

8 Managing Worksheets

LESSON SKILL MATRIX

Skills	Exam Objective	Objective Number
Organizing Worksheets	Copy and move worksheets.	1.1.6
	Change worksheet order.	1.2.3
	Change worksheet tab color.	1.3.1
	Hide worksheets.	1.4.1
	Add worksheets to existing workbooks.	1.1.5
Using Zoom and Freeze to Change the Onscreen View	Demonstrate how to use zoom.	1.4.9
	Freeze panes.	1.4.11
Finding and Replacing Data	Search for data within a workbook.	1.2.1
	Find and replace data.	2.1.2
	Demonstrate how to use Go To.	1.2.4

KEY TERMS

- Find command
- freeze
- hide
- pane
- Replace command
- unhide
- zoom



© skynesher /iStockphoto



© skyneshner /iStockphoto

You work for an office management service whose clients include a local athletic club. Inside the club is a spa, which maintains its books separately from the rest of the club. The way the spa organizes its records, each day's clients are recorded on an individual Excel worksheet, and each week's transactions are recorded in a workbook file. Each new week begins with a kind of "template," containing one form for Monday's clients. Your job is to record the transactions for each client on its own line of a worksheet, so that the totals for that sheet reflect the final totals for the day. For each new day of the week, it's up to you to add new sheets to the workbook using Monday's sheet as a form. So you need to know how to add, move, and change the components of an Excel workbook, as well as change your view of the data in the worksheets of that workbook, to make them easier for you to manage.

SOFTWARE ORIENTATION

Worksheet Management

Think of an Excel workbook as a collection of the types of things you used to see recorded on paper and stored in a folder that was then filed in a cabinet. A workbook does not have to include the contents of the entire cabinet, just the records that pertain to one subject. Business transactions that take place during a period of time, such as a specific week or month, might make up a workbook. If you're keeping track of time that clients spend, you might create a workbook that breaks down how your clients spend their time into categories, and have one tab for each category. If your clients are billed on different cycles, then you might need a workbook that shows you when each client should be billed.

(continued on next page)

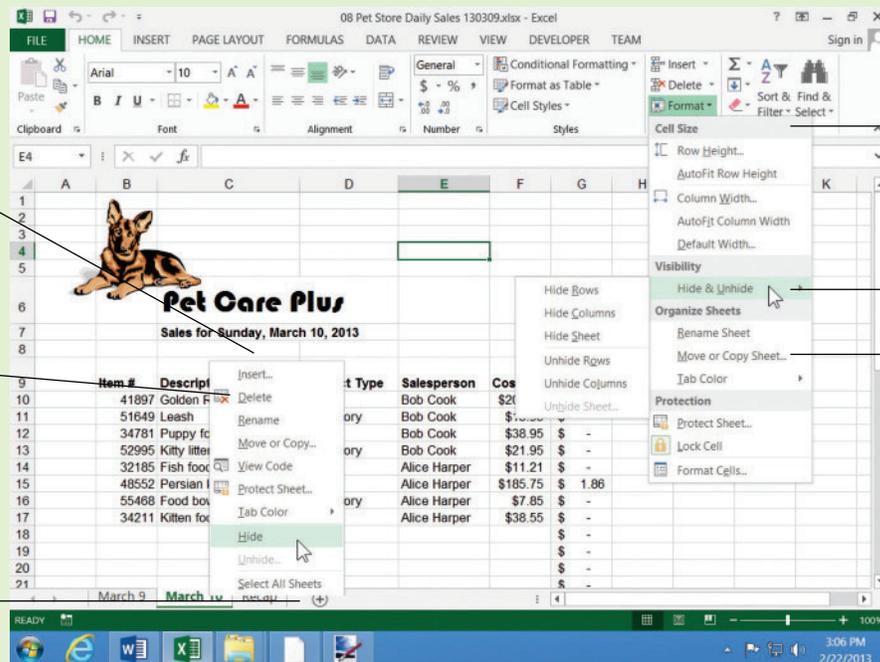
Figure 8-1

Commands to organize worksheets

Manage worksheets shortcut menu

Delete worksheets from a workbook

Insert worksheet



Manage worksheets drop-down menu

Hide and unhide worksheets

Move and copy worksheets

SOFTWARE ORIENTATION *(continued)*

One good way to divide that workbook into sheets is to subcategorize transactions into days, such as the records for a spa. Another option is to have each sheet represent a certain sales department. This assumes your workbook is used as a ledger, and Excel can also be used for many other purposes besides keeping track of business accounts.

In this lesson, you become familiar with how a workbook contains worksheets, and how you manipulate those worksheets within a workbook the way you might reorganize the contents of a folder in your desk drawer. Unlike the old desk drawer, though, you have a few tools that will remind you that you're using a computer, such as the Find command to help you search for certain contents. You find the commands for this lesson located in the Cells group and Editing group, which are both located on the HOME tab (see Figure 8-1).

Bottom Line

ORGANIZING WORKSHEETS

When you create a new Excel workbook, by default, it has one blank worksheet. You might need only one, though you can add more when you need multiple worksheets that pertain to the same topic. There's no practical limit to how many worksheets a workbook can contain. The order of worksheets in a workbook is determined by the sequence of tabs along the bottom of the Excel window. You use these tabs to switch between worksheets in the window. In this way, you can arrange worksheets in a sensible order that helps you find them easier and keep related content grouped together.

Copying a Worksheet

There's a clear difference between copying the contents of a worksheet into another worksheet and copying worksheets in their entirety. This objective covers the latter task, and one big reason you'd want to do this is to create a new form that's identical in style and format to an existing one, so you can enter new data. Imagine a kind of ledger form that you publish for yourself, one sheet at a time. You might need to delete some or all of the copied data in the newly produced worksheet, depending on how much data you've already entered and how much of it also applies to the new worksheet. Copying a worksheet duplicates everything, including formatting, data, and formulas.

STEP BY STEP

Copy a Worksheet



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

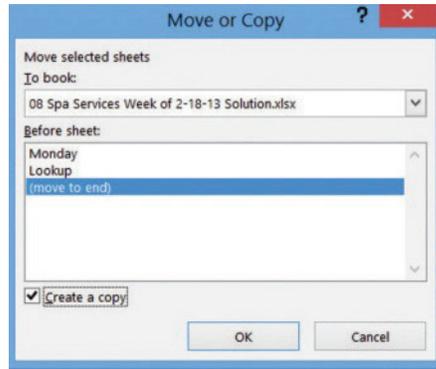
1. OPEN the **08 Spa Services** workbook for this lesson.
2. SAVE the workbook in the Lesson 8 folder as **08 Spa Services Week of 2-18-13 Solution**.
3. With the Monday worksheet active, click the **HOME** tab, in the Cells group, click **Format**.
4. Click **Move or Copy Sheet**. The dialog box shown 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, as shown in Figure 8-2, 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)*.

CERTIFICATION
READY? 1.1.6

How do you copy and
move worksheets?

Figure 8-2

Move or Copy dialog box



Another Way

You can also right-click a worksheet's tab to display the shortcut menu, and then click Move or Copy to display the Move or Copy dialog box.

