Using Worksheets

As you have probably noticed Microsoft Excel provides a number of worksheets at the bottom of the screen. In fact, a workbook (file) can have up to 256 worksheets. Each worksheet is a separate spreadsheet and when you save a workbook all its worksheets are saved with it. This means that large spreadsheets can be split up into smaller sections with each section placed in a separate worksheet. To illustrate the use of worksheets we will create paysheets for three employees of a used car business on separate worksheets.

Loading a Prepared File

The first paysheet has been prepared for you and it needs to be loaded from the EXCEL 2011 SUPPORT FILES.

1   Load Microsoft Excel 2011 and cancel the EXCEL WORKBOOK GALLERY, or close the current workbook.

2   Display the FILE menu and select OPEN.

3   Access the EXCEL 2011 SUPPORT FILES folder and open the CHAPTER 6 folder.

4   Load the PAYSHEET file, selecting YES to the READ-ONLY dialogue box. The worksheet shows the weekly pay advice information for the manager of the business.

Saving the Workbook

1   Display the FILE menu and select SAVE AS to display the SAVE AS dialogue box.
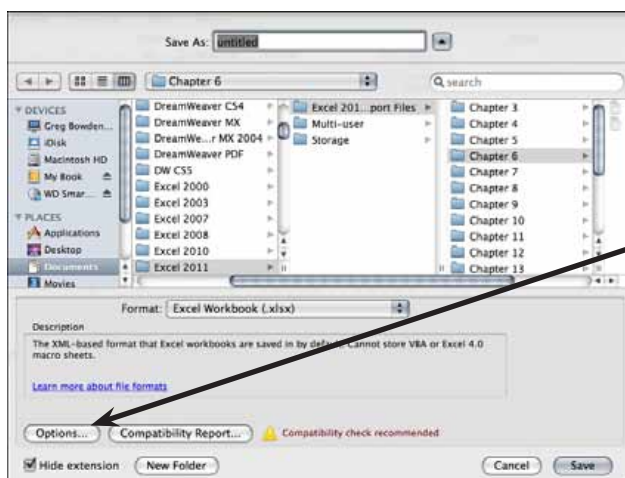
2 Click on the OPTIONS button at the bottom left of the dialogue box.
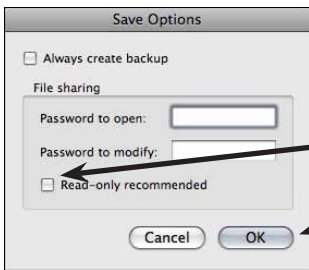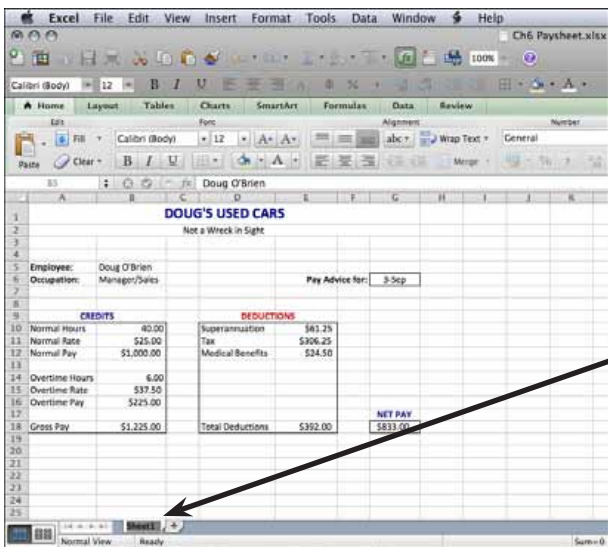
3 Turn off READ-ONLY RECOMMENDED and select OK to return to the SAVE AS dialogue box.

