative and fully comprehensive guide to the Grails 2 framework You ll get to know all the core features services and Grails extensions via plug ins and understand the roles that Groovy and Grails are playing in the changing Web *American Book Publishing Record ,2004 Microsoft Visio*

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