**2013 MOAC Excel Lesson 8 Guided Notes**

**Organizing Worksheets**

1. How is the order of worksheets in a workbook determined?

**Copying a Worksheet**

1. Is there a difference in copying the contents of a worksheet into another worksheet and copying the worksheet in its entirety?
2. Can you remove the data in a copied worksheet without removing the formatting?
3. The second method of copying a worksheet is more of a shortcut, where you hold the pointer down over the worksheet \_\_\_\_\_\_\_\_\_\_\_\_\_ while pressing \_\_\_\_\_\_\_\_\_\_\_\_\_, and move the copied sheet to its \_\_\_\_\_\_\_\_\_\_\_\_ location.

**Renaming a Worksheet**

1. You can right click the tab to display the short cut menu and then click Rename. T or F

**Repositioning Worksheets in a Workbook**

1. The worksheet you see when you \_\_\_\_\_\_\_\_\_\_ open a workbook is whichever sheet was \_\_\_\_\_\_\_\_\_\_\_ when you last \_\_\_\_\_\_\_\_\_\_\_\_ the workbook, regardless of where that sheet falls in the \_\_\_\_\_\_\_\_\_\_\_ order.

**Changing the Color of a Worksheet Tab**

1. You can apply a strip of color underneath each worksheet’s tab label. T or F

**Hiding and Unhiding Worksheets**

1. When you hide data in a worksheet, does that make the hidden data confidential?
2. If a workbook has hidden worksheets, where is the Unhide sheet command enabled?
3. Where is the Unhide command enabled?
4. How do you hide several worksheets at the same time?
5. Can you unhide multiple worksheets at the same time?

**Inserting New Worksheets into a Workbook**

1. Excel recognizes \_\_\_\_\_\_\_\_\_\_\_ references that cross \_\_\_\_\_\_\_\_\_\_\_\_\_ boundaries, so your workbooks are not \_\_\_\_\_\_\_\_\_\_\_\_ to worksheets that relate just to one another.

**Deleting a Worksheet from a Workbook**

1. Be certain the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of a worksheet you’re about to \_\_\_\_\_\_\_\_\_\_\_\_\_ are not referred to or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by any element inside \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ worksheet

**Working with Multiple Worksheets**

1. How do you know when Excel has grouped sheets together?
2. If you have worksheets that are grouped, how do you resume working with each worksheet individually?

**Hiding and Unhiding Worksheets in a Workbook**

1. Does the title of the workbook or worksheet appear in the unhide dialog box?

**Using Zoom and Freeze to Change the Onscreen View**

1. What do you use to adjust magnification at any time to make contents easier to read?
2. Does the act in question 18 impact the size of the worksheet when you print it?
3. Does Excel save the magnification?

**Finding and Replacing Data**

1. What is the difference in the Find command and Replace command in Excel as compared to Word?
2. With Excel, you can use the \_\_\_\_\_\_\_\_\_\_\_ command to search for \_\_\_\_\_\_\_\_\_\_\_\_\_ you’ve entered as data, such as a person’s name, as well as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that happen to be the results of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. In what direction does Excel search for text or values in a worksheet or workbook?