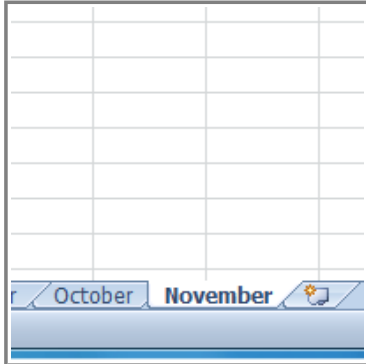**Excel 2010**
Worksheet Basics

Introduction

Every Excel **workbook** contains at least one or more **worksheets**. If you are working with a large amount of related data, you can use worksheets to help organize your data and make it easier to work with.

In this lesson, you will learn how to **name** and **add color** to worksheet tabs, and how to **add**, **delete**, **copy**, and **move** worksheets. Additionally, you will learn how to **group** and **ungroup** worksheets, and **freeze** columns and rows in worksheets so that they remain visible even when you are scrolling.

Introduction to Worksheets

When you open an Excel workbook, there are **three worksheets** by default. The default names on the worksheet tabs are **Sheet1**, **Sheet2** and **Sheet3**. To organize your workbook and make it easier to navigate, you can rename and even color-code the worksheet tabs. Additionally, you can insert, delete, move, and copy worksheets.
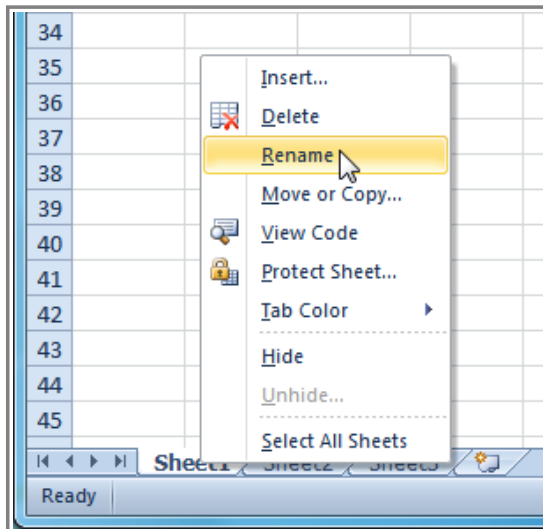
>>> Watch the video to learn about worksheets.
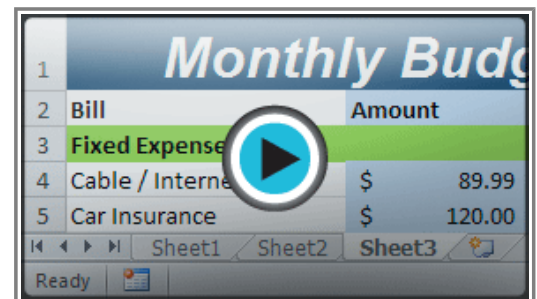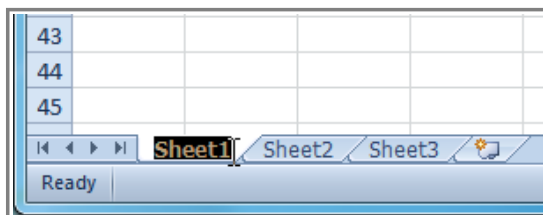
Watch the video (3:01). Need help?

To Rename Worksheets:

1. Right-click the **worksheet tab** you want to rename. The **worksheet** menu appears.
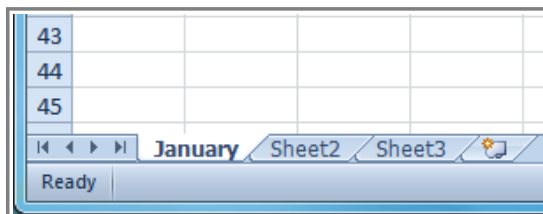2. Select **Rename**.

