Using Worksheets

Microsoft Excel provides 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 2013 SUPPORT FILES.

1   Load Microsoft Excel 2013 or close the current workbook.

2   Click on the OPEN button in the QUICK ACCESS TOOLBAR or from within the FILE tab.

3   Access the EXCEL 2013 SUPPORT FILES folder and open the CHAPTER 6 folder.

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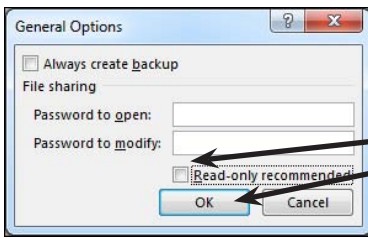
Saving the Workbook

1   Click on the FILE tab and select SAVE AS to display the SAVE AS dialogue box.
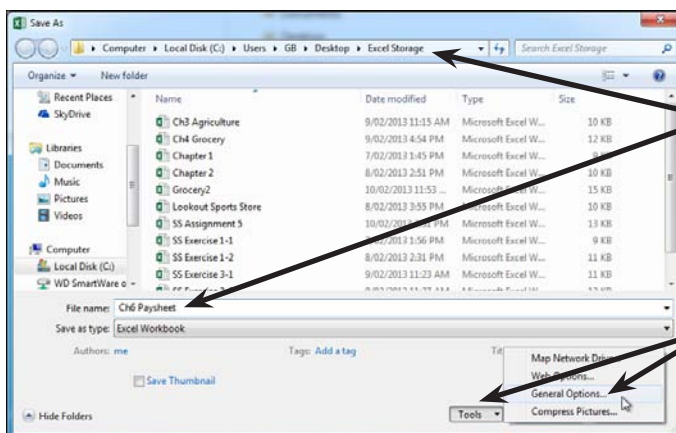
2   Access your STORAGE folder and set the FILE NAME to:

CH6 Paysheet.

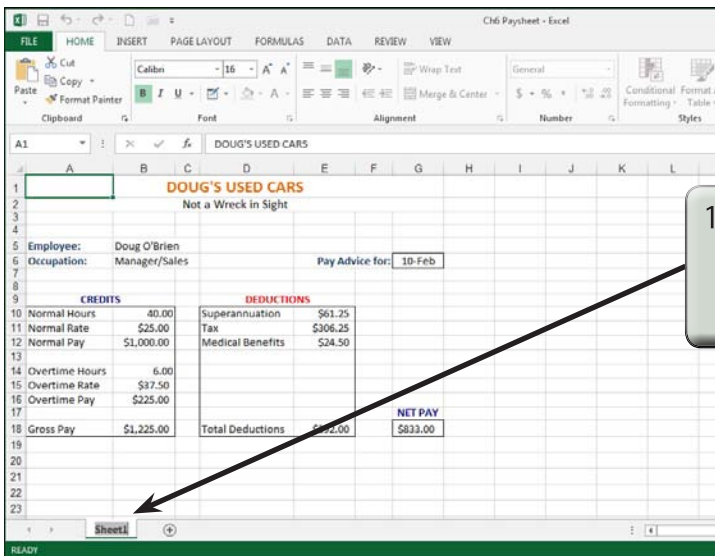3   Click on the TOOLS button and select GENERAL OPTIONS.

4 Turn off READ-ONLY RECOMMENDED and select OK to return to the SAVE AS dialogue box.
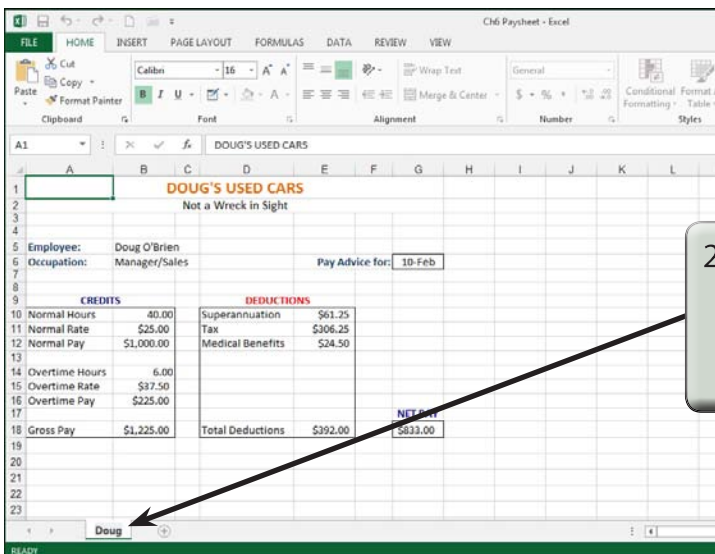
5   Click on SAVE to save the file.

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.
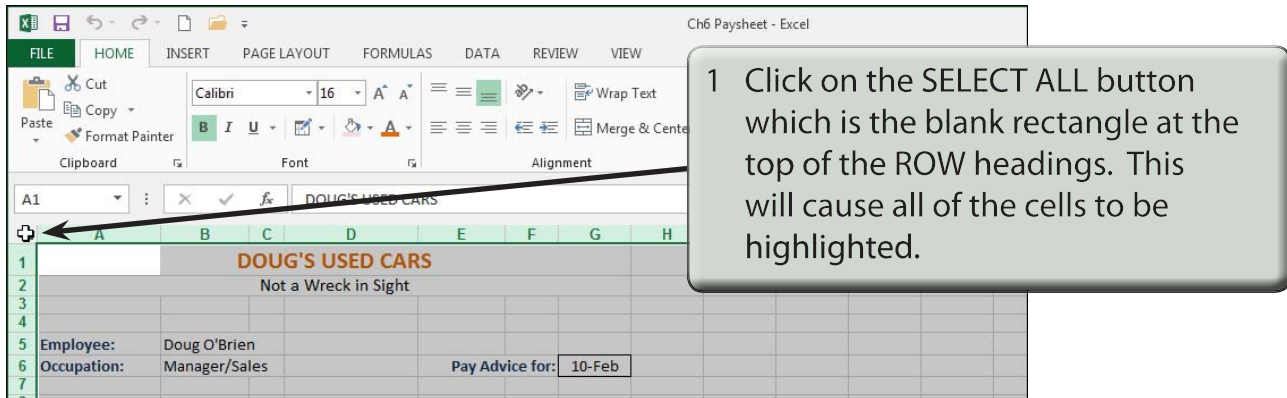

