Workbooks
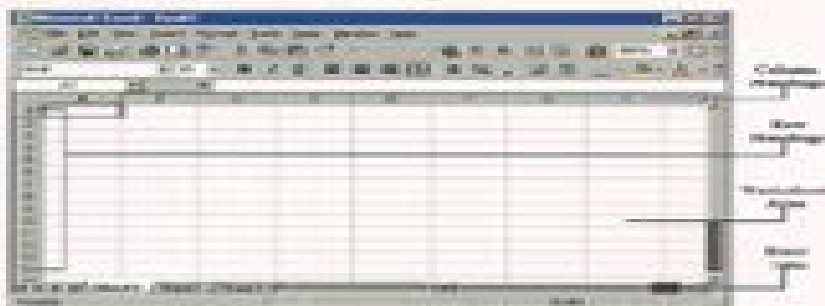
A Workbook is the file you store worksheets in. Because each workbook can contain many sheets, you can organize various kinds of related information in a single file.

Opening Workbooks

1. Click the **Open** button on the **Standard** toolbar, or select **Open** from the **File** menu.
2. Choose the drive or folder that contains the workbook from the **Look in** list of the **Open** window.
3. Double-click the folder that contains the workbook.
4. Double-click the workbook you want to open.

Note: To search for a recently used file, click History on the Places bar in the Open window.

Creating Workbooks

1. Select **New** from the **File** menu, or press **Ctrl + N**.
2. To create a new, blank workbook, click the **General** tab and double-click the **Workbook** icon. To create a workbook based on a template, click a tab listing the desired templates, and double-click on the template for the type of workbook you want to create.

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

Saving Workbooks

1. Select **Save** from the **File** menu, or press **Ctrl + S**.
2. Select the drive and folder that you want to save the workbook in from the **Save in** list.
3. Type a name for the workbook in the **File name** box.
4. Click the **Save** button.

Closing Workbooks

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

Worksheets

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

Inserting Worksheets

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

- To insert a single worksheet, select **Worksheet** from the **Insert** menu.
- To insert multiple worksheets, hold down the **Shift** key and click the number of worksheet tabs you want to add in the open workbook. Then select **Worksheet** from the **Insert** menu.

Renaming Sheets

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

1. Open the workbook that will receive the worksheets.
2. Switch to the workbook that contains the worksheets you want to move or copy.
3. Click on the worksheet tab to be moved or copied. To select multiple sheets, hold down the **Ctrl** key while clicking on the tabs.
4. Choose **Move or Copy Sheet** from the **Edit** menu.
5. Select the workbook to receive the sheets in the **To book** box. Select **New book** to move or copy the sheets to a new workbook.
6. In the **Before sheet** box, select the worksheet name that you want the moved or copied sheets placed in front of.
7. 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; release the mouse button before you release the Ctrl key.

Deleting Worksheets

1. Click on the tab of the worksheet you wish to delete. To select multiple worksheets hold down the **Ctrl** key while clicking on the worksheet tabs.
2. Choose **Delete Sheet** from the **Edit** menu.

Hiding Worksheets

1. Select the worksheet you wish to hide.
2. Choose **Sheet** from the **Format** menu, then select **Hide**.

Note: To reveal a hidden worksheet choose Sheet from the Format menu. Select Unhide and then double-click on the hidden worksheet you wish to display.

Microsoft Excel 2000 Quick Source Guide

Quick Source

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