Selecting the Rename command

1. The text is now highlighted by a black box. Type the name of your worksheet.
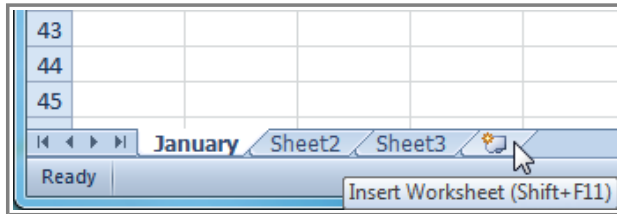

Renaming the worksheet

1. Click anywhere outside of the tab. The worksheet is renamed.

Renamed worksheet

To Insert New Worksheets:

Click on the **Insert Worksheet** icon. A new worksheet will appear.

Inserting a new worksheet

You can change the setting for the default number of worksheets that appear in Excel workbooks. To access this setting, go into **Backstage view** and click on **Options**.

To Delete Worksheets:

Worksheets can be deleted from a workbook, including those that contain data.

1. Select the worksheets you want to delete.
2. Right-click one of the selected worksheets. The **worksheet** menu appears.
3. Select **Delete**. The selected worksheets will be deleted from your workbook.
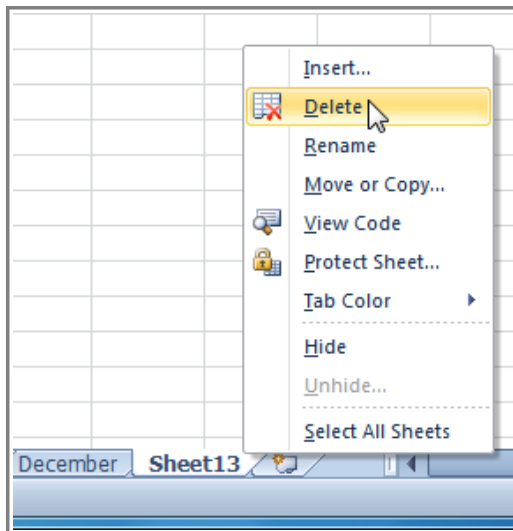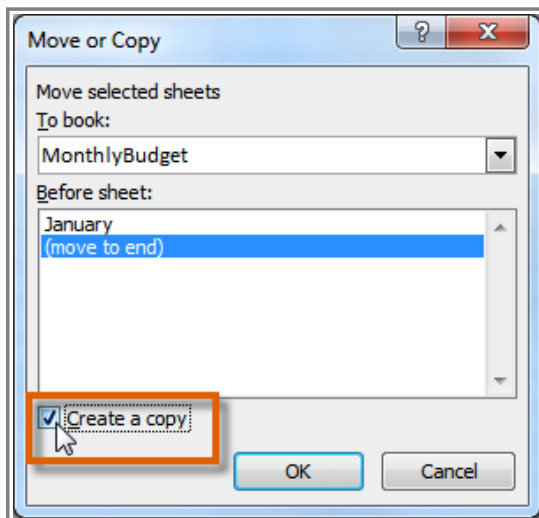

Deleting a worksheet

To Copy a Worksheet:

1. Right-click the worksheet you want to copy. The **worksheet** menu appears.
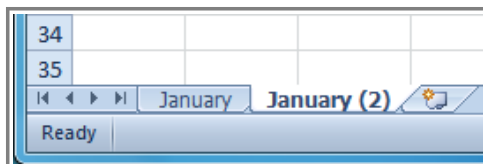2. Select **Move or Copy**.
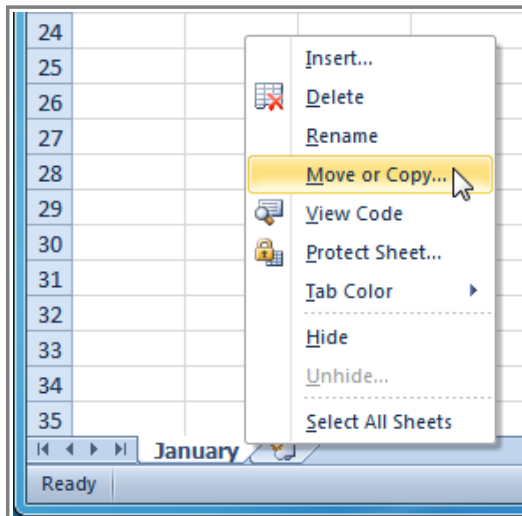
Selecting the Move or Copy command