1   Double click on the SHEET1 label at the bottom left of the worksheet screen to highlight the label.

2   Enter the name:

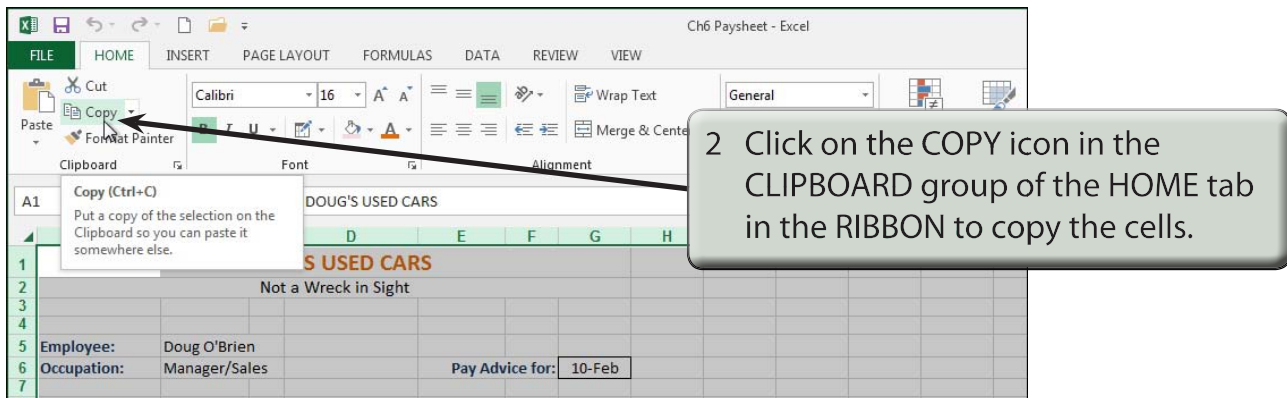   Doug

and press the <enter> 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.
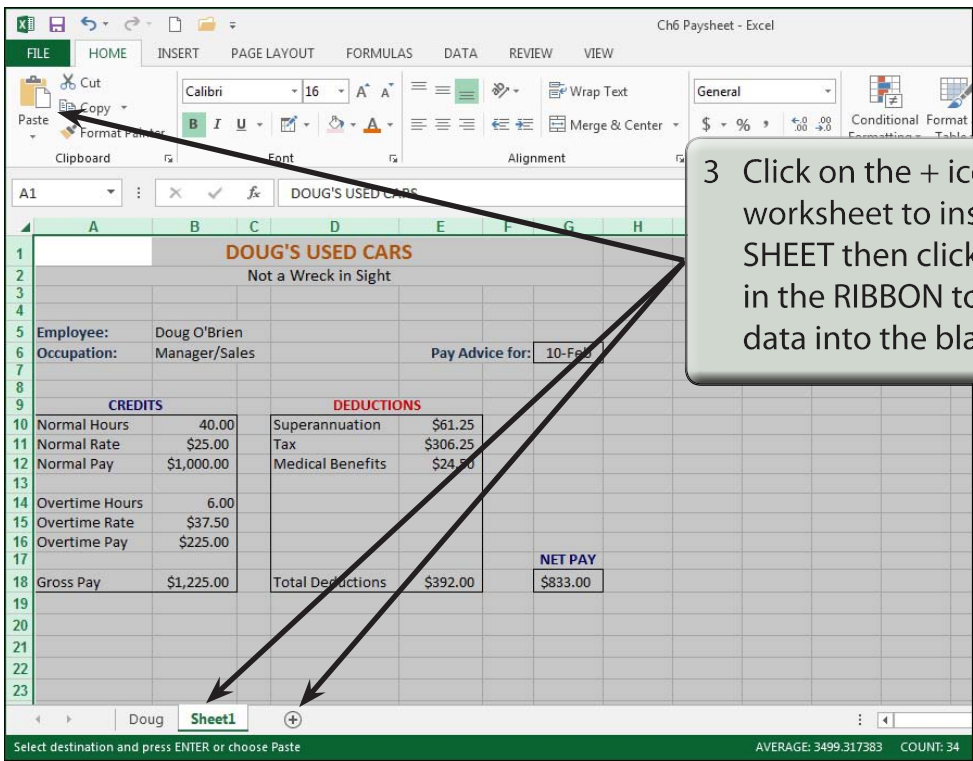

1 Click on the SELECT ALL button which is the blank rectangle at the top of the ROW headings. This will cause all of the cells to be highlighted.

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

2 Click on the COPY icon in the CLIPBOARD group of the HOME tab in the RIBBON to copy the cells.

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

3 Click on the + icon bottom of the worksheet to insert a new blank SHEET then click on the PASTE icon in the RIBBON to place the copied data into the blank worksheet.

NOTE: You can also press CTRL+V to paste cells.

4 Click on a cell to remove the highlight.

5 Double click on the SHEET1 label and enter:

Linda

then press the <enter> key.