Lesson 8: Managing Worksheets

## Step-by-Step 1 – Copy a Worksheet

**GET READY. Before you begin these steps, LAUNCH Microsoft Excel.**

**1.** OPEN the ***08 Spa Services*** workbook for this lesson.

**2.** SAVE the workbook in the Lesson 8 folder as ***08 Spa Services Week of 2-18-13 Solution***.

**3.** With the Monday worksheet active, click the **HOME** tab, in the Cells group, click **Format**.

**4.** Click **Move or Copy Sheet**. The dialog box shown in Figure 8-2 opens. Here, the Before sheet list shows the current sequence of worksheets in the workbook even if there’s only one. The sheet selected represents the place you want to put the copied sheet in front of.

**5.** In the Before sheet list, select **(move to end)**. Next, select the **Create a copy** box and then click **OK**. A copy of the Monday worksheet is inserted at the end of the sequence, to the right of Lookup. The new worksheet is given the default name *Monday (2)*.

**6.** Click the **Monday** worksheet tab. Next, click and hold the **Monday** tab, and then press and hold **Ctrl**. The pointer changes from an arrow to a paper with a plus sign in it.

**7.** Drag the pointer to the right until the down-arrow just above the tabs bar points to the divider to the right of Monday (2). Release the mouse button and **Ctrl** key. A new worksheet is created, with its tab located just to the right of where the down-arrow was pointing. Its name is Monday (3).

**8.** With Monday (3) active, click cell **B4** and type the date **2/19/2013**.

**9.** Select cells **B8:H13**.

**10.** Beginning in cell B8, type the following data, skipping over cells without an “x” or a number (see the figure below):

**Sarah 351 X X 0.5**

**Elena 295 X X X X 1**

**Clarisse 114 X**

**Genevieve 90 X X X 1**

**Abhayankari 205 X X X X 1**

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**11.** SAVE the workbook.

**PAUSE. LEAVE it open to use in the next exercise.**

## Step-by-Step 2 – Rename a Worksheet

**GET READY. USE the workbook from the previous exercise.**

**1.** Double-click the **Monday (3)** worksheet tab to select its name.

**2.** Type **Tuesday** and press **Enter**. The new name appears on the tab.

**3.** Repeat this process for the **Monday (2)** worksheet tab, renaming it **Wednesday**.

**4.** With the Wednesday worksheet active, select cell **B4** and type the date **2/20/2013**.

**5.** Select cells **B8:H15**.

**6.** Beginning in cell B8, enter the following data, skipping over cells without an “x” or a number (see the figure below):

**Regina 210 X**

**Angela 44 X X X 1.5**

**Ariel 191 X X X X 1**

**Micaela 221 X X X 1**

**Julie 118 X X**

**Yolanda 21 X X X X 1**

**Gwen 306 X X X 1**

**Elizabeth H. 6 X X X X 1**

**PAUSE. SAVE the workbook and LEAVE it open to use in the next exercise.**

## Step-by-Step 3 – Reposition the Worksheets in a Workbook

**GET READY. USE the workbook from the previous exercise.**

**1.** Click the **Tuesday** worksheet tab. On the HOME tab, in the Cells group, click **Format**.

**2.** Click **Move or Copy Sheet**. The Move or Copy dialog box opens.

**3.** To make sure Tuesday appears before Wednesday, in the Before sheet list, click **Wednesday** and then click **OK**.

**4.** Click and hold the **Lookup** worksheet tab. The pointer changes from an arrow to a paper without a plus sign.

**5.** Drag the pointer to the right until the down-arrow just above the tabs bar points to the divider to the right of Wednesday. Release the mouse button. The Lookup worksheet is repositioned at the end of the sequence, and nothing inside the worksheet itself is changed.

**6.** Click the **Monday** worksheet tab.

**7.** Select cells **B8:H11**.

**8.** Beginning in cell B8, enter the following data, skipping over cells without an “x” or a number:

**Barbara C. 15 X X X X 1**

**Regina 210 X X 1**

**Ellen 301 X X**

**Genevieve 213 X X X X 1**

**9.** SAVE the workbook.

**PAUSE. LEAVE it open to use in the next exercise.**

## Step-by-Step 4 – Change the Color of a Worksheet Tab

**GET READY. USE the workbook from the previous exercise.**

**1.** Right-click the **Monday** worksheet tab.

**2.** In the shortcut menu, click **Tab Color**.

**3.** In the popup menu, under Standard Colors, click **Red**. Excel gives a slightly red tint to the Monday worksheet tab.

**4.** Click the **Tuesday** worksheet tab. Notice the Monday worksheet tab is now the bold red color you chose. Excel applies only the gradient tint to the tab for the currently visible worksheet to make it stand out above the others.

**5.** Repeat the color selection process for the **Tuesday** and **Wednesday** worksheet tabs, choosing **Orange** and **Yellow**, respectively.

