

## Using Worksheets

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 2008 SUPPORT FILES.

- 1 Load Microsoft Excel 2008 or close the current workbook.
- 2 Display the FILE menu and select OPEN.
- 3 Access the EXCEL 2008 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 Click on the OPTIONS button at the bottom left of the dialogue box.



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

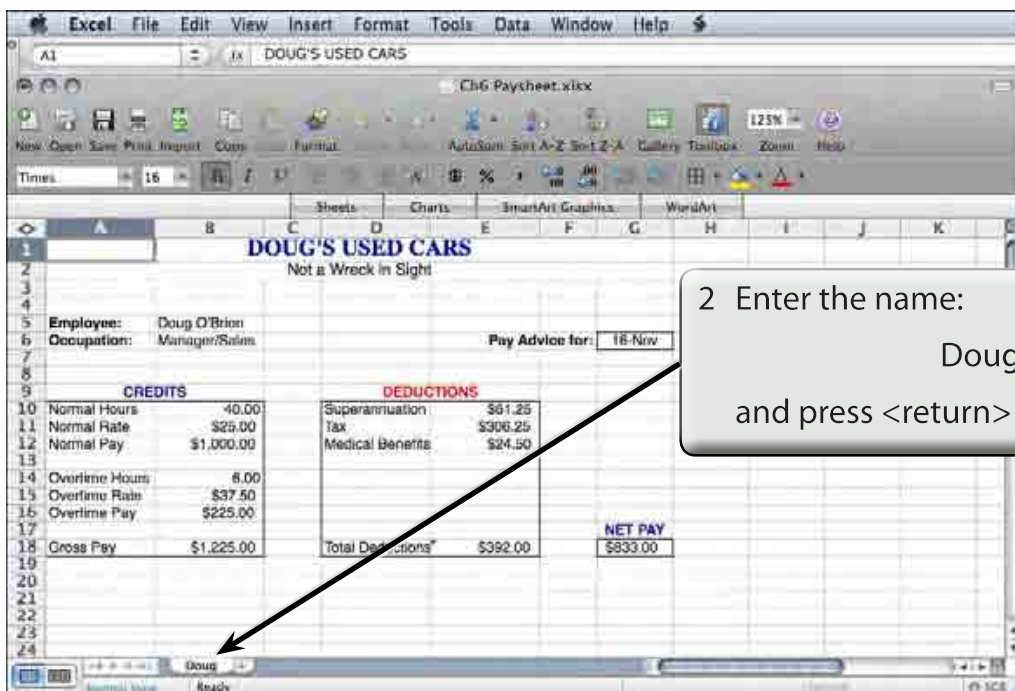
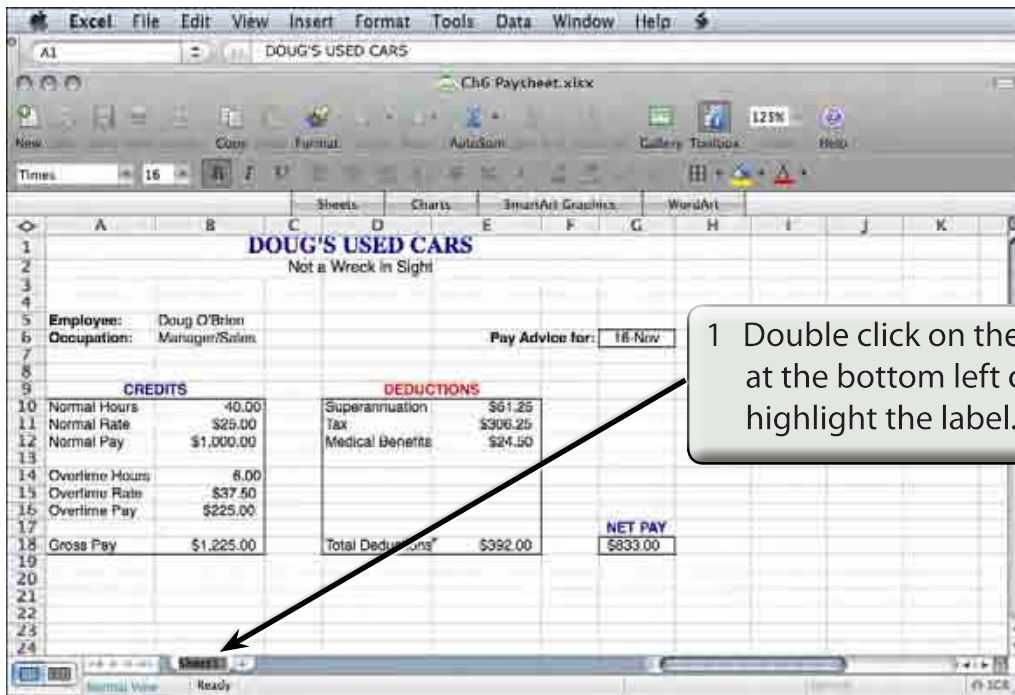
- 4 Access your STORAGE folder and save the workbook as:

Ch6 Paysheet

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

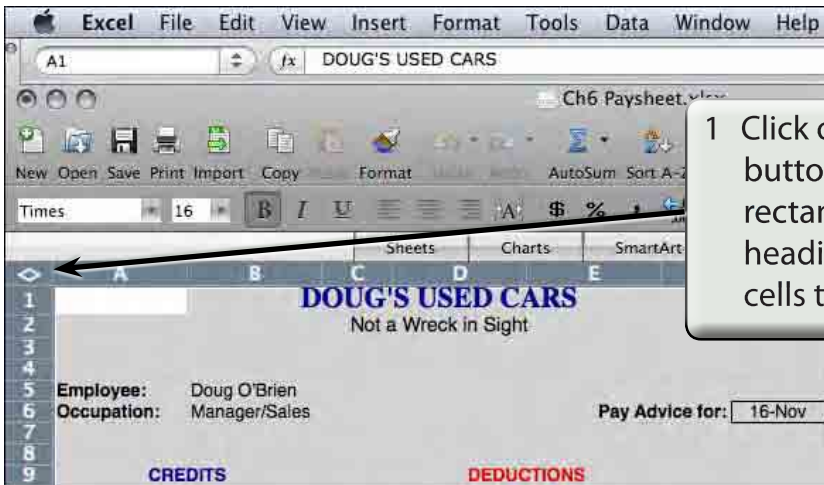
## Naming a Worksheet

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.