4   Access your STORAGE folder and save the workbook as: Ch6 Paysheet

Naming a Worksheet

When using worksheets it is a good idea to name each sheet so that you know what information is contained in that sheet.
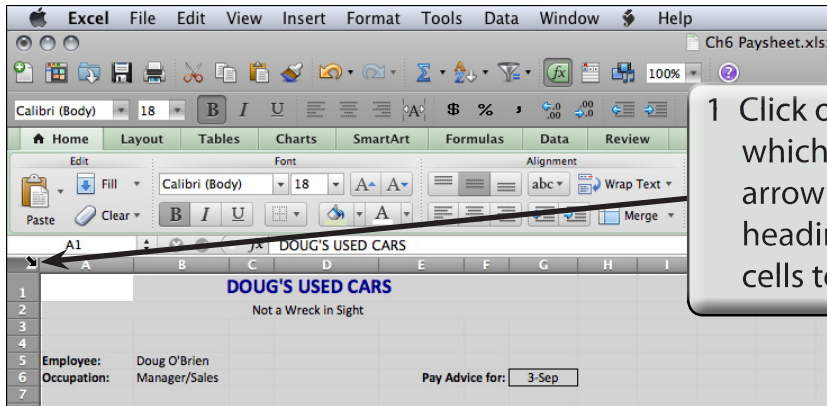

1 Double click on the SHEET1 label at the bottom left of the worksheet screen to highlight the label.
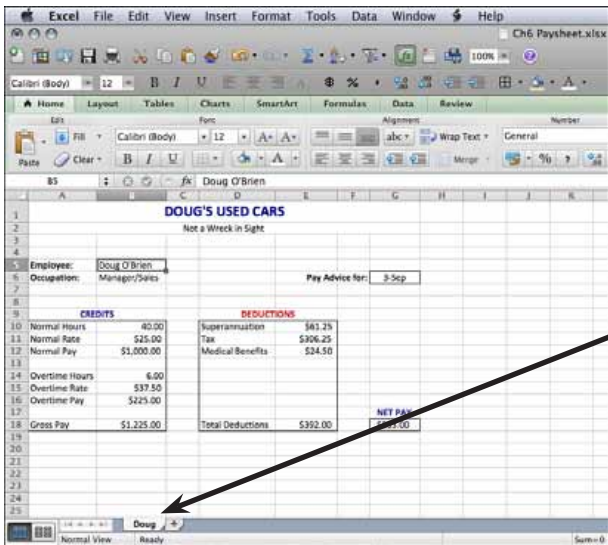
2 Enter the name:

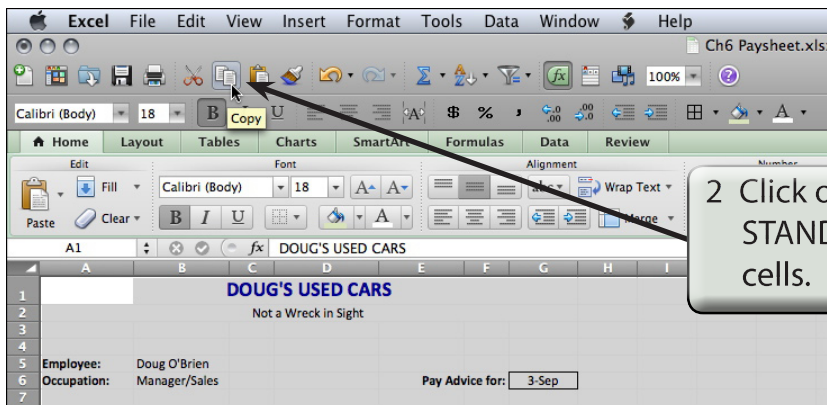   Doug

and press the <return> key.