**6.** Click the **Lookup** worksheet tab.

**PAUSE. SAVE the workbook and LEAVE it open to use in the next exercise.**

## Step-by-Step 5 – Hide and Unhide a Worksheet

**GET READY. USE the workbook from the previous exercise.**

**1.** With the Lookup worksheet tab active, on the HOME tab, in the Cells group, click **Format**.

**2.** Click **Hide & Unhide** and then click **Hide Sheet**. The Lookup worksheet is no longer visible.

**3.** Click **Format**, click **Hide & Unhide**, and then click **Unhide Sheet**. The Unhide dialog box appears.

**4.** Make sure **Lookup** is chosen in the Unhide sheet list, and then click **OK**. The Lookup worksheet reappears and is activated.

**5.** In the Lookup worksheet, select cell **B3**.

**6.** Type **70** and press **Enter**.

**7.** Right-click the **Lookup** worksheet tab, and click **Hide**. The Lookup worksheet disappears again, although the change you made to one price is reflected in the other sheets that refer to it.

**PAUSE. SAVE the workbook and LEAVE it open to use in the next exercise.**

## Step-by-Step 6 – Insert a New Worksheet into a Workbook

**GET READY. USE the workbook from the previous exercise.**

**1.** Click the **Wednesday** tab.

**2.** On the HOME tab, in the Cells group, click the **down-arrow next to Insert**.

**3.** Click **Insert Sheet**. A new, blank worksheet is created, and its tab is inserted before the tab of the active sheet (Wednesday). Excel gives it a temporary name, beginning with *Sheet* followed by a number.

**4.** Move the new worksheet to the end of the tab sequence.

**5.** Rename the new worksheet **Survey**.

**6.** Click the **Wednesday** worksheet tab again.

**7.** Click the **+** button to the right of the worksheet tabs. Another new worksheet is created with a temporary name, and this time, its tab is inserted after Wednesday.

**8.** Rename this new worksheet **Totals**.

**PAUSE. SAVE the workbook and LEAVE it open to use in the next exercise.**

## Step-by-Step 7 – Delete a Worksheet from a Workbook

**GET READY. USE the workbook from the previous exercise.**

**1.** Click the **Totals** worksheet tab.

**2.** On the HOME table, in the Cells group, click the down-arrow next to **Delete**.

**3.** Click **Delete Sheet**. The Totals worksheet is removed and its tab disappears.

**4.** Right-click the **Survey** tab, and click **Delete**. The Survey worksheet is removed and its tab disappears.

*You can use the tabs bar to delete more than one worksheet at a time. To select a block of worksheets whose tabs are adjacent to one another, click the tab at one end of the block, then while holding down the Shift key, click the tab at the other end. To select a group of worksheets that might not be adjacent, click one worksheet’s tab, then while holding down the Ctrl key, click each tab for the others. Once all the tabs you want to delete are highlighted, right-click any of those tabs and in the shortcut menu, and then click Delete.*

**5.** SAVE the workbook.

**PAUSE. LEAVE it open to use in the next exercise.**

## Step-by-Step 8 – Work with Multiple Worksheets in a Workbook

**GET READY. USE the workbook from the previous exercise.**

**1.** SAVE the workbook in the Lesson 8 folder as ***08 Spa Services Week of 2-18-13 Solution 2***.

**2.** Right-click any worksheet’s tab and click **Select All Sheets**. The title bar now reads *Spa Services Week of 2-18-13 Solution 2.xlsx [Group]*. All visible worksheets are enrolled in this group, whereas hidden worksheets are excluded. Although all the worksheets’ tabs are now boldface, the active worksheet remains highlighted in green.

**3.** Select cells **I8:M33**.

**4.** On the HOME tab, in the Number group, click **$** (Accounting Number Format). The cell formats for the range switch to a currency style where the dollar sign is aligned left, and the value aligned right with dollars and cents. Column K (Facial) is too narrow for its contents, so its values currently read *####*.

*You can paste data from the Clipboard to multiple worksheets simultaneously when they’re grouped like this. You cannot, however, paste linked or embedded data (see Lesson 6, “Formatting Cells and Ranges”) to multiple worksheets, only to one.*

**5.** Adjust the width of column **K** to fit its contents (see Lesson 7, “Formatting Worksheets”).

**6.** Select column **M**.

**7.** In the Font group, click **B** (Bold). All cells in column M are now boldfaced.

**8.** Click the tab for a worksheet other than Wednesday. The worksheets are now ungrouped, but the changes you made to the previous sheet are reflected in all three worksheets. See Figure 8-10 in the MOAC text to see how your workbook should now look.

**9.** Select the **Monday** worksheet.

**10.** On the VIEW tab, in the Window group, click **New Window**. A new Excel window appears, also containing the Monday worksheet.

**11.** With the new window active, select the **Tuesday** worksheet.

**12.** Click the **View** tab and click **New Window** again. Another window appears.

**13.** With this new window active, select the **Wednesday** worksheet.

**14.** On the VIEW tab, in the Windows group, click **Arrange All**. The Arrange Windows dialog box opens.

**15.** In the dialog box, click **Vertical**, and then click **OK**. Excel rearranges your three windows to appear as shown in Figure 8-11 in the MOAC text.