1. The **Move or Copy** dialog box appears. Check the **Create a copy** box.


Checking the Create a copy box

1. Click **OK**. Your worksheet is copied. It will have the same title as your original worksheet, but the title will include a version number, such as "January (2)".
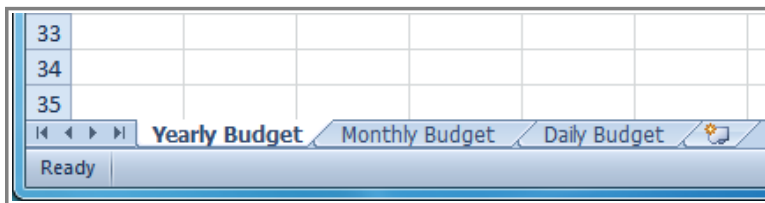

Copied worksheet

To Move a Worksheet:

1. Click on the worksheet you want to move. The mouse will change to show a small worksheet icon.
2. Drag the worksheet icon until a small black arrow ▾ appears where you want the worksheet to be moved.
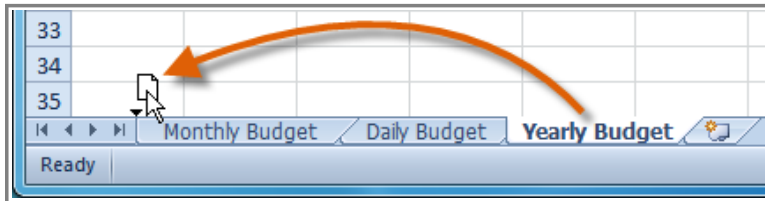
Moving a worksheet

3. Release your mouse and the worksheet will be moved.

***Moved worksheet***

To Color-Code Worksheet Tabs:

You can color worksheet tabs to help organize your worksheets and make your workbook easier to navigate.

1. Right-click the worksheet tab you want to color. The **worksheet** menu appears.
2. Select **Tab Color**. The **color** menu appears.
3. Select the color you want to change your tab.
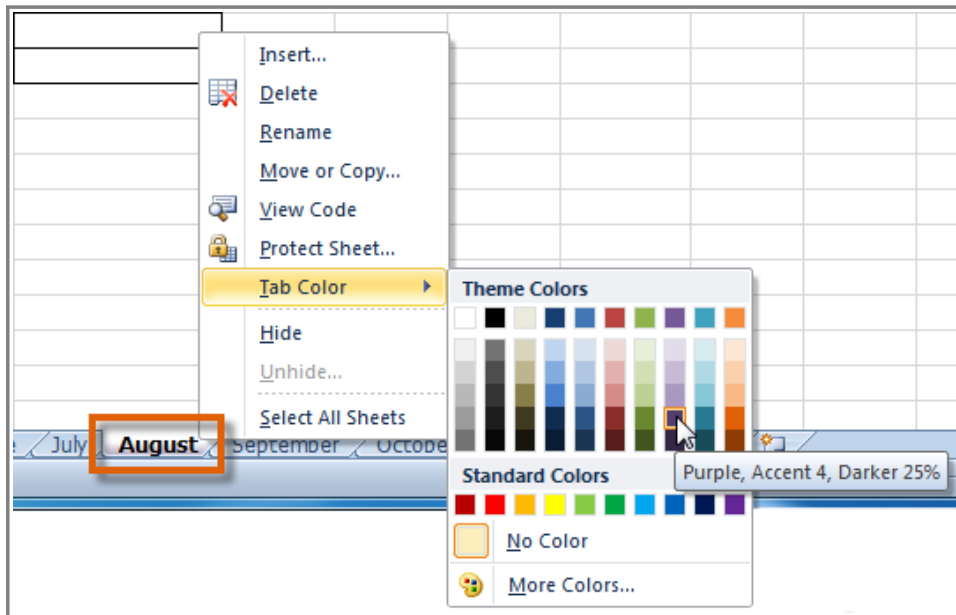
Changing the worksheet tab color