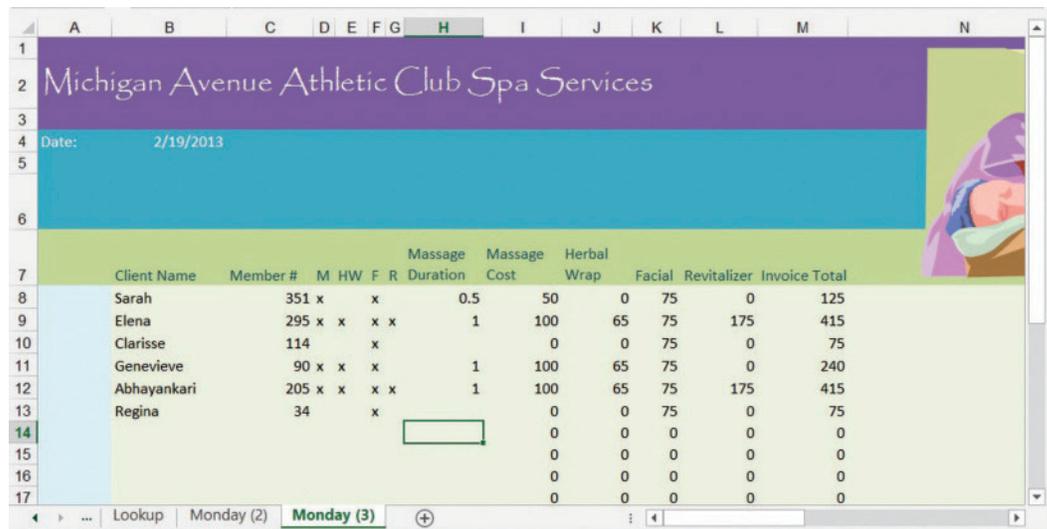


6. Click the **Monday** worksheet tab. Next, click and hold the **Monday** tab, and then press and hold **Ctrl**. The pointer changes from an arrow to a paper with a plus sign in it.
7. Drag the pointer to the right until the down-arrow just above the tabs bar points to the divider to the right of Monday (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 Figure 8-3):

Sarah	351	x	x	0.5
Elena	295	x	x	1
Clarisse	114		x	
Genevieve	90	x	x	1
Abhayankari	205	x	x	1
Regina	34		x	

Figure 8-3

The completed Spa Services worksheet



11. **SAVE** the workbook.

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

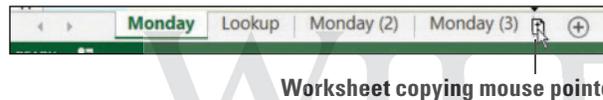
When you need a new worksheet that has the styles, formatting, and formulas that work well in an existing worksheet, it's easy to just copy the existing one and place it where it needs to go in the workbook. When it's convenient, you should copy the existing one before you add data to it, but that's not always possible. Your copied worksheet contains a duplicate of whatever data the existing one contains, but you can easily delete just the data without removing the formatting you wanted to copy in the first place.

In the preceding exercise, you used two methods to copy a worksheet, resulting in a workbook with three sheets. Excel gives each copied sheet a name, though probably just a temporary one with the name of the copied sheet followed by a number in parentheses, such as Monday (3). Selecting the Move or Copy Sheet command from the Format menu is more explicit, showing you a dialog box with all your options.

The second method is more of a shortcut, where you hold the pointer down over the worksheet tab while pressing Ctrl, and move the copied sheet to its new location. In Figure 8-4, you can see how the mouse pointer helps you by signaling to you symbolically that you're copying a worksheet. You can use whichever method you prefer.

Figure 8-4

Copying a worksheet using the mouse



Worksheet copying mouse pointer

Renaming a Worksheet

The name Excel gives a newly copied worksheet is supposed to be temporary, because Excel can't guess the name you intend for it to be. In the example, obviously we don't want multiple Mondays, and the day for which you just entered transactions happens to be Tuesday.

STEP BY STEP

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 Figure 8-5):



Another Way

You can also right-click a worksheet's tab to display the shortcut menu, and then click Rename.

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

Figure 8-5

The completed Wednesday worksheet

Client Name	Member #	M	HW	F	R	Message Duration	Message Cost	Herbal Wrap	Facial	Revitalizer	Invoice Total
Regina	210	x					0	65	0	0	65
Angela	44	x	x	x		1.5	150	65	75	0	290
Ariel	191	x	x	x	x	1	100	65	75	175	415
Micaela	221	x	x	x		1	100	65	0	175	340
Julie	118		x	x			0	0	75	175	250
Yolanda	21	x	x	x	x	1	100	65	75	175	415
Gwen	306	x	x	x		1	100	65	75	0	240
Elizabeth H.	6	x	x	x	x	1	100	65	75	175	415
							0	0	0	0	0
							0	0	0	0	0

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

Repositioning the Worksheets in a Workbook

If you were to hand a manila file folder full of important documents to someone important, such as your boss, the sequence of papers in that folder would be important. You wouldn't want to just shove a bunch of papers in the folder, because your boss might be the type of person who reads the folder's contents from top to bottom or in chronological order. The same principle applies to organizing worksheets in a workbook. Not having a proper sequence of organization, even if it's not obvious at first and you had to come up with such a sequence on your own, doesn't really help you.

STEP BY STEP

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

CERTIFICATION READY? 1.2.3

How do you change the order of worksheets?

9. SAVE the workbook.

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

Take Note The worksheet you see when you first open a workbook is whichever sheet was active when you last saved the workbook, regardless of where that sheet falls in the tab order.

Changing the Color of a Worksheet Tab

In Excel 2013, the “tabs” that denote the names of worksheets in a workbook don’t quite look like tabs in the real world. One feature that tabs have in the real world, especially when you use them to divide paperwork into folders, is color. If your business already uses color coding to denote categories of documents you’d find in the file cabinet or if you just need a splash of color to help you better distinguish worksheets from one another in a workbook, you can apply a stripe of color underneath each worksheet tab’s label.

STEP BY STEP

Change the Color of a Worksheet Tab

GET READY. USE the workbook from the previous exercise.

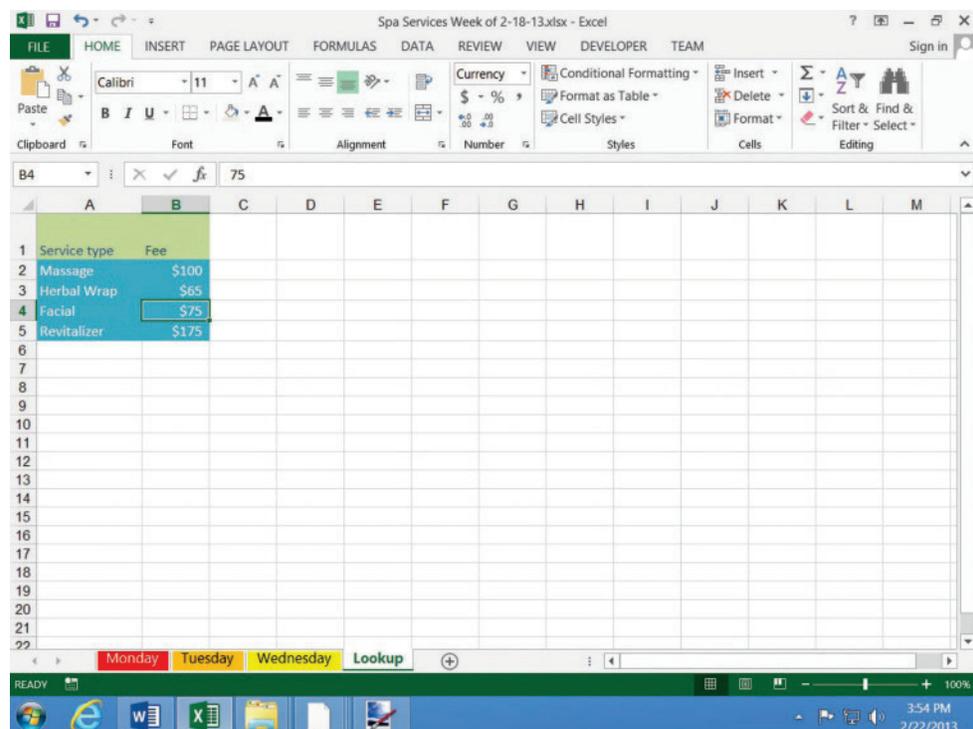
**CERTIFICATION
READY?** 1.3.1

How do you change the color of worksheet tabs?

