

Lesson 3 Spreadsheets & Columns Copying Hiding

Moving Spreadsheets.

You can easily rearrange the spreadsheet tabs in your workbook to keep them in order. The following explains how to move spreadsheet:

1. Left-click and hold the spreadsheet tab at the bottom of your workbook. **1**



2. Drag the **spreadsheet** tab **in-between** any existing spreadsheet. Your cursor will change to show you are moving a *spreadsheet*. **2**



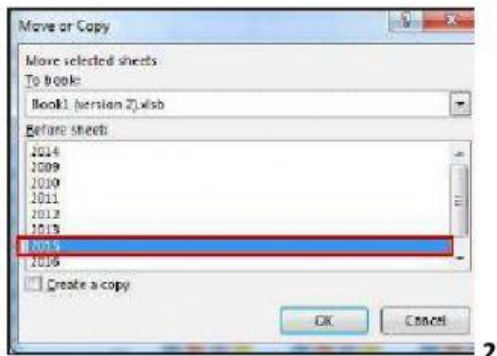
3. Release the left-mouse button to finish moving your spreadsheet.

Note: You can also move a spreadsheet using the Move or Copy.

1. Right-click on the **spreadsheet** tab you wish to move. **1**
2. A *context sensitive menu* will appear. Click **Move** or **Copy**. **1**



3. The *Move or Copy* window will appear. **Under Before sheet**, select where you want the currently selected spreadsheet to be moved.. **2**

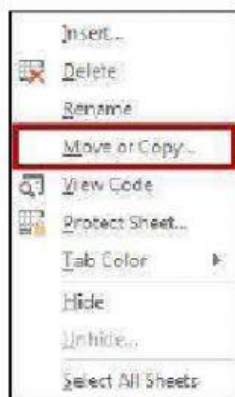


2

Copying Spreadsheets

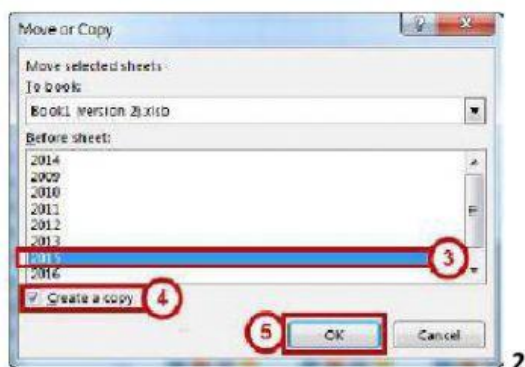
Duplicating a spreadsheet can be done with the Move or Copy tool. The following explains how to copy spreadsheets.

1. Right-click on the **spreadsheet** tab you wish to copy.
2. A context sensitive menu will appear. Click on **Move or Copy**. 3



1

3. The *Move or Copy* window will appear. **Under Before Sheet**, select where you want the copy of the currently selected *spreadsheet* to be moved. 2
4. Next to *Create a Copy*, click the **checkbox**. 2
5. Click **OK**. A copy of the spreadsheet will be made before the selected location. 2



Hiding Rows and Columns

Hiding rows and /or columns in your spreadsheet, will hide them from view so you can focus on other parts of your table. To hide a row or column:

1. Select the *row/column* in your spreadsheet. 1

	A	B	C	D	E
1		Jan	Feb	Mar	Apr
2	East	600	550	500	450
3	West	500	600	700	800
4	North	400	475	550	625
5	South	500	565	630	695

1

2. Right-Click on the selected **row/column**.
3. A *context sensitive menu* will appear. Click **Hide** 2



2

4. The selected row/column will be hidden. 3

	A	B	D	E	F
1		Jan	Mar	Apr	
2	East	600	500	450	
3	West	500	700	800	
4	North	400	550	625	
5	South	500	630	695	

3

Hiding Spreadsheets.

You can also hide whole spreadsheets if needed. To hide a spreadsheet.

1. Right-click on the spreadsheet tab 1
2. A context sensitive menu will appear. Click on Hide.



1

3. The selected spreadsheet will be hidden.

Unhiding Rows and Columns

To identify hidden rows/column in your spreadsheet pay attention to the numbering (rows) or lettering (columns). If they appear to skip within their sequence, then rows/columns are hidden.

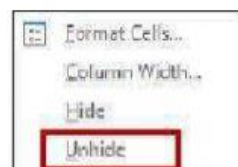
To unhide rows and columns:

1. Select the rows/columns surrounding the hidden rows/ column.

	A	B	D	E
1		Jan	Mar	Apr
2	East	600	500	450
3	West	500	700	800
4	North	400	550	625
5	South	500	630	695

1

2. Right-click on the selected row/column.
3. A context sensitive menu will appear. Click **Unhide**.



2

4. The hidden rows/column will now be visible.

	A	B	C	D	E
1		Jan	Feb	Mar	Apr
2	East	600	550	500	450
3	West	500	600	700	800
4	North	400	475	550	625
5	South	500	565	630	695

2

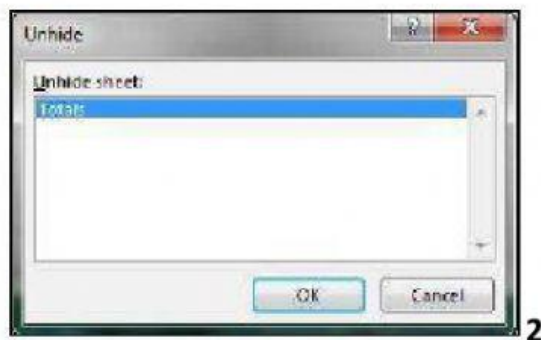
Unhide Spreadsheets.

The following shows you how to unhide spreadsheets.

1. Right-click on a *spreadsheet* tab.
2. A *context sensitive menu* will appear. If **Unhide** is not greyed out, there are hidden spreadsheets. **1**



3. The Unhide window will appear. Select a spreadsheet to unhide from the list.



4. Click **OK**.
5. The spreadsheet will now be visible.

Protecting your Spreadsheet.

Protecting your spreadsheet can limit what cells other users can select, and even what types of edits are allowed. This feature is helpful if you have created a spreadsheet with complete formulas that you do not want to be deleted, or if you just want to limit where users can enter information (e.g. an inventory spreadsheet, which asks users to fill in specific sections). You can choose to protect /unprotect specific cells in you spreadsheet, or lock an entire spreadsheet.

By default, Excel assumes that you will want to lock all cells in your spreadsheet. If you wish users to be able to edit specific cells, you will first need to prepare the cells so they can edited by unlocking them while the rest of the cells in your spreadsheet remain locked.

Questions

- 1. Give the steps for moving and copyingspreadsheets?**
- 2. Describe the steps to hide rows/columns?**
- 3. How do you hide and unhide spreadsheets.**