

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.

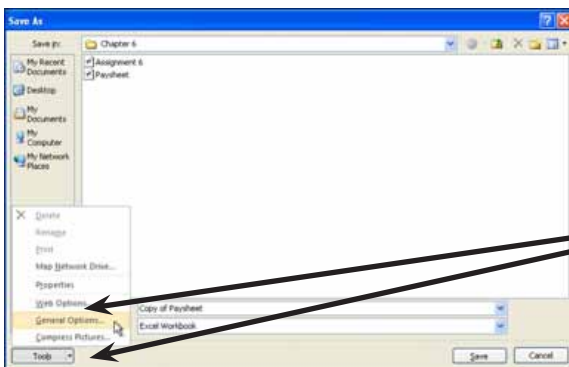
Loading a Prepared File

The first paysheet has been prepared for you and it needs to be loaded from the EXCEL 2010 SUPPORT FILES.

- 1 Load Microsoft Excel 2010 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 2010 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 FILE tab and select SAVE AS to display the SAVE AS dialogue box.



2 Click on the TOOLS button and select GENERAL OPTIONS.

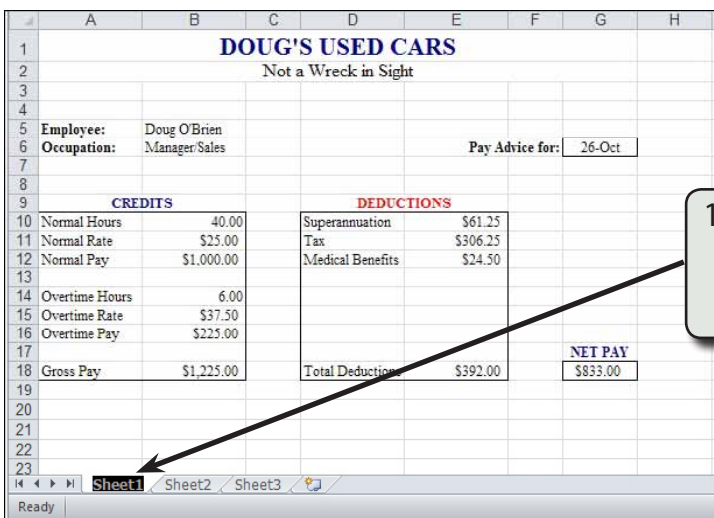


3 Turn off READ-ONLY RECOMMENDED and select OK to return to the SAVE AS dialogue box.

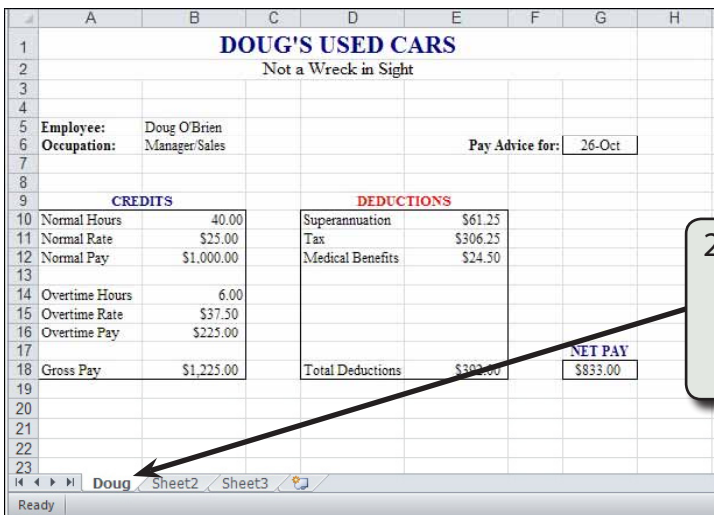
4 Access your STORAGE folder and save the workbook as: Ch6 Paysheet

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.



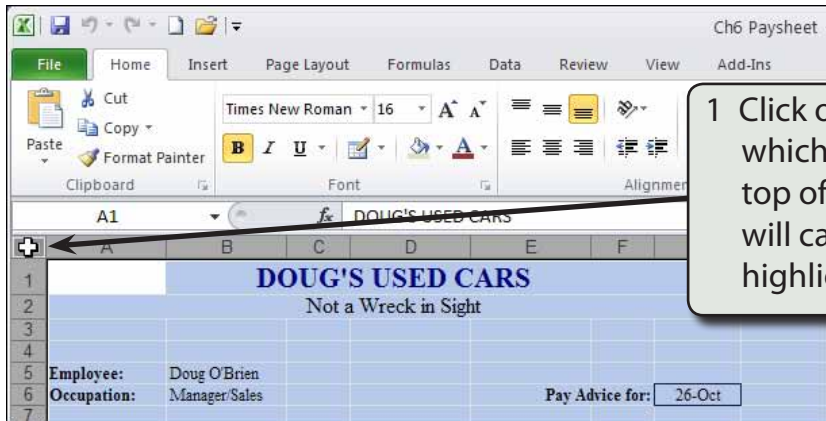
1 Double click on the SHEET1 label at the bottom left of the worksheet screen to highlight the label.