4. The tab color will change in the workbook. If your tab still appears white, that is because the worksheet is still selected. Select any other worksheet tab to see the color change.
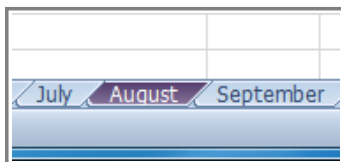

Worksheet tab color changed

Grouping and Ungrouping Worksheets

You can work with each worksheet in a workbook individually, or you can work with multiple worksheets at the same time. Worksheets can be combined together into a **group**. Any changes made to one worksheet in a group will be made to every worksheet in the group.
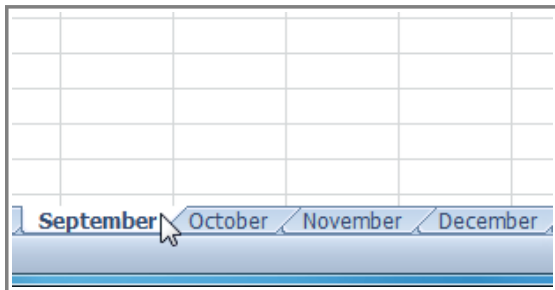
>>> Watch the video to learn about grouping and ungrouping worksheets.
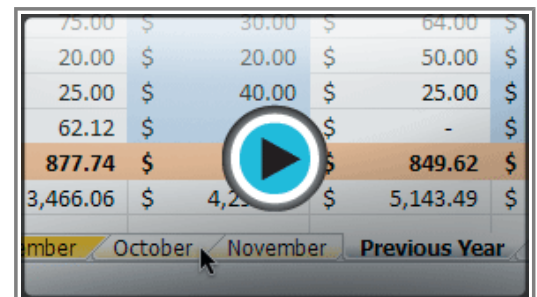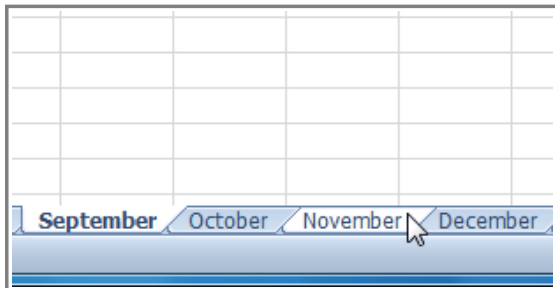

Watch the video (1:37). Need help?

To Group Worksheets:

1. Select the **first worksheet** you want in the group.

Selecting the first worksheet to group

2. **Press and hold the Ctrl key** on your keyboard.
3. Select the **next worksheet** you want in the group. Continue to select worksheets until all of the worksheets you want to group are selected.

Selecting additional worksheets to group

4. **Release the Ctrl key**. The worksheets are now grouped. The worksheet tabs appear white for the grouped worksheets.

While worksheets are grouped, you can navigate to any worksheet *in* the group and make changes that will appear on every worksheet in the group. If you click on a worksheet tab that is not in the group, however, all of your worksheets will become ungrouped. You will have to regroup them.

To Ungroup All Worksheets:

1. Right-click one of the worksheets. The **worksheet** menu appears.
2. Select **Ungroup**. The worksheets will be ungrouped.

Freezing Worksheet Panes

The ability to freeze specific rows or columns in your worksheet can be a very useful feature in Excel. It is called **freezing panes**. When you freeze panes, you select rows or columns that will remain visible all the time, even as you are scrolling. This is particularly helpful when working with large spreadsheets.