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. Your tabs bar should now appear as shown in Figure 8-6.

Figure 8-6

Colored worksheet tabs



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

Take Note When you copy a worksheet whose tab has been given a color, that color is copied to the new worksheet along with its contents and formatting.

Hiding and Unhiding Worksheets

Not every element of data in a workbook is something you need to be visible to every user, especially if you're training a new computer user to work with Excel and you don't want to confuse that person. For example, many workbooks contain lookup tables and other auxiliary data. It might need to be updated from time to time, but it doesn't need to always display to those using the workbook. For this reason, you can **hide** a worksheet and **unhide** it to work with it again. Hiding a worksheet does not make it confidential, because all worksheets are easy to unhide, and certainly Excel knows it's still in the workbook. Hiding simply gets stuff out of your way just as filing something away in a desk drawer keeps it out of sight.

STEP BY STEP

Hide and Unhide a Worksheet

GET READY. USE the workbook from the previous exercise.

**CERTIFICATION
READY?** 1.4.1

How do you hide a worksheet?

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 (see Figure 8-7).

Figure 8-7

Unhide dialog box



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.

Take Note When a workbook contains hidden worksheets, the Unhide Sheet command is enabled in the Format menu, and the Unhide command is enabled in the shortcut menu when you right-click any tab.

To hide several worksheets at the same time, hold down Ctrl, click the tab for each sheet you want to hide, then right-click any of these tabs and click Hide in the shortcut menu. However, you can unhide only one worksheet at a time. You can right-click any visible tab and click Unhide to

bring up the Unhide dialog box with the Unhide sheet list, where you choose a worksheet to make visible.

Inserting a New Worksheet into a Workbook

When you create a new workbook, the latest version of Excel inserts only one worksheet. For most everyday tasks, you'll be surprised how often you need more than one. There's no way a workbook can become too full, at least from Excel's perspective. You could keep adding worksheets forever, though in practice, you'll find it easier to keep the number down to a handful. If your tasks become so complex that you need dozens of worksheets at a time, you might consider dividing sheets among multiple workbooks. Excel recognizes cell references that cross workbook boundaries, so your workbooks are not limited to worksheets that relate just to one another.

STEP BY STEP

Insert a New Worksheet into a Workbook

CERTIFICATION READY? 1.1.5

How do you add worksheets to an existing workbook?

Figure 8-8

Insert menu

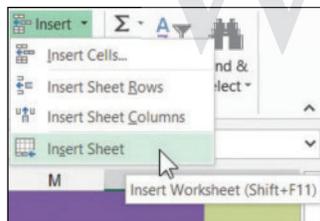


Another Way

Excel has a process for inserting a number of different things into a workbook, with a worksheet being one of the selections. Right-click the tab to the right of the spot you want the new worksheet, and then click Insert. To insert a blank worksheet (as opposed to an existing sheet with something in it), choose Worksheet from the Insert dialog box as shown in Figure 8-9. Some examples of preconfigured worksheets appear under the Spreadsheet Solutions tab.

GET READY. USE the workbook from the previous exercise.

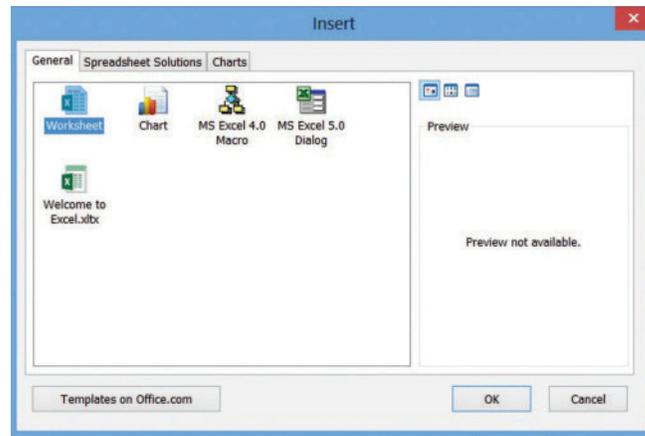
1. Click the **Wednesday** tab.
2. On the HOME tab, in the Cells group, click the **down-arrow next to Insert** (see Figure 8-8).



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.

Figure 8-9
Insert dialog box



Take Note In addition to common elements of Excel such as a worksheet and chart, the Insert dialog box might also contain templates you have created yourself or downloaded from online. This way, if you build a worksheet into a reusable form, you can save that form as a template and insert new copies of that form into a workbook as you need them.

Deleting a Worksheet from a Workbook

Removing a worksheet from a workbook and its sequence of tabs is a simple process, at least up front. Any problems will likely come later, if you have to reconcile formulas that might have referred to data on the deleted sheet. Be certain the contents of a worksheet you're about to delete are not referred to or required by any element inside another worksheet.

STEP BY STEP

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.

Take Note 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.



Troubleshooting

Although Excel offers a reliable way to undo many of the things you do to workbooks by accident (press Ctrl + Z to step back over mistakes you made, for instance), you cannot undo the deletion of a worksheet from a workbook. To protect yourself against losing hours of work, save your workbook often. That way, if you do accidentally delete a worksheet, you can at least recover a slightly older version from a saved file.

Bottom Line

WORKING WITH MULTIPLE WORKSHEETS

One benefit of having multiple worksheets in a workbook that are based on the same form is that whenever data appears in the same cell or cells in each one, you can select them all, make changes to that data once, and have it reflected on all the sheets simultaneously. Excel doesn't know in advance which worksheets look alike, or mostly alike, so you have to select them yourself first and enroll them into a group. You know Excel has grouped sheets together when the word *[Group]* appears in its title bar. When you see *[Group]*, everything you type into one sheet in the group, or certain changes you make to one sheet in the group, is replicated to all the others. To resume working with each worksheet individually, you need to ungroup the worksheets first.

Working with Multiple Worksheets in a Workbook

You can actually view portions of several worksheets in a workbook simultaneously. This is handy when you need to make comparisons between the data that appears on these sheets. You don't have to close one window and open the other, go back and forth, and rely on your memory to fill in the details of what you don't see. In this next exercise, you group a handful of worksheets together in preparation to make changes that affect all of them, and you arrange them onscreen to compare contents.

STEP BY STEP

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 ####.

Take Note 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, as demonstrated by the reformatted Wednesday worksheet in Figure 8-10.

