



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

##### Moving or Copying Sheets

- Right-click on sheet tab **Sheet 3**  **Sheet 3** (Sheet 3 of 3 sheets), 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 row 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.

### 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 **Format / Row / Height** or **Format / Column / Width** command. (Or, change the setting for all rows / columns in the worksheet, click the **Select All** button on the **Format** toolbar (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, or **Column Width**, then click **Preview**. (Or, click on the **Format** menu and click **Preview**.)



### Freezing Rows or Columns

Use the "Rows" and "Columns" buttons to keep rows and columns visible on other sheets whether or not selected through a sheet. This sheet won't scroll until you move outside of your rows (through the rest of the rows).

- 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 **Break** button, right-click on the highlighted rows and choose **Break**.

# Microsoft Excel 97 Quick Source Guide

**Stephen W. Sagman**

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