>>> Watch the video to learn about freezing worksheet panes.
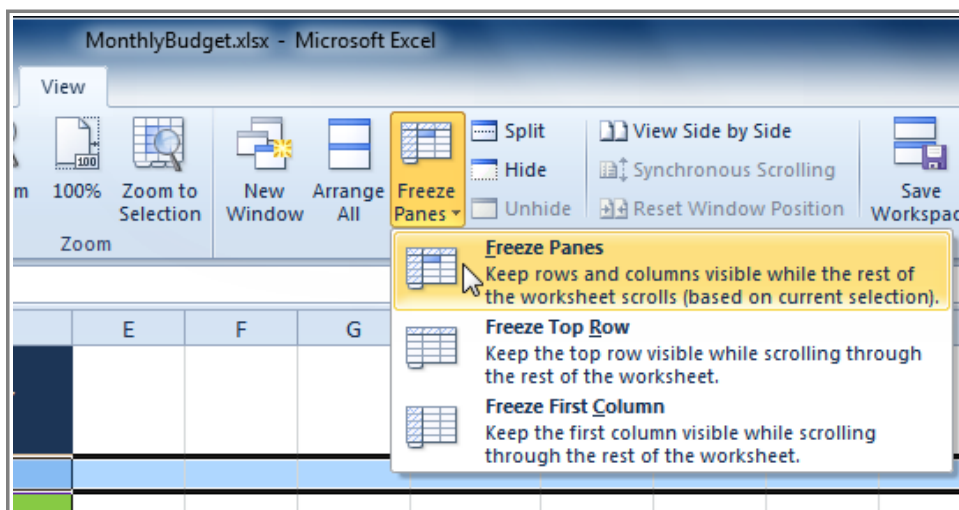
Watch the video (1:50). Need help?

To Freeze Rows:

1. Select the row *below* the rows that you want frozen. For example, if you want rows 1 & 2 to always appear at the top of the worksheet even as you scroll, then select row 3.

Selecting row 3

2. Click the **View** tab.
3. Click the **Freeze Panes** command. A drop-down menu appears.
4. Select **Freeze Panes**.

Selecting the Freeze Panes command from the View tab

5. A black line appears *below* the rows that are frozen in place. Scroll down in the worksheet to see the rows below the frozen rows.
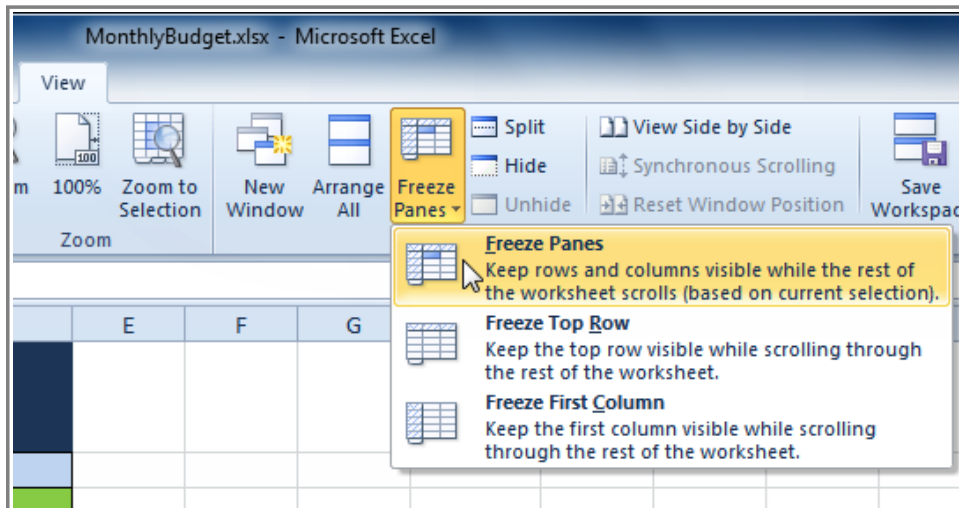
Rows 1 and 2 are frozen

To Freeze Columns:

1. Select the column to the *right* of the columns you want frozen. For example, if you want columns A & B to always appear to the left of the worksheet even as you scroll, then select column C.