**PAUSE. LEAVE the workbook open to use in the next exercise.**

## Step-by-Step 9 – Hide and Unhide Worksheet Windows in a Workbook

**GET READY. USE the workbook from the previous exercise.**

**1.** With all three non-hidden worksheets visible, click the title bar of the window containing the Monday worksheet.

**2.** On the VIEW tab, in the Window group, click **Hide**. The Monday window is closed.

**3.** In either of the visible windows, on the VIEW tab, in the Window group, click **Unhide**. The Unhide dialog box appears.

**4.** In the Unhide workbook list, choose the hidden window and click **OK**.

**PAUSE. SAVE the workbook and LEAVE it open to use in the next exercise.**

Step-by-Step 10 – Use Zoom and Freeze to Change the Onscreen View

GET READY. USE the workbook from the previous exercise.

**1.** SAVE the workbook in the Lesson 8 folder as ***08 Spa Services Week of 2-18-13***

***Solution 3.***

**2.** Maximize the window containing the Monday worksheet.

**3.** Select cell **B8**.

**4.** To increase magnification, click and hold the zoom control in the lower right corner

(see below) and slide the pointer to the right. The maximum zoom is 400%. Notice the window zooms in on the cell you select.



**5.** Click the **VIEW** tab, and in the Zoom group, click **100%**. The worksheet returns to standard magnification. Scroll to the top of the worksheet so that row 1 is visible again. If you need to, scroll left so you can also see column A again.

**6.** On the VIEW tab, in the Window group, click **Freeze Panes**, and then click **Freeze Panes** in the menu that appears. Cells above and to the left of the selected cell (B8) are now frozen in place for scrolling.

**7.** Scroll down so that row 33 comes close to the labels in row 7. Notice that rows 1 through 7 remain in place (see below).

**8.** Press **Ctrl + Home** to scroll the worksheet to the top. In the Window group, click **Freeze**

**Panes**, and then click **Unfreeze Panes**. The thin lines denoting the frozen borders of the worksheet disappear.

**PAUSE. LEAVE the workbook open to use in the next exercise.**

## Step-by-Step 10 – Locate Data with the Find Command

**GET READY. USE the workbook from the previous exercise.**

**1.** Select the **Monday** worksheet. Select cell **B8**.

**2.** On the HOME tab, in the Editing group, click **Find & Select** (the binoculars button). Click **Find**. The Find and Replace dialog box appears.

**3.** In the dialog box, click **Options**. The dialog box expands.

**4.** Click the **Within** down arrow, and in the drop-down list, click **Workbook**.

**5.** Click the **Look in** down arrow, and in the drop-down list, click **Values**.

**6.** Click the **Find what** text box, delete any contents that might appear there, and type **Angela**. Click **Find Next**. The workbook window moves to Wednesday, and automatically selects *Angela* in cell B9. Meanwhile, the dialog box appears.

**7.** Double-click the **Find what** text box, press **Delete**, and then type **Beth**. Click **Find Next**. Excel highlights cell B15, whose contents include “beth” in the middle of the cell and in a non-matching case.

**8.** Select cell **B9**.

**9.** In the dialog box, click **Match case**, and then click **Find Next**. This time, Excel reports the text can’t be found, because it’s looking for a name that begins with a capital “B.” Click **OK** to dismiss the message.

**10.** Double-click the **Find what** text box, press **Delete**, and then type **420**. Click **Find All**. The dialog box shows a detailed report listing all the cells in the workbook that contain the value 420. In this case, it points to all the locations where customers paid “the works” for all the services together.

If you can’t see the complete list shown here, you can scroll the list up or down using the scroll bar along the right side of the list, or you can expand the dialog box to make it bigger, as in. Click and hold on the lower right corner of the frame, and then drag down to stretch the frame larger.

**11.** Click the first item in the list whose Sheet entry is marked Tuesday. Excel brings up the Tuesday worksheet and selects cell M9, which contains an entry for $420.00.

**12.** Click **Close** to dismiss the dialog box.

**13.** Close the other two open workbook windows.

**PAUSE. LEAVE the workbook open to use in the next exercise.**

# Step-by-Step 11 – Replace Data with the Replace Command

**GET READY. USE the workbook from the previous exercise.**

**1.** Select the **Wednesday** worksheet. Select cell **B8**.

**2.** On the HOME table, in the Editing group, click **Find & Select**. Click **Replace** in the menu. The Find and Replace dialog box appears.

**3.** Make sure the dialog box is expanded and that **Workbook** is the selected option for Within.

**4.** If the Find what text box shows the contents of the previous search, then double-click the text box and press **Delete** to erase its contents.

**5.** Click in the **Find what** text box and type **Micaela**.

**6.** Click in the **Replace with** text box and type **Michaela**. The dialog box should now appear.

**7.** Click **Replace All**. Excel searches for all instances of *Micaela* and adds an “h” to the middle (correcting this client’s spelling), and then will notify you when the job is done. Excel makes one replacement.

**8.** Click **OK**, and then click **Close**.

**SAVE the workbook. CLOSE Excel.**