Worksheet Basics

The Worksheet Selector

Navigating Sheets

Go to first sheet ....click
Go to next sheet ....click
Go to previous sheet ....click
Go to last sheet ....click
Go to specific sheet ....click

Note: The above features on the worksheet selector (except "Go to specific sheet") function only when the file contains two or more worksheets.

Renaming Sheets

1. Right-click on the sheet tab.
2. Select **Rename** from the pop-up menu.
3. Type in desired name of sheet.
4. Hit **Enter**.

Inserting Sheets

1. Right-click on the sheet tab.
2. Select **Insert...** from the pop-up menu.
3. Select **Worksheet** from the **Insert** window and click **OK**.

Moving or Copying Sheets

1. To move a sheet within a workbook, click on the sheet and drag it along the row of sheet tabs to its new location.
2. 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

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

Inserting Rows/Columns

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

Deleting Rows/Columns

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

Adjusting Row Height/Column Width

1. Place the mouse cursor over the row / column heading boundary.
2. 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 heading boundary.)
3. To set the height / width of multiple rows / columns, highlight the rows / columns you wish to change and adjust the size of any individual row / column within the highlighted area. (To change the setting for all rows / columns on the worksheet, click the **Select All** button at the corner between the column and row headings and then drag the boundary of any row / column heading.)

*Note: To precisely set the height / width of a row / column right-click on the heading and choose **Row Height...** or **Column Width...** from the pop-up menu. Type in the desired value (in points) and click on **OK**.*

Freezing Rows or Columns

You can "freeze" the horizontal and vertical panes to keep row and column labels or other data visible as you scroll through a sheet. This data won't scroll and will remain visible as you move through the rest of the worksheet.

1. To select panes:
   - **Top Horizontal Pane** – select the row heading below where you want the split to appear.
   - **Left Vertical Pane** – select the column heading to the right of where you want the split to appear.
   - **Both the Top & Left Panes** – click the cell below and to the right of where you want the split to appear.
2. Click **Freeze Panes** on the **Window** menu.

Hiding Rows or Columns

Rows or columns can be hidden in order to protect important or sensitive data from being viewed or altered by others. Data can also be hidden to allow side-by-side comparison of rows / columns that are not adjacent to each other.

1. Highlight the desired rows / columns that you do not want to see.
2. Right-click in the highlighted area and choose **Hide**.
3. To Unhide, highlight the rows / columns before and after the hidden data, right-click in the highlighted area and choose **Unhide**.

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Stephen L. Nelson

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