Selecting column C

2. Click the **View** tab.
3. Click the **Freeze Panes** command. A drop-down menu appears.
4. Select **Freeze Panes**.

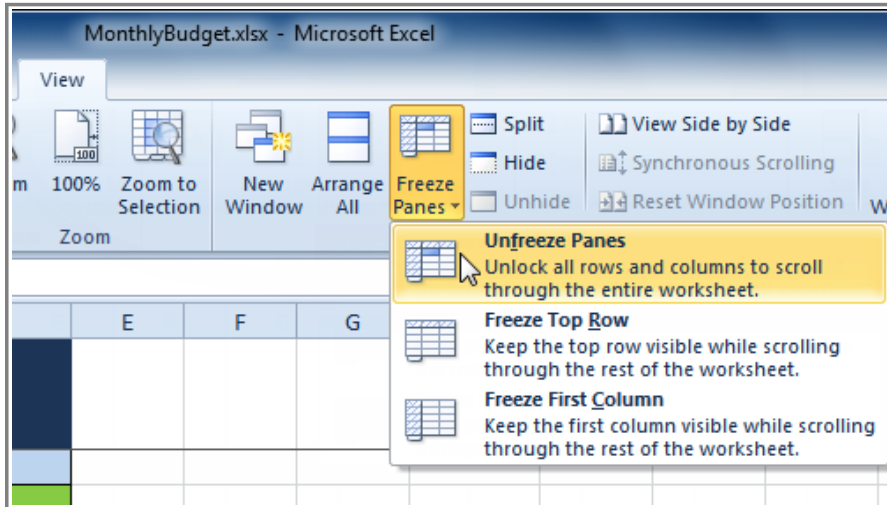*Selecting the Freeze Panes command from the View tab*

5. A black line appears to the *right* of the frozen area. Scroll across the worksheet to see the columns to the right of the frozen columns.

	A	B	F	G	H	I
1			*Variable Expenses*			
2	Variable Expenses	January	May	June	July	August
3						
4	Cell Phone	$ 47.99	$ 49.87	$ 47.86	$ 41.30	$ 49.40
5	Clothes	$ 55.24	$ 24.25	$ 46.42	$ -	$ 204.24
6	Gas	$ 100.00	$ 146.42	$ 107.77	$ 106.28	$ 113.12
7	Groceries	$ 230.23	$ 220.78	$ 208.45	$ 256.38	$ 245.12
8	Home Phone	$ 30.50	$ 39.87	$ 43.55	$ 55.60	$ 36.88
9	Power	$ 57.22	$ 68.21	$ 88.55	$ 87.42	$ 75.32
10	Restaurants	$ 24.45	$ 79.02	$ 45.45	$ 150.42	$ 46.02
11	Water	$ 44.88	$ 41.26	$ 31.43	$ 56.86	$ 48.55
12	Total	$ 590.51	$ 669.68	$ 619.48	$ 754.26	$ 818.65
13	Total Year	$ 590.51	$ 3,104.56	$ 3,724.04	$ 4,478.30	$ 5,296.95
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						

Columns A and B are frozen to the left of this black line

Columns A and B are frozen

To Unfreeze Panes:

1. Click the **View** tab.
2. Click the **Freeze Panes** command. A drop-down menu appears.
3. Select **Unfreeze Panes**. The panes will be unfrozen and the black line will disappear.

Selecting the Unfreeze Panes command from the View tab

Challenge!

1. Open an existing Excel 2010 workbook. If you want, you can use this <u>example</u>.
2. Insert a new worksheet.
3. Change the name of a worksheet.
4. Delete a worksheet.
5. Move a worksheet.
6. Copy a worksheet.
7. Try grouping and ungrouping worksheets.
8. Try freezing and unfreezing columns and rows.