Figure 8-10

Reformatted worksheet

Client Name	Member #	M	H	W	F	R	Duration	Cost	Massage	Herbal	Facial	Revitalizer	Invoice Total
Regina	210	x						\$ -	\$ 70.00	\$ -	\$ -	\$ -	\$ 70.00
Angela	44	x	x	x			1.5	\$ 150.00	\$ 70.00	\$ 75.00	\$ -	\$ -	\$ 295.00
Ariel	191	x	x	x	x		1	\$ 100.00	\$ 70.00	\$ 75.00	\$ 175.00	\$ -	\$ 420.00
Micaela	221	x	x		x		1	\$ 100.00	\$ 70.00	\$ -	\$ 175.00	\$ -	\$ 345.00
Julie	118				x	x		\$ -	\$ -	\$ 75.00	\$ 175.00	\$ -	\$ 250.00
Yolanda	21	x	x	x	x		1	\$ 100.00	\$ 70.00	\$ 75.00	\$ 175.00	\$ -	\$ 420.00
Gwen	306	x	x				1	\$ 100.00	\$ 70.00	\$ 75.00	\$ -	\$ -	\$ 245.00
Elizabeth H.	6	x	x	x	x		1	\$ 100.00	\$ 70.00	\$ 75.00	\$ 175.00	\$ -	\$ 420.00
								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



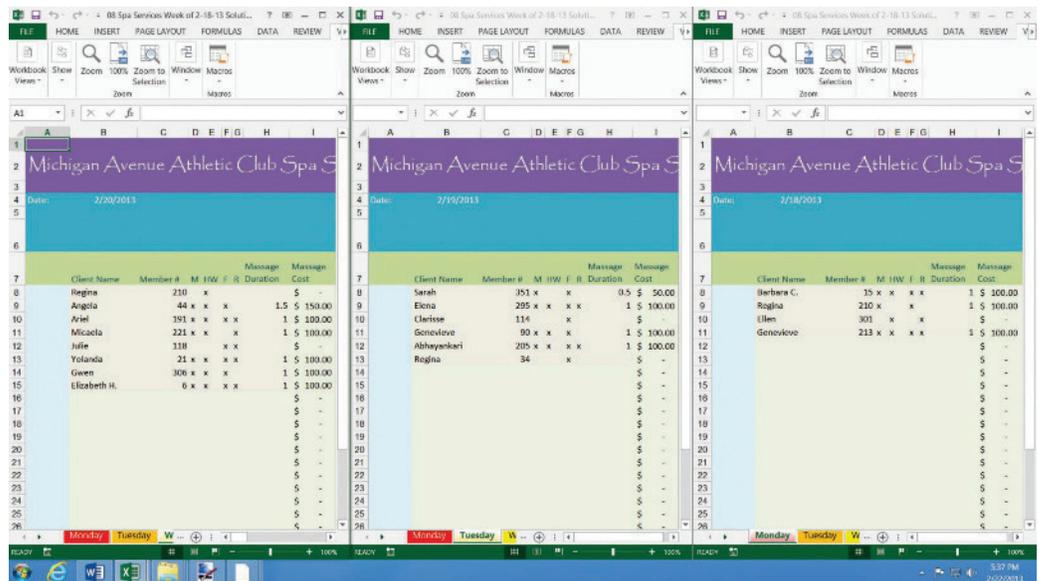
Another Way

Another way to ungroup a group of worksheets is to right-click any tab in the group, and then click Ungroup Sheets.

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.

Figure 8-11

Vertically tiled worksheets



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

Suppose you grouped several worksheets together, as you learned previously. When you try to copy or cut data from any one worksheet in a group, Excel assumes you're trying to extract that data

from the entire group. So when you try to paste that data into a single, ungrouped worksheet—perhaps in another book—you can't. The reason is because Excel expects the area to which you're pasting data to be the same size as the cut or copied data, which in this case comes from multiple sheets. Now, if you try to paste into a *group* of worksheets that's the same number as the cut or copied area comes from, you can.

Take Note When there is too little space for all the visible worksheet tabs to appear in the tabs bar, as is the case in Figure 8-11, left and right scroll arrows appear next to one another in the lower left corner of each window. Use these arrows to slide the tabs left and right until you find the one you're looking for.

When you save a workbook that has a number of windows open, and then close the workbook, when you reopen that workbook later, it will open the same number of windows. So you don't have to create multiple windows with the New Window command all over again.

Hiding and Unhiding Worksheet Windows in a Workbook

There are two ways to think about the elements you're working with in this lesson: as worksheets in an Excel workbook and as windows on your Desktop. You've already seen how to hide worksheets, and the reason for doing that might be to get data that doesn't need to be seen all the time out of the way. The difference in this exercise is that you're simply changing your view of the workbook at the present time, not the contents of the workbook itself.

STEP BY STEP

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.

The Unhide dialog box shows the titles of windows as they would appear in their respective title bars. Unfortunately, these titles are comprised of the names of the *workbook* in which the worksheets appear, not the worksheet titles as they appear on the tabs bar. If you've hidden more than one window, you might have to guess which one has the contents you intend to unhide, unless you remember the number that Excel assigned to the window when you invoked the New Window command. That's not a problem, of course, if you've hidden only one window. Just know that if you've hidden more than one, you can't negatively impact the workbook if you guess wrong.

Take Note Hiding an Excel worksheet and minimizing a window in Windows appear to have the same effect. But they're not quite the same act. Specifically, when you hide an Excel window, it disappears from the Windows Taskbar, and you cannot restore it from there—only from Excel itself. If you try to hide every Excel window, however, Excel leaves one open anyway. There won't be any worksheets in it, but it will contain the ribbon tabs so you can still operate the program. You need at least the VIEW tab to eventually unhide a window.



Workplace Ready

IDEAS FOR ARRANGING WORKSHEETS IN EXCEL

You've seen how to build a workbook so that it includes multiple worksheets and how to arrange the worksheets like pages in a folder. What arrangements do certain people—especially office managers—expect to see in a workbook? You may know how to arrange the contents of a written report, but which workbook arrangements are considered “right” and which ones are considered “wrong?”

There's no set of answers that hold true for every professional office, although there are certain guidelines you can follow, depending on the type of work your Excel workbooks are designed to perform.

For example, not all Excel workbooks are digital versions of old, written ledgers. Assume you've been asked to assemble a financial report for your boss, or the boss of your boss. Executives typically do not like to scroll down or wade through pages and pages of data just to find the results they're looking for, someplace along the end. Granted, many of the formulas you'll enter will refer to cells that happen to be above them, but that's for when you're creating the formulas. When you *present* them, you might consider moving or copying the results to a special page at the “front” (the far left side of the tabs). This way, when the boss opens the file, the summary data is right in front of her.

Perhaps a workbook you're working on is a special assignment, something that may help you to produce a one-time report. The data you might be demonstrating at a meeting may not necessarily be the entire workbook, especially if you plan to add charts (see Lesson 12). In such a situation, it might be preferable for you to create one separate worksheet in your workbook that contains all the presentable data, including the charts, so you can keep track of what you're copying. It's easy to locate copies of your charts in PowerPoint, but it's not always easy to find the original charts in Excel if they're scattered throughout the workbook.

