

# 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 in separate worksheets.

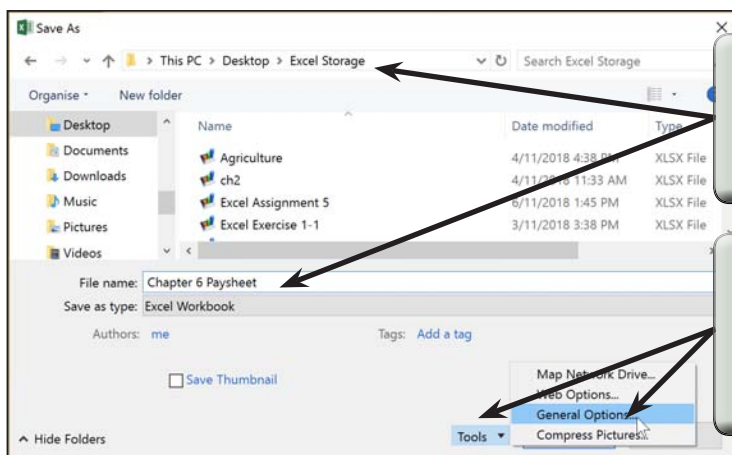
## Loading a Prepared File

The first paysheet has been prepared for you and it needs to be loaded from the EXCEL 2019 SUPPORT FILES.

- 1 Load Microsoft Excel 2019 or close the current workbook.
- 2 Click on the OPEN button in the QUICK ACCESS TOOLBAR or from within the FILE tab or FILE menu.
- 3 Access the EXCEL 2019 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.

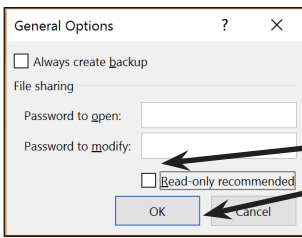
## Saving the Workbook

- 1 Click on the FILE tab or FILE menu and select SAVE AS.



2 Access your STORAGE folder and set the FILE NAME to:  
Chapter 6 Paysheet.

3 Click on the TOOLS button and select GENERAL OPTIONS or, on the Macintosh system, click on the OPTION button.

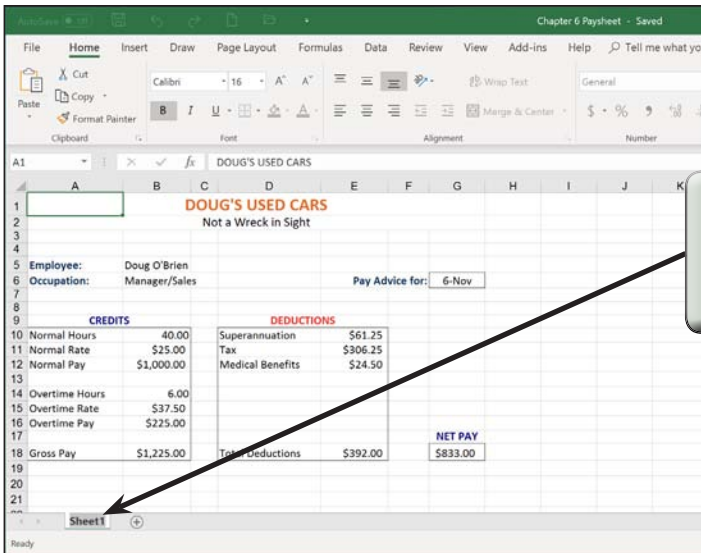


4 Turn off READ-ONLY RECOMMENDED and select OK to return to the SAVE AS dialogue box.

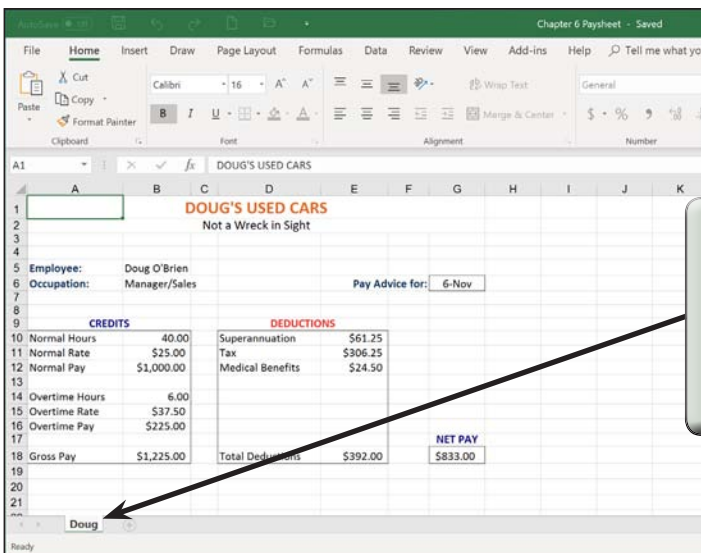
5 Click on SAVE to save the file.

