

# Using Worksheets

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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 2007 SUPPORT FILES.

- 1 Load Microsoft Excel 2007 or close the current workbook.
- 2 Click on the OPEN button in the QUICK ACCESS TOOLBAR or in the OFFICE BUTTON.
- 3 Access the EXCEL 2007 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 Click on the OFFICE BUTTON and select SAVE AS to display the SAVE AS dialogue box.
- 2 Click on the TOOLS button and select GENERAL OPTIONS.
- 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

**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.

The screenshot shows an Excel spreadsheet with two columns: 'CREDITS' and 'DEDUCTIONS'. The 'CREDITS' column lists: Normal Hours (40.00), Normal Rate (\$25.00), Normal Pay (\$1,000.00), Overtime Hours (6.00), Overtime Rate (\$37.50), Overtime Pay (\$225.00), and Gross Pay (\$1,225.00). The 'DEDUCTIONS' column lists: Superannuation (\$61.25), Tax (\$306.25), Medical Benefits (\$24.50), and Total Deductions (\$392.00). The worksheet tab at the bottom is labeled 'Sheet1'.

CREDITS		DEDUCTIONS	
Normal Hours	40.00	Superannuation	\$61.25
Normal Rate	\$25.00	Tax	\$306.25
Normal Pay	\$1,000.00	Medical Benefits	\$24.50
Overtime Hours	6.00		
Overtime Rate	\$37.50		
Overtime Pay	\$225.00		
Gross Pay	\$1,225.00	Total Deductions	\$392.00

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

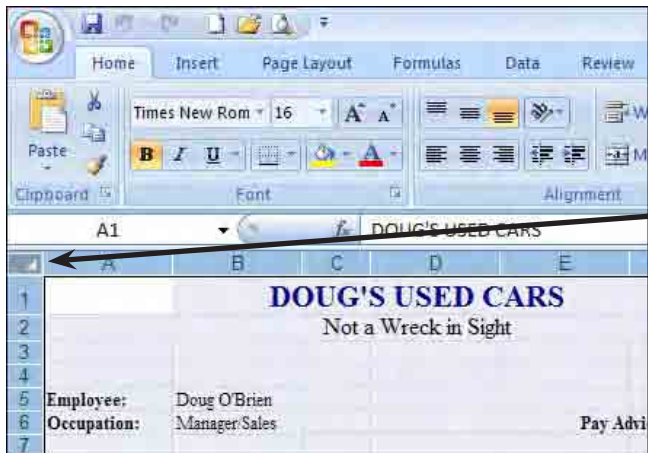
The screenshot is identical to the previous one, but the worksheet tab at the bottom is now labeled 'Doug'.

CREDITS		DEDUCTIONS	
Normal Hours	40.00	Superannuation	\$61.25
Normal Rate	\$25.00	Tax	\$306.25
Normal Pay	\$1,000.00	Medical Benefits	\$24.50
Overtime Hours	6.00		
Overtime Rate	\$37.50		
Overtime Pay	\$225.00		
Gross Pay	\$1,225.00	Total Deductions	\$392.00