	Last Name	First Name							
	Altare	Altare Total	Borough	Borough Total	Brown	Brown Total	Carroll	Carroll Total	Chen
Data	Carlos		Jan		Shakur		Janine		Carol
Sum of Hours Worked	32	32	62	62	78.5	78.5	58	58	
Sum of Gross Pay	\$1,108.25	\$1,108.25	\$2,226.00	\$2,226.00	\$2,648.56	\$2,648.56	\$2,208.30	\$2,208.30	\$2,648.56
Sum of Fed	\$210.57	\$210.57	\$422.94	\$422.94	\$503.23	\$503.23	\$419.58	\$419.58	\$503.23
Sum of SS	\$85.89	\$85.89	\$172.52	\$172.52	\$205.26	\$205.26	\$171.14	\$171.14	\$205.26
Sum of State	\$66.50	\$66.50	\$133.56	\$133.56	\$158.91	\$158.91	\$132.50	\$132.50	\$158.91
Sum of 401-K	\$7.56	\$7.56	\$51.95	\$51.95	\$52.97	\$52.97	\$51.37	\$51.37	\$52.97
Sum of Net Pay	\$734.49	\$734.49	\$1,436.79	\$1,436.79	\$1,724.93	\$1,724.93	\$1,426.71	\$1,426.71	\$1,724.93

Bottom Line

USING ZOOM AND FREEZE TO CHANGE THE ONSCREEN VIEW

Microsoft Windows has a general approximation of how big your screen is. Most of the time, it tries to render the contents of documents such as Excel worksheets at relatively the same size as it would appear if you printed it onto a piece of paper from your printer. That approximate size is what Excel calls “100%.” So, 50% magnification equals roughly half the size that your worksheet would appear if printed, whereas 200% equals twice the size. You can adjust or **zoom** this display magnification at any time to make contents easier for you to read, or to fit more contents onto the screen at one time, without impacting the size of the worksheet when you print it. When you save the workbook, Excel saves the magnification of each of its worksheets.

You’re familiar with a pane of glass on the window of your house. In some Windows applications, including Excel, a **pane** is a portion of a divided window. Oftentimes with worksheets that are serving as forms, you reserve a row of cells for use as labels. But when the amount of data you add to that form gets too big, you can lose sight of that labels row when you need to scroll down. Excel gives you a way to **freeze** portions of a worksheet onscreen so that when you do scroll down, or even when you change magnification, you don’t lose track of which elements the labels refer to.

STEP BY STEP

Use Zoom and Freeze to Change the Onscreen View

GET READY. USE the workbook from the previous exercise.

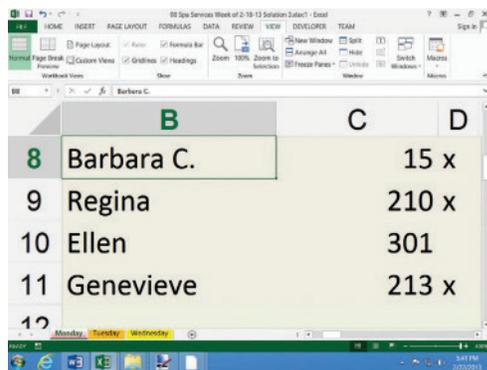
1. SAVE the workbook in the Lesson 8 folder as *08 Spa Services Week of 2-18-13 Solution 3*.
2. Maximize the window containing the Monday worksheet.
3. Select cell **B8**.
4. To increase magnification, click and hold the zoom control in the lower right corner (see Figure 8-12) and slide the pointer to the right. The maximum zoom is 400%. Notice the window zooms in on the cell you select.

CERTIFICATION
READY? 1.4.9

How do you
use zoom?

Figure 8-12

Maximum zoom on
a worksheet



Another Way

To choose a precise screen magnification, rather than just eyeballing it, click **Zoom** on the **VIEW** tab, and in the **Zoom** dialog box, under **Magnification**, in the **Custom** box, type a number, and click **OK**.

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 Figure 8-13).

Figure 8-13

Worksheet with frozen panes

	Client Name	Member #	M	HW	F	R	Duration	Massage Cost	Massage Herbal Wrap	Facial	Revitalizer	Invoice Total
32								\$ -	\$ -	\$ -	\$ -	\$ -
33	Totals							\$ 300.00	\$ 210.00	\$ 225.00	\$ 525.00	\$ 1,260.00

Vertical freeze line

Horizontal freeze line

CERTIFICATION
READY? 1.4.11

How do you freeze panes?

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.

If you're accustomed to using the wheel of your mouse to scroll up and down, you can use the same wheel while holding down the Ctrl key to zoom in (up) and out (down) of a worksheet.

Take Note

The Freeze Top Row and Freeze First Column commands in the Freeze Panes menu of the Window group do not work in complement to one another. Choosing Freeze First Column, for instance, unfreezes anything that was frozen previously, including the top row with Freeze Top Row.

FINDING AND REPLACING DATA

Bottom Line

If you've used a word processor before, such as Microsoft Word, then you've probably used the **Find command**, which locates a passage of text. And if you've written a letter or a memo, maybe you've used Find and Replace to change the spelling of a word throughout a document. Excel has a Find command and a Replace command that work similarly, only they navigate through cells instead of paragraphs.

Locating Data with the Find Command

With Excel, you can use the Find command to search for text you've entered as data, such as a person's name, as well as values that happen to be the results of formulas. That's important, because if you're certain that \$10,000 comes up in a cell someplace but you've never typed those digits into the system directly, you can still find it, even if it's the sum of a column or the result of a formula.

Take Note

The Find command does not match contents in a hidden worksheet.

STEP BY STEP Locate Data with the Find Command



Another Way

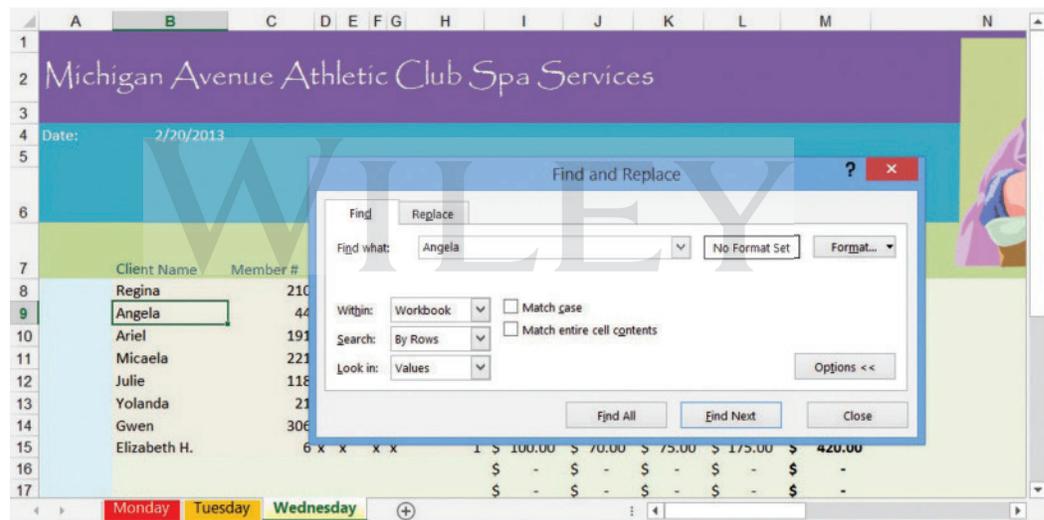
You can also open the Find and Replace dialog box with the keyboard shortcut **Ctrl+F**.

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 as shown in Figure 8-14.