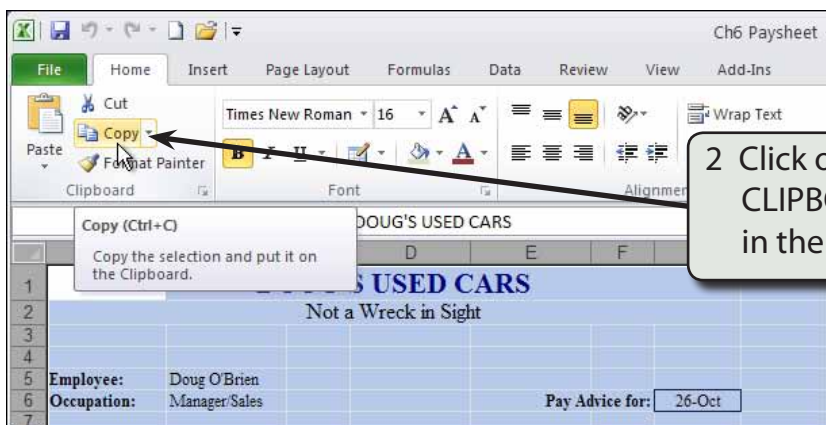
2 Enter the name: Doug and press the <enter> key.

Copying Data to a New Worksheet

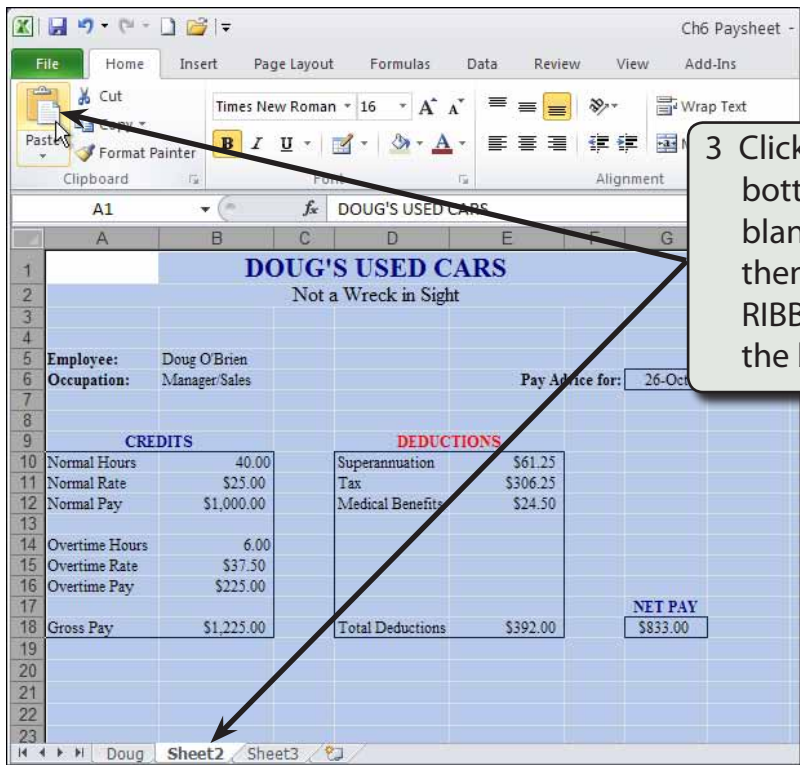
We can copy the information in Doug's worksheet to a new worksheet and then modify it for the second employee.



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

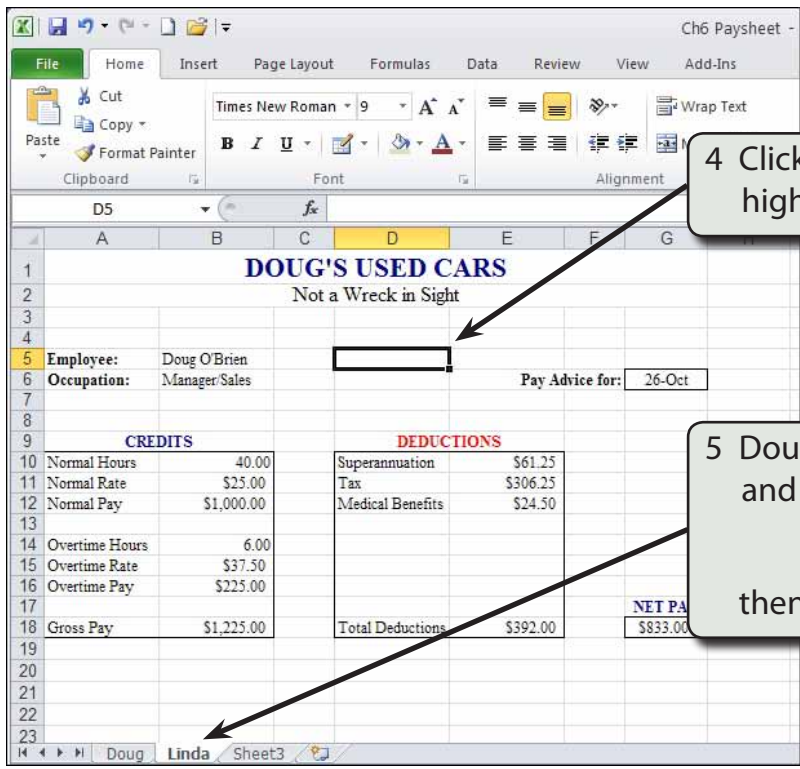


NOTE: You can also press CTRL+C to copy cells.



3 Click on the SHEET2 tab at the bottom of the worksheet 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 the <enter> key.