Copying Data to a New Worksheet

We can copy the information in Doug's worksheet to a new worksheet and then modify it for the second employee.
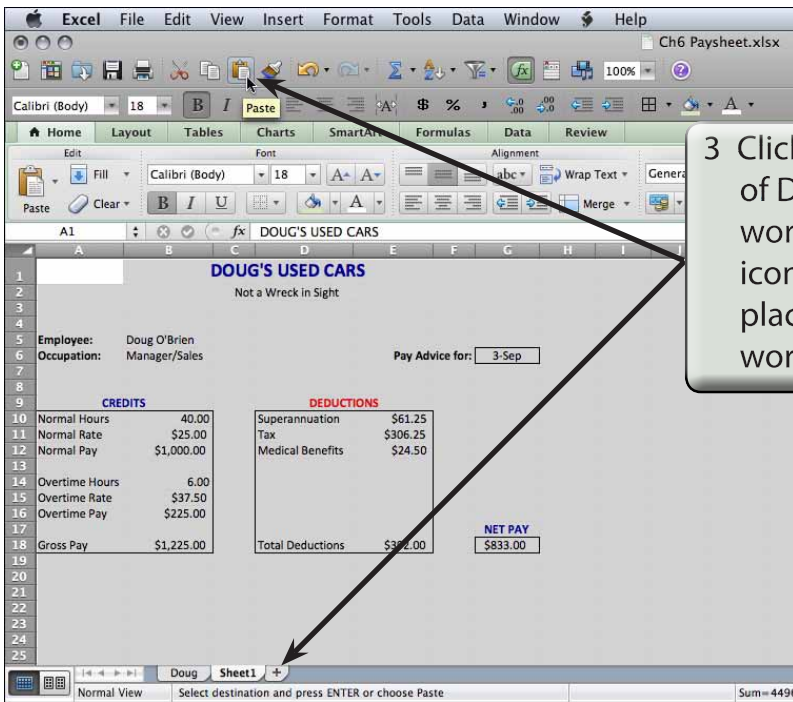

1 Click on the SELECT ALL button which is the rectangle with an arrowhead at the top of the ROW headings. This will cause all of the cells to be highlighted.

**NOTE: We could just highlight the table, but using SELECT ALL is easier.**

2 Click on the COPY icon in the STANDARD TOOLBAR to copy the cells.

NOTE: You can also press COMMAND+C to copy cells.

3 Click on the + button at the right of DOUG'S sheet to insert a blank worksheet then click on the PASTE icon in the STANDARD TOOLBAR to place the copied data into the blank worksheet.

NOTE: You can also press COMMAND+V to paste copied cells.
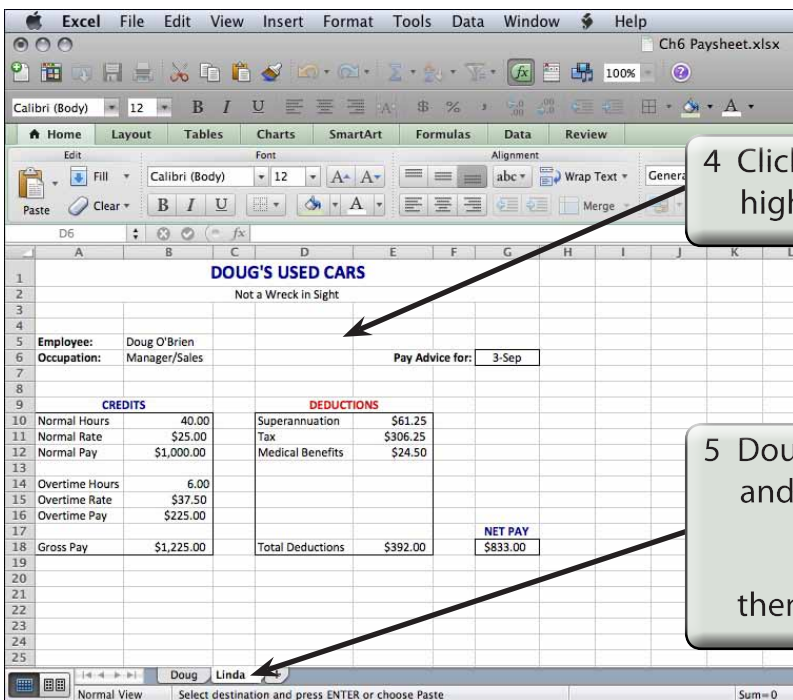
4 Click on a cell to remove the highlight.

5 Double click on the SHEET2 label and enter:

Linda

then press the <return> key.