Figure 8-14

Find and Replace dialog box



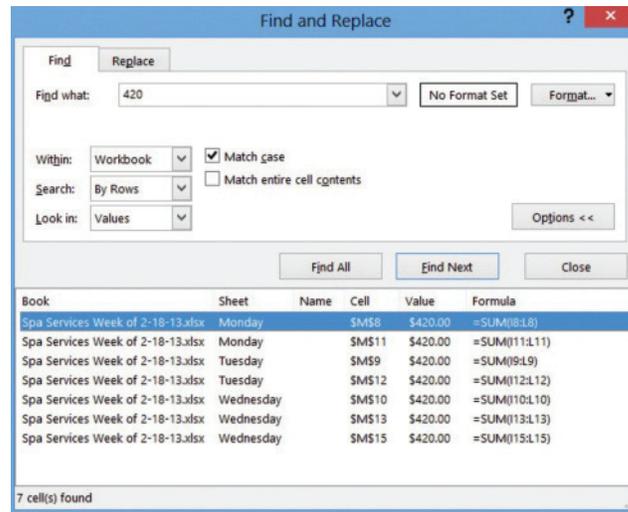
CERTIFICATION READY? 1.2.1

How do you search for data within a workbook?

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 (see Figure 8-15). In this case, it points to all the locations where customers paid “the works” for all the services together.

Figure 8-15

Find and Replace dialog box after Find All



Troubleshooting

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 Figure 8-15. 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.



Troubleshooting

When you choose the Match entire cell contents option in the Find and Replace dialog box, Excel skips over cells whose contents do not match the text in the Find what box in their entirety. For instance, in this case a search for "Elizabeth" would skip the cell containing "Elizabeth H." if the Match entire cell contents option is checked.

Take Note

Excel searches for text or values in a worksheet or workbook by scanning from the current cell pointer location down, not up. So if the active cell is below the text you're searching for, it might locate a cell down the list first. As you keep clicking Find Next, eventually Excel will wrap around to the beginning and will find the text above the original cell pointer location. But it does matter where you start.

Replacing Data with the Replace Command

The functions for finding and for replacing text are located in the same dialog box, even though Excel gives you two ways to bring it up. You might have already noticed the Find tab at the top of the Find and Replace dialog box. The Replace tab is next to it. The **Replace command** differs from Find only in one important respect—it adds a text box for the contents you intend to insert in place of any matches Excel finds. This way, if you misspell a name throughout a workbook, you can correct it once only and have that correction be reflected everywhere.

STEP BY STEP**Replace Data with the Replace Command****Another Way**

You can also display the Find and Replace box by pressing **Ctrl + H**.

**CERTIFICATION
READY? 2.1.2**

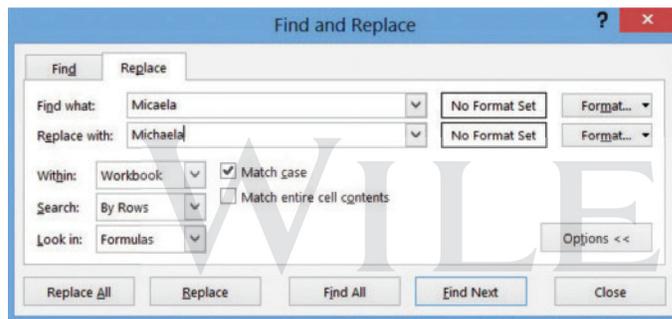
How do you find and replace data?

GET READY. USE the workbook from the previous exercise.

1. Select the **Wednesday** worksheet. Select cell **B8**.
2. On the HOME tab, in the Editing group, click **Find & Select**. Click **Replace** in the menu. The Find and Replace dialog box appears (see Figure 8-16).
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 as shown in Figure 8-16.

Figure 8-16

Find and Replace dialog box with Replace tab chosen



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.

**Troubleshooting**

Use **Replace All** only when you are certain you need to replace every instance of a passage of text or an item of data. There will be times when you need to replace only some instances but not all of them, and it’s impossible to explain to Excel how to choose which ones change and which don’t. In such a case, you can review each instance one-by-one in a list, and make the decision yourself. Click **Find Next** to have Excel bring up the next instance, and then click **Replace** if you do need to replace it or **Find Next** again to skip it and go to the next one.

Take Note When you need to search and replace only text or parts of a formula within a part of a worksheet, select the range of cells to search first. When you open the Find and Replace dialog box, do not use **Replace All**—that will search the entire worksheet or workbook (depending on the option set). Instead, click **Replace** to have Excel replace the instance of the matched text in the active cell, and then automatically search for the next instance within the block. Watch the location of the active cell carefully. Keep clicking **Replace** only until the current cell reaches the end of the block.

SKILL SUMMARY

In this lesson you learned how:	Exam Objective	Objective Number
To organize worksheets	Copy a worksheet.	1.1.6
	Rename a worksheet.	1.2.3
	Reposition the worksheets in a workbook.	1.3.1
	Change the color of a worksheet tab.	1.4.1
	Hide and unhide a worksheet.	1.1.5
	Insert a new worksheet into a workbook.	
To work with multiple worksheets	Delete a worksheet from a workbook.	
	Work with multiple worksheets in a workbook.	
To use Zoom and Freeze to change the onscreen view	Hide and unhide worksheet windows in a workbook.	1.4.1
	Use Zoom and Freeze to change the onscreen view.	1.4.9
	Freeze Panes	1.4.11
To find and replace data	Locate data with the Find command.	1.2.1
	Replace data with the Replace command.	2.1.2
	Navigate data with the Go To command.	1.2.4

Knowledge Assessment

Multiple Choice

Select the best response for the following statements.

- Which of the following procedures is *not* a way to delete a worksheet from a workbook?
 - Right-click a worksheet tab and click Delete.
 - Press Ctrl + A to select all cells in the worksheet and press Delete.
 - Click the down arrow next to Delete on the HOME menu tab and click Delete Sheet.
 - Select a group of worksheets, right-click the group, and click Delete.
- Which of the following statements about hidden and unhidden worksheets is correct?
 - Unhidden worksheets cannot contain formulas that refer to hidden worksheets.
 - When you click Find All, the Find and Replace dialog box will show matched contents within hidden worksheets as well as unhidden ones.
 - A hidden worksheet cannot be inadvertently deleted.
 - Excel creates a minimized window for each hidden worksheet.

3. Why would you need to copy a worksheet within a workbook?
 - a. It's the easiest way to make a backup before making changes.
 - b. It lets you repeat formats and working formulas into a new sheet.
 - c. It helps Excel learn where your data ranges are located.
 - d. You should keep one worksheet hidden in case of an error.
4. To render twice the normal amount of worksheet for any given area of the screen, what would you change the Zoom to?
 - a. 200%
 - b. 120%
 - c. 75%
 - d. 50%
5. How do you change the color of a worksheet tab?
 - a. On the PAGE LAYOUT tab, in the Themes group, select Colors.
 - b. Right-click the tab and select Tab Color.
 - c. Use the Fill Color tool on the HOME tab.
 - d. You cannot change the color of a worksheet tab.
6. Which of the following steps is required for hiding a worksheet window?
 - a. On the VIEW tab, in the Window group, click Hide.
 - b. Select the visible area of the worksheet.
 - c. Right-click the worksheet's tab and click Hide.
 - d. Enter the name of the worksheet in the Hide dialog box.
7. Which of the following steps is *not* a method for inserting a worksheet into a workbook?
 - a. Right-click the tab to the right of the spot where you want to insert a worksheet, and then click Insert.
 - b. On the HOME tab, click Insert, and then click Insert Sheet.
 - c. On the INSERT tab, click Worksheet.
 - d. In the Insert dialog box, click Worksheet, and then click OK.
8. In order for you to freeze the first column of a worksheet into a frozen pane:
 - a. The entire contents of the column must be visible.
 - b. The first row of the column must be non-blank.
 - c. Duplicate worksheets must also be able to have their first columns frozen.
 - d. You can click Freeze First Column in the Freeze Panes menu.
9. You just created a copy of a worksheet named *August*. Which name does Excel give it?
 - a. September
 - b. August (2)
 - c. Sheet2
 - d. July
10. When you click the + button (New Sheet) on the tabs bar, where is a worksheet always inserted?
 - a. At the beginning of the tabs sequence
 - b. Before the active worksheet
 - c. After the active worksheet
 - d. At the end of the tabs sequence

True / False

Circle T if the statement is true or F if it is false.

