

Lesson 13 – Moving, Renaming and Deleting Worksheets.

In this lesson you are going to learn an important function of Excel. The default names for the worksheet tabs at the bottom of workbook are Sheet 1, Sheet 2 etc. You can change the names to identify the data you are using in a workbook. You can also change the order in which the worksheet tabs appear in the workbook. So lets us begin.

1. *Double click* the **Sheet1** worksheet tab at the *bottom* of the workbook. Type the name **Sales by Month**.(1)
2. *Press* the **ENTER** key on your keyboard.
3. *Click* the **+** to the right of the *newly named* worksheet.
4. *Type* the name Unit Sales Rank to prepare the worksheet for future use.
5. *Press* the **ENTER** key on your keyboard.(1)

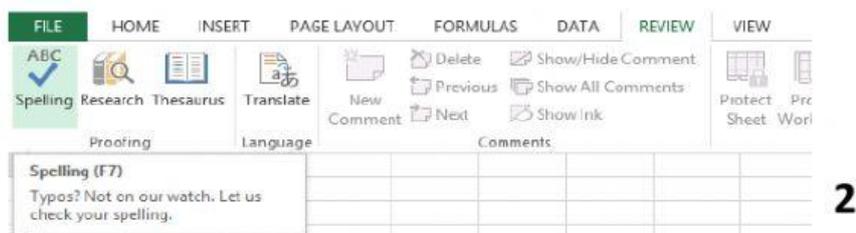


1. *Click* the **+** to add another *worksheet* tab.
2. *Click* the **Home** tab.
3. *Click* the **down arrow** on the **Delete** button in the Cells group of commands.
4. *Click* the **Delete Sheet** options from the *drop-down* list. This removes the *unneeded* worksheet.
5. *Click* the **Delete** button on the **Delete warning box** (this is only if a warning box appears.)

6. *Complete* the steps above to **delete** the newly named **Unit Sales Rank** worksheet since it has been decided that, that worksheet is also unnecessary so you are left with just **one worksheet**.

7. *Excel* also has a **Spell Check (2)** which is found on the **Review Ribbon**. *Clicking* on the tool will allow Excel to check *spelling* of *alphabetic* entries and allows for correction. It is a good habit to get into to check your **spelling**. The reason is that a worksheet with **correct spelling** is very professional and shows that you take pride in your work.

8. *Save* the changes to your workbook by clicking either the *Save* button or by selecting the **save option** from the **File** menu.



IMPORTANT NOTICE

Be very careful when deleting worksheets that contains data. Once a worksheet is deleted, you cannot use the Undo command to bring the sheet back. Deleting a worksheet is a permanent command.

Shortcut

Keyboard Shortcuts

Inserting New Worksheets

- Press the SHIFT key and then the F11 key on your keyboard.

Skill Refresher

Renaming Worksheets

1. Double click the worksheet tab.
2. Type the new name.
3. Press the ENTER key.

Moving Worksheets

1. Left click the worksheet tab.

2. Drag it to the desired position.

Deleting worksheets

1. Open the worksheet to be deleted.
2. Click the Home tab of the Ribbon.
3. Click the down arrow on the Delete button.
4. Select the Delete Sheet option.
5. Click Delete on the warning box.

Questions.

- 1. How do you rename a worksheet in a workbook?**

2. How do you delete a worksheet from a Workbook?

3. What must you remember about deleting worksheets?