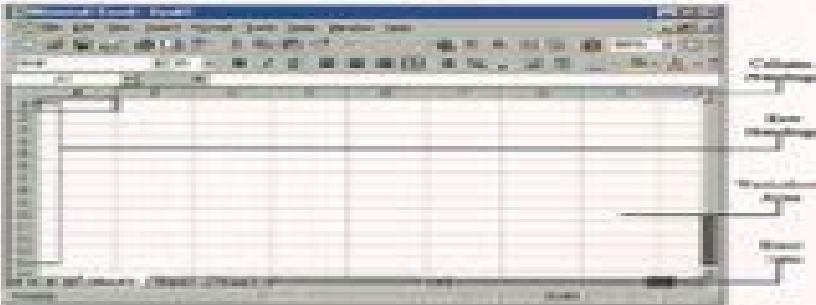




Workbooks

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 for the type of workbook 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** menu bar.
- Click the **Save** button.

Closing Workbooks

- On the **File** menu, 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 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

- Hold down the **Shift** key on the keyboard.
- Select **Worksheet** 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 **Moving or Copying Sheets** from the **Edit** menu.
- Select the worksheets to copy the objects in the **To** **Worksheets**.
- Select **Move Sheets** to move the objects in the new worksheet.
- In the **Before** sheet box, 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, release the mouse button, and press release the **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 Worksheet** from the **Edit** menu.

Printing Worksheets

- Select the worksheet you wish to print.
- Click **Print** from the **File** 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

Perspection, Inc

Microsoft Excel 2000 Quick Source Guide:

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