- T F** 1. The Arrange All command lets you stack Excel's open windows horizontally or vertically.
- T F** 2. The Find and Replace button displays the Find and Replace dialog box.
- T F** 3. When you insert a new worksheet into a workbook, a new window appears.
- T F** 4. You unhide a hidden worksheet window with the Unhide Sheet command.
- T F** 5. Find & Select, by default, locates Carol in a search for Caroline, but will not locate Mike in a search for Michael.

- T F 6.** Freezing a row or column creates what Windows calls a *pane*.
- T F 7.** Changing the magnification of the display does not change the magnification for printing.
- T F 8.** Select all the cell blocks in each worksheet of a group individually, before changing the formatting for those blocks.
- T F 9.** You can use the Insert dialog box to insert forms you created in advance.
- T F 10.** When searching for dollar amounts, use a dollar sign in the Find What text box.

Competency Assessment

Project 8-1: Music Store Annual Sales Sheet

You are performing accounting for a chain of sheet music and collectable CD stores throughout the state. In this project, you rename a worksheet, use the Name box to navigate a worksheet, and copy an existing worksheet.

GET READY. LAUNCH Excel if it is not already running.



1. OPEN *08 Brooks Music Annual Sales* from the data files for this lesson.w
2. SAVE the workbook as *08 Brooks Music Annual Sales 2013 Solution*.
3. On the HOME tab, in the Cells group, click **Format**. Click **Rename Sheet**.
4. Type **Q1** and press **Enter**.
5. Click **Format** again, and then click **Move or Copy Sheet**.
6. In the Move or Copy dialog box, click **(move to end)**, click **Create a copy**, and then click **OK**.
7. Rename the **Q1 (2)** sheet as **Q2**.
8. In the Q2 worksheet, select cell **C5**.
9. Delete the text **Jan** and replace it with **Apr**.
10. Use AutoFill to change the next two months' column headings, and then change **Qtr 1** to **Qtr 2**.
11. Click the **Name** box, and then enter the cell reference **C6:E10**. Press **Enter**, and then press **Delete**.
12. For the months in the second quarter, enter the following values:

\$22,748.00	\$21,984.00	\$20,194.00
\$22,648.00	\$21,068.00	\$21,698.00
\$24,971.00	\$23,498.00	\$23,011.00
\$23,400.00	\$24,681.00	\$23,497.00
\$21,037.00	\$20,960.00	\$19,684.00

13. If necessary, adjust the width of each column so that the entries are legible.

SAVE and CLOSE the workbook. LEAVE Excel open for the next project.

Project 8-2: Photo Store Accessory Sales Tracker

You're helping a photo development kiosk at a local office supplies store to keep track of the extra sales its employees have to produce in order to keep a development shop open in the digital camera era. In this lesson, you rename worksheets, unhide a hidden form worksheet, arrange windows onscreen, and make changes.

GET READY. LAUNCH Excel if it is not already running.



1. OPEN **08 Photo Weekly Product Tracker** from the data files for this lesson.
2. SAVE the workbook as **08 Photo Weekly Product Tracker 130407 Solution**.
3. Click the **Sheet1** worksheet tab.
4. On the HOME tab, in the Cells group, click **Format**. In the menu, click **Rename Sheet**.
5. In the worksheet tab for Sheet1, type **Akira** (the first name of the sales associate in cell A7) and press **Enter**.
6. Repeat this process for the sales associates in **Sheet2** and **Sheet3**.
7. On the HOME tab, in the Cells group, click **Format**. In the menu, click **Hide & Unhide**, and click **Unhide Sheet**.
8. In the Unhide dialog box, choose **Form** and click **OK**.
9. With the Form sheet active, click **Format** again, and then click **Move or Copy Sheet**.
10. In the Move or Copy dialog box, in the Before sheet list, click **Form**. Click **Create a copy**. Click **OK**.
11. Click cell **A7**. Type the name **Jairo Campos**.
12. Edit cell **B4** to reflect the date shown in the other worksheets.
13. Rename the Form (2) worksheet **Jairo**.
14. Right-click the **Form** tab. Click **Hide**.
15. In the Jairo worksheet, select cells **B9:H13** and type the following values for each of the days shown in the following table, skipping blank cells as indicated:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2		3		4		2
10	1		2		6	
		4			2	
400		75		150		200
3	4			2	1	2

16. Select the **Akira** worksheet.
17. On the VIEW tab, in the Window group, click **New Window**.
18. In the new window, select the **Taneel** worksheet.
19. Again, on the VIEW tab, in the Window group, click **New Window**.
20. In the new window, select the **Kere** worksheet.
21. Once again, on the VIEW tab, in the Window group, click **New Window**.
22. In this new window, select the **Jairo** worksheet.
23. In the Jairo worksheet, on the VIEW tab, in the Window group, click **Arrange All**.
24. In the Arrange Windows dialog box, click **Tiled**. Click **Windows of active workbook**. Click **OK**.

SAVE this workbook and CLOSE all windows related to it. LEAVE Excel open for the next project.

Proficiency Assessment

Project 8-3: Pet Store Daily Sales Tally, Part 1

You have been asked to build a daily accounting system for a pet supplies store, which has been keeping its receipt records on paper. In this project, you insert one new worksheet, make a copy of another, and adjust the view to show multiple worksheets at one time.

GET READY. LAUNCH Excel if it is not already running.



1. OPEN *08 Pet Store Daily Sales* from the data files for this lesson.
2. SAVE the workbook as *08 Pet Store Daily Sales 130309 Solution*.
3. Right-click the **Sheet1** tab on the tabs bar. Click **Rename**.
4. Type **March 9** and press **Enter**.
5. On the HOME tab, in the Cells group, click the down arrow next to **Insert**. Click **Insert Sheet**.
6. In the tabs bar, drag the new worksheet to the end of the sequence after **March 9**.
7. Click the **March 9** tab. Use the Name box to select cells **B52:E67**.
8. On the HOME tab, in the Clipboard group, click **Cut**.
9. Click the tab for the new worksheet. On the HOME tab, click **Paste**.
10. Adjust the width of columns **A** through **D** to fit their contents (see Lesson 7).
11. Rename the new worksheet **Recap**.
12. Click the **March 9** tab. On the HOME tab, in the Cells group, click **Format**. Click **Move or Copy Sheet**.
13. In the Move or Copy dialog box, in the Before sheet list, click **Recap**.
14. Click **Create a copy**. Click **OK**.
15. Rename **March 9 (2)** to **March 10**.
16. Right-click the **Recap** tab. Click **Hide** in the menu.
17. Click the **March 9** tab.
18. On the VIEW tab, in the Window group, click **New Window**.
19. In the newly opened window, click the **March 10** tab.
20. On the VIEW tab, click **Arrange All**.
21. In the Arrange Windows dialog box, click **Vertical**. Click **OK**.
22. In the **March 10** worksheet, edit the date to reflect **Sunday, March 10**.
23. Select cells **B10:F49** and press **Delete**.
24. Select cells **B10:F17** and type the following data:

41897	Golden Retriever puppy	Dog	Bob Cook	\$201.50
51649	Leash	Accessory	Bob Cook	\$13.95
34781	Puppy food	Feed	Bob Cook	\$38.95
52995	Kitty litter	Accessory	Bob Cook	\$21.95
32185	Fish food	Feed	Alice Harper	\$11.21
48552	Persian kitten	Cat	Alice Harper	\$185.75
55468	Food bowl	Accessory	Alice Harper	\$7.85
34211	Kitten food	Feed	Alice Harper	\$38.55

SAVE this workbook and LEAVE it and Excel open for the next project.

Project 8-4: Pet Store Daily Sales Tally, Part 2

You have a handful of worksheets to work with now, but they look a bit dull. In this project, you make changes to one worksheet and have them reflected in another, and then copy formulas in one worksheet to another range of the worksheet and use Find and Replace to edit those formulas to reflect a different day.

GET READY. LAUNCH Excel if it is not already running.

1. SAVE the workbook as **08 Pet Store Daily Sales 130309 Solution 2**.
2. Arrange separate windows for the **March 9** and **March 10** worksheets, if they are not already arranged this way.
3. In any open window, right-click any worksheet's tab and click **Select All Sheets** in the shortcut menu.
4. Select column **A** in its entirety.
5. On the HOME tab, in the Cells group, click **Delete**.
6. Select rows **1** through **6**.
7. On the HOME tab, in the Font group, click the **Fill Color** arrow button. In the palette, click the swatch of color labeled **Blue, Accent 1, Lighter 60%**.
8. Right-click a worksheet tab on either worksheet. Click **Ungroup Sheets**.
9. Right-click a worksheet tab again, and this time click **Unhide**. In the Unhide dialog box, choose **Recap**. Click **OK**.
10. Click cell **B1**. Type **Saturday** and press **Enter**.
11. In the Name box, type **B1:D16** and press **Enter**.
12. On the HOME tab, in the Clipboard group, click the **Copy** button.
13. Select cell **B20**.
14. Click the **Paste** button.
15. Select cell **B20** again. Type **Sunday** and press **Enter**.
16. Select cells **B21:D35**.
17. On the HOME tab, in the Editing group, click **Find & Select**. Click **Replace**.
18. In the Find and Replace dialog box, if the options are not showing, click **Options**. Click the **Within** list box down arrow and choose **Sheet**. For the Look in list box, choose **Formulas**.
19. In the Find what box, type **March 9**. In the Replace with box, type **March 10**.
20. Click **Find Next**. When C21 is the active cell, click **Replace**.
21. Keep clicking **Replace** until after cell **D35** has been processed. (The cell contents should change from \$35.90 to \$163.45.) Close the dialog box at that point.

SAVE this workbook and CLOSE all windows associated with it.

Mastery Assessment

Project 8-5: Bakery Sales Template

You've been given the task of bookkeeping for a not-for-profit bakery. It has one location but is soon to open a second. You've been handed a workable format for a daily retail tally sheet. Your instructions are to create a daily form that employees can use for an entire week's worth of daily sales tallies. In this project, you take one day's worksheet, hide rows that need to be seen only on occasion, and create enough copies for an entire work week.



GET READY. LAUNCH Excel if it is not already running.

1. OPEN **08 Whole Grains Daily Sales 130520** from the data files for this lesson.

2. Open a blank workbook.
3. Use the VIEW tab to adjust the view so that both windows appear in the workspace side-by-side.
4. Adjust the magnification of the original workbook window so that you can see columns **A** through **R** all at once.
5. Adjust the magnification of the blank workbook window (which probably has Book1 in its title bar) to the same value.
6. In the original workbook window, copy the entire sheet's contents to the Clipboard.
7. In the blank workbook window, click cell **A1** and paste the entire contents.
8. In the Book1 window, delete cells **A22:L45**, cells **N22:N45**, and cells **Q22:R45**.
9. In the Book1 window, click the **File** tab. Click **Save As**, and then in Backstage, click **Browse**.
10. In the Save As dialog box, click the **Save as type** box, and choose **Excel Template (*.xltx)**.
11. Click **New folder**. Type **Whole Grains** and press **Enter**.
12. Click in the **File name** box, and **SAVE** the template as **08 Whole Grains Daily Sales Solution.xltx**.
13. In the template workbook, hide rows **11** through **18**.
14. Rename **Sheet1** to **Monday**.
15. Make five copies of the **Monday** worksheet within the workbook template, and name them **Tuesday** through **Saturday**.
16. Arrange the worksheets by days of the week if necessary.

SAVE the workbook template and LEAVE both windows open for the next project.

Project 8-6: Bakery Sales Error Correction

Something's not tallying properly with the workbooks you've been given by your contact with the bakery. You learn that there's an error in the formula used to calculate sales throughout an entire column. In this project, you use Find and Replace to make a complex formula correction, and you test the results on a daily worksheet made from your template.

GET READY. LAUNCH Excel if it is not already running.



1. OPEN **08 Whole Grains Daily Sales Form Solution.xltx** and **08 Whole Grains Daily Sales 130520.xlsx** if they are not already open.
2. Arrange the two files in side-by-side vertical windows, if they are not already so arranged.
3. In the template window (the one with blank worksheets), group the six worksheets together, and then select cells **M22:M45**.



Troubleshooting

The nature of the error here is that the formula confuses "wheat rolls" with "white rolls," and vice versa. Though you study much more about formulas in the lessons to follow, here all you need to know is that the terms for these pastries are juxtaposed with one another, and you can use Find and Replace to make them switch places.

4. Open the **Find and Replace** dialog box.
5. Set the options so that the search process looks through formulas in the entire workbook.
6. Make sure **Match entire cell contents** is deselected.
7. Click in the **Find what** box, and then type **whiteroll**.
8. Click in the **Replace with** box, and then type **XXXXX**.
9. Click **Replace All**. Some 144 replacements should have been made. Click **OK** to dismiss the notice.
10. Repeat the process, this time replacing **wheatroll** with **whiteroll**.
11. Repeat one more time, replacing **XXXXX** with **wheatroll**. Click **Close**.

12. Ungroup the worksheets in the workbook template.
13. **SAVE** and **CLOSE** the workbook template.
14. Click the **File** tab, and then click **New**.
15. In Backstage, click **Personal**. Double-click the **Whole Grains** folder.
16. Double-click the **Whole Grains Daily Sales Form** Solution template. A new workbook opens with the title "Whole Grains Daily Sales Form1 Solution."
17. **SAVE** the new workbook in the Lesson 8 folder as **08 WG Sales 130520 Solution**.
18. Arrange the two open workbooks to be side-by-side.
19. In the new workbook, open the **Monday** tab.
20. Copy the contents of cells **A22:L45** from the original worksheet, to the new **Monday** worksheet. Cell M46 should read \$453.29 (correct), not \$452.93 (incorrect) as in the original worksheet.
21. Select the **Saturday** worksheet.
22. Select rows **10** through **19**, including the hidden rows. Right-click the selection and click **Unhide**.
23. Change the price for a cinnamon bagel for Saturday to **75¢**.
24. Hide rows **11** through **18** again.

SAVE the **08 WG Sales 130520 Solution** workbook and CLOSE both workbooks. CLOSE Excel.

WILEY