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 SUPPORT FILES.

1   Close the current file.

2   Display the FILE menu and select OPEN (or click on the OPEN button in the STANDARD *Tool Bar*).

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

4   Load the PAYSHEET file. 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   Display the FILE menu and select SAVE AS to display the SAVE AS dialogue box.

2   On the Windows system click on the TOOLS button and select GENERAL OPTIONS. On the Macintosh system display the Edit menu and select PREFERENCES.

3   Turn off READ-ONLY RECOMMENDED and select OK to return to the SAVE AS dialogue box.
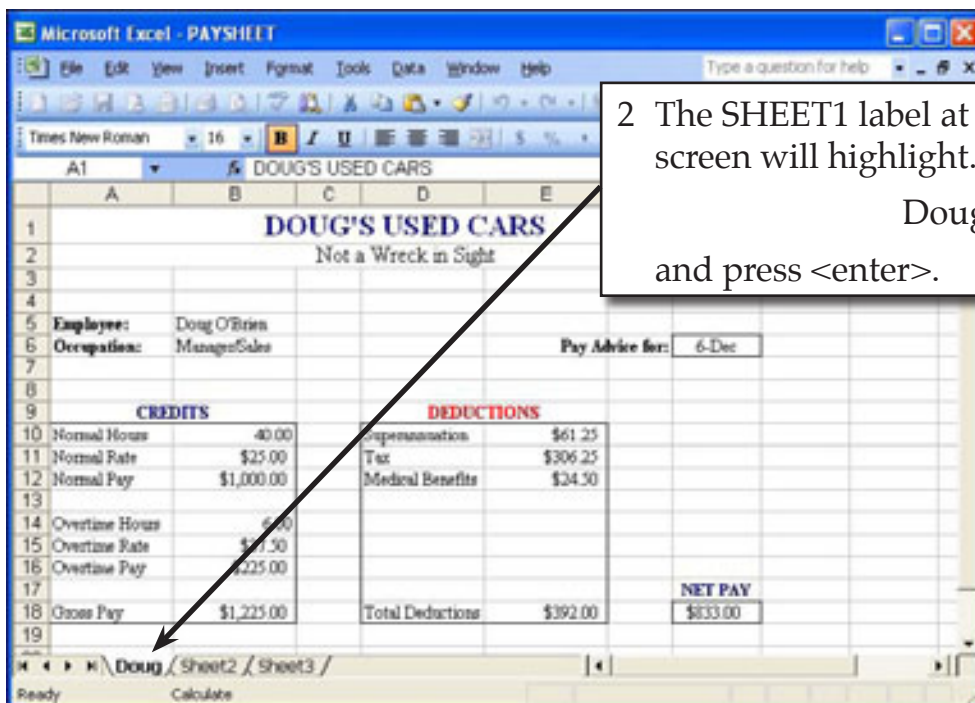
4   Access your STORAGE folder and save the workbook as:

<div align="center">PAYSHEET</div>

> **NOTE:**   **All worksheets are saved when you save the workbook.**

Naming a Worksheet

When using worksheets it is always a good idea to name each sheet so that you know what information is contained in that sheet. At the moment the first worksheet is called SHEET1.
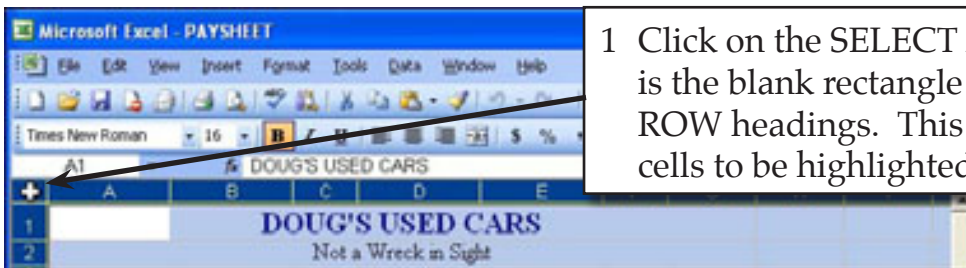
1   Display the FORMAT menu, highlight SHEET and select RENAME.

2 The SHEET1 label at the bottom of the screen will highlight. Enter the name:

Doug

and press <enter>.

NOTE: If you prefer, you can double click on a sheet label to highlight it then enter the new name.

Copying Data to a New Worksheet

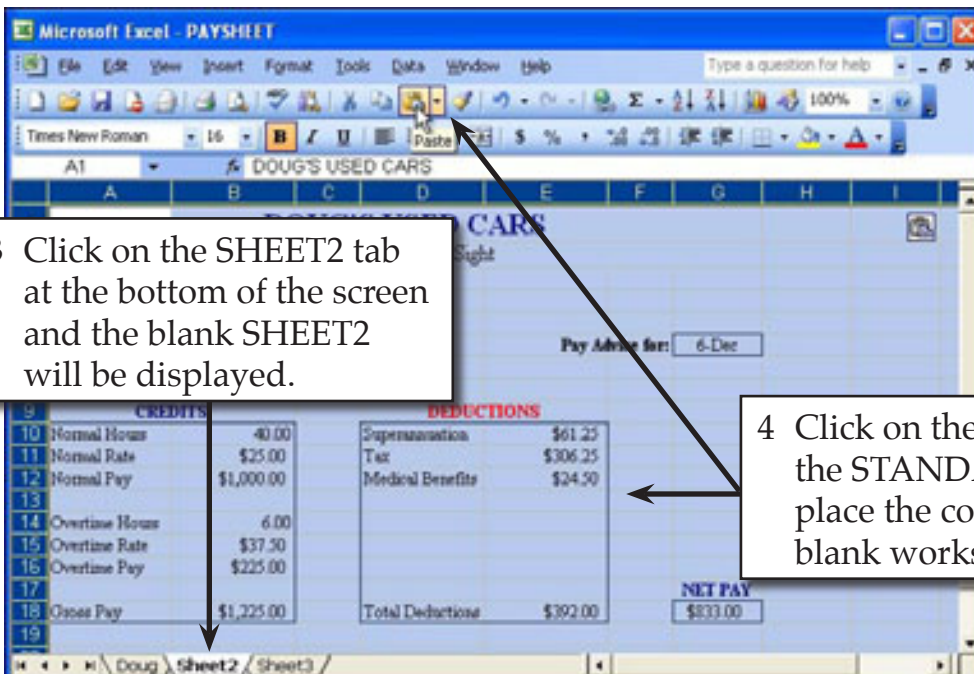We can copy the information in Doug's worksheet to a new worksheet and then modify it for the second employee.

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 Display the EDIT menu and select COPY to copy the cells to the clipboard (the computer's memory).

NOTE: You can also press CTRL+C on the Windows system or ⌘+C on the Macintosh to copy cells. Or you can use the COPY button in the STANDARD *Tool Bar* or the SHORTCUT menu.

3 Click on the SHEET2 tab at the bottom of the screen and the blank SHEET2 will be displayed.

4 Click on the PASTE button in the STANDARD *Tool Bar* to place the copied data into the blank worksheet.

NOTE: You can also press CTRL+V on the Windows system or ⌘+V on the Macintosh to paste cells. Or you can use PASTE from the EDIT or SHORTCUT menus.

5 Click on a cell to remove the highlight.

6 Double click on the SHEET2 label and enter:

Linda

then press <enter>.

Changing the Data in the New Worksheet

We need to change the data in the second sheet for the second employee.

1 Enter the following changes:

Employee:	Linda Venturi
Occupation:	Secretary
Normal Hours:	35
Normal Rate:	15
Overtime Hours:	4