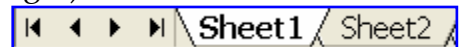


## SHEET TABS

Sheet tabs are used to move from one worksheet in an Excel workbook to another worksheet. In Excel it is possible to have several worksheets within a single workbook. This makes it easy to keep all worksheets for one particular application together. The default names for worksheets are Sheet 1, Sheet 2, and so forth.

### RENAMING A SHEET TAB

- ❖ Double-click the tab label for which the name is to be changed.
- ❖ Input a name for the tab.
- ❖ Press the **Enter** key. The tab should be renamed.
  - Sheet names can be up to 31 characters, including spaces.
  - Make the sheet names as short as possible, so more sheet names will appear in the Window.
  - You may use the Tab scrolling buttons (see illustration at right) to move between sheets if there are several sheets that don't display in the Window.
    - The arrows at each end (ones with lines after them) move either to the first or last tab.
    - The middle arrows are used to move from sheet to sheet, one sheet at a time.



### CHANGING SHEET TAB COLORS

It is possible to change the color of Sheet Tabs. When the color for a sheet tab is changed, a line will appear at the bottom of the tab. When another tab is clicked, the whole tab of the one that the color was applied to will appear in that color. To change the Sheet Tab color do this:

- ❖ Right-click the sheet tab.
- ❖ Choose **Tab Color** from the shortcut menu.
- ❖ Pick a color from the dialog box that appears.
- ❖ Click the **OK** button to change the tab color.



### REARRANGING THE ORDER OF THE SHEETS

- ❖ Click one of the worksheet tabs and drag it to the left or the right.
- ❖ The mouse pointer will change to an arrow with a document icon as you drag the tab.
- ❖ When the black arrow is in the position where the sheet is to be added, release the mouse button.
- ❖ The sheet should appear in the desired location.

### REMOVING A SHEET FROM THE WORKBOOK

- ❖ Click the **Sheet Tab** for the sheet that is to be removed.
- ❖ Click **Edit** from the **Menu Bar**.
- ❖ Click the **Delete Sheet** option from the list of choices.
- ❖ Click **OK**. The sheet will be deleted and the insertion point will appear in the next sheet.

## ADDITIONAL SHEET TAB OPTIONS

When you right-click on a Sheet Tab, there are additional options that are available. These are:

- ❖ **Insert** – Use this option to insert a new worksheet into the workbook.  
When this option is selected, the **Insert Worksheet** dialog box will appear.  
It is also possible to insert a new worksheet by clicking Insert on the Menu Bar and then clicking Worksheet.
- ❖ **Delete** – This option is used to delete a worksheet from the workbook. It is also possible to delete a worksheet from the workbook by clicking the Edit option on the Menu Bar and then clicking Delete Sheet.
- ❖ **Rename** – Instead of double-clicking on a Sheet Tab to rename it, you can also right-click and then choose this option. The words in the Sheet Tab will be highlighted in black. Just type the name over the top of the black area.
- ❖ **Move or Copy** – When this option is selected, the **Move or Copy** dialog box will appear. In this box you can select a worksheet to move to another workbook or you can make a copy of a worksheet.
- ❖ **Select All Sheets** – To select all the sheets in the workbook, click this option.
- ❖ **Tab Color** – Information on this option are described in the previous section.
- ❖ **View Code** – This option allows you to view the programming codes used in the worksheet. This option isn't usually used.