## 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.



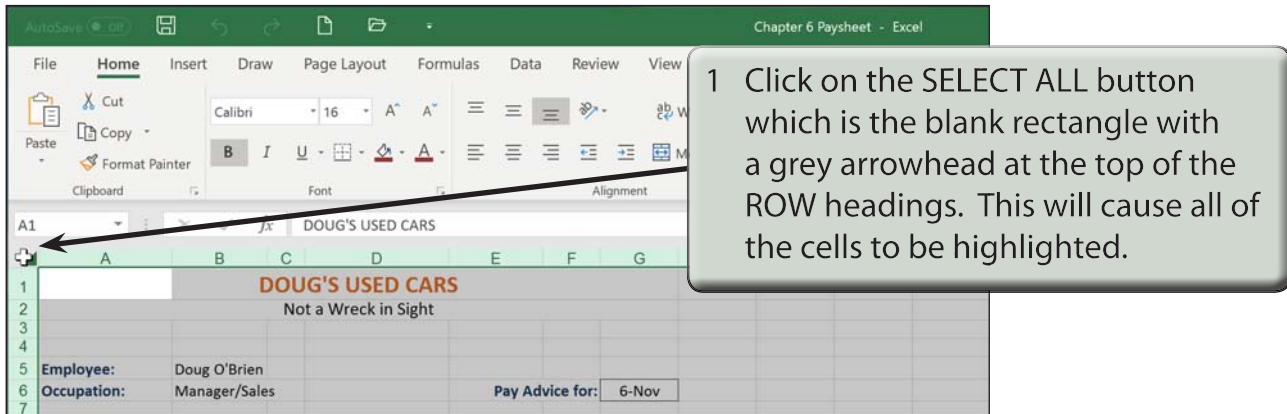
1 Double click on the SHEET1 label at the bottom left of the worksheet screen to highlight the label.



2 Enter the name: Doug and press the <enter> or <return> key.

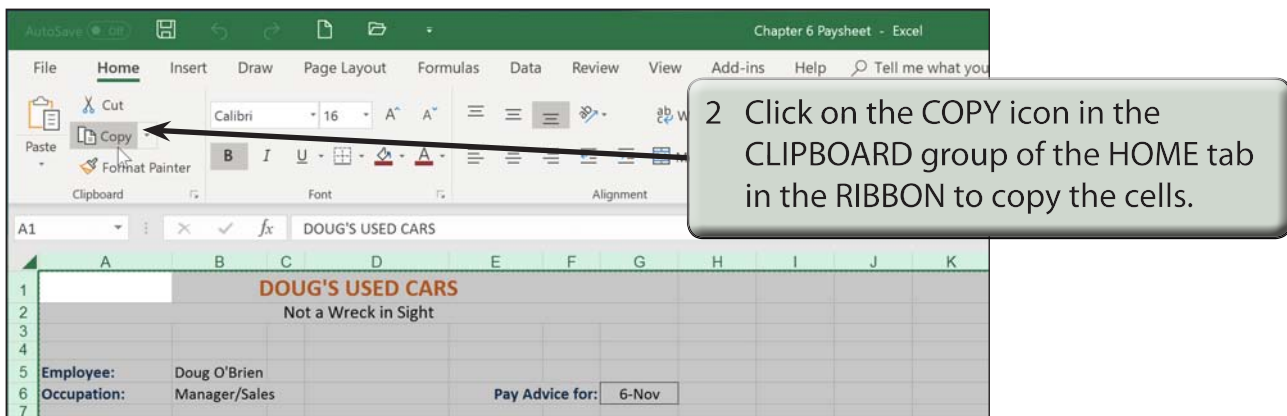
## Copying Data to a New Worksheet

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



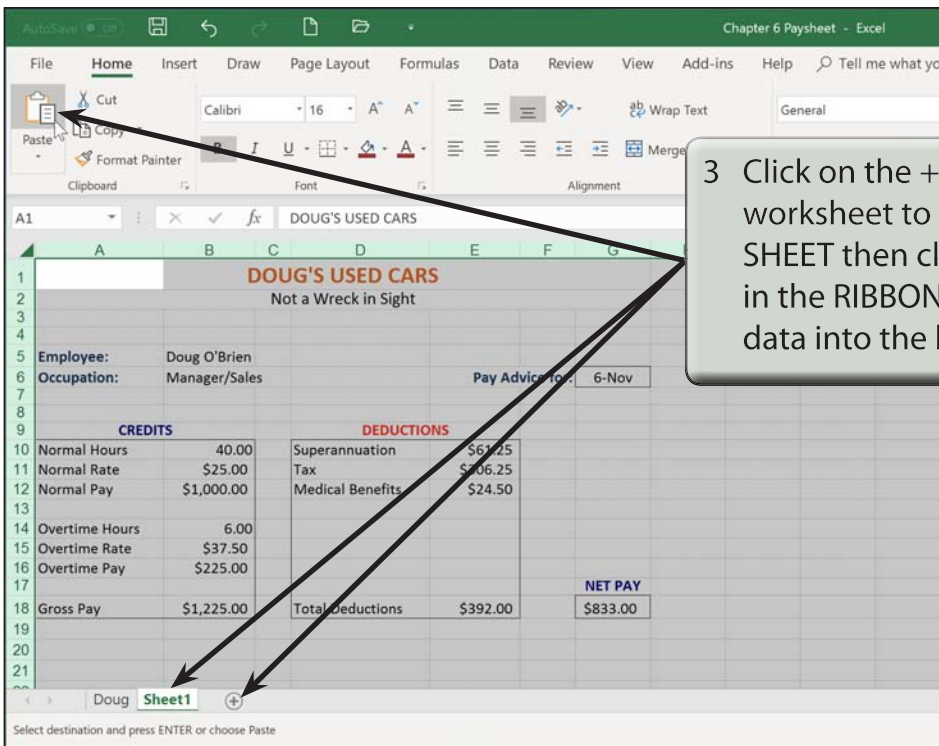
1 Click on the SELECT ALL button which is the blank rectangle with a grey arrowhead at the top of the ROW headings. This will cause all of the cells to be highlighted.

**NOTE:** We could just highlight the table, but 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 or COMMAND+C to copy cells.



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