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

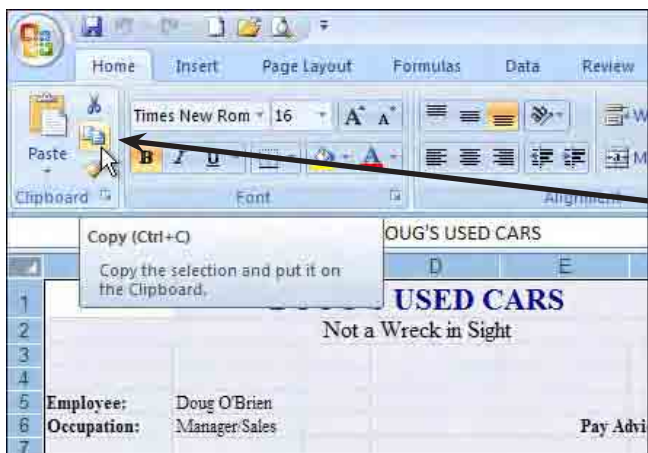
## Copying Data to a New Worksheet

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



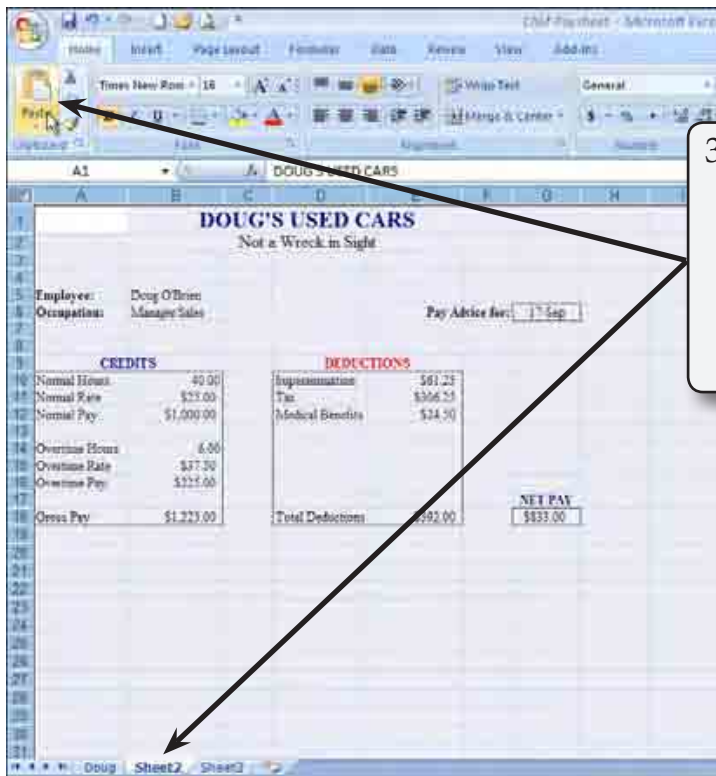
1 Click on the SELECT ALL button which is the blank rectangle at the top of the ROW headings. This will cause all of the cells to be highlighted.

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



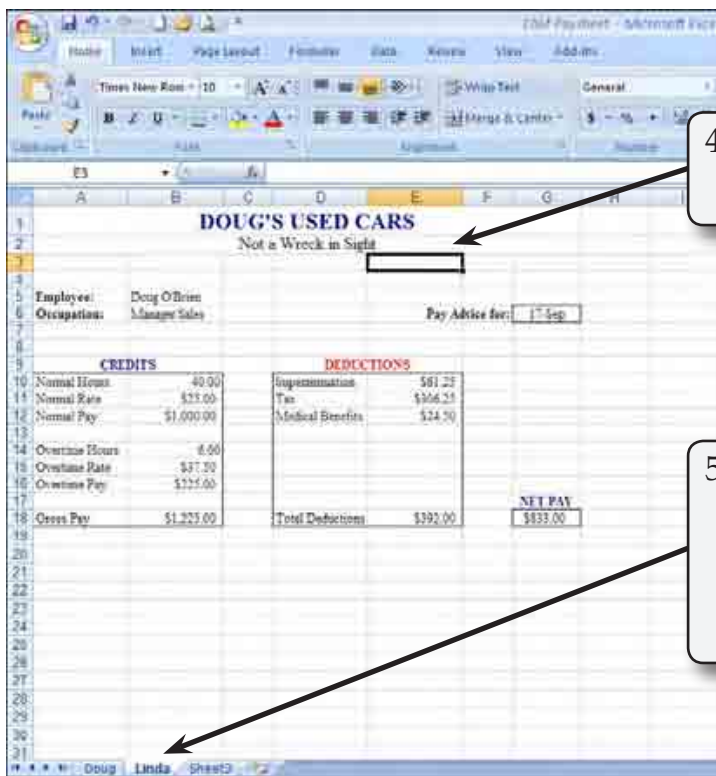
2 Click on the COPY icon in the CLIPBOARD group of the HOME tab in the RIBBON to copy the cells.

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



3 Click on the SHEET2 tab at the bottom of the screen and the blank SHEET2 will be displayed, 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 SHEET2 label and enter:  
  
Linda  
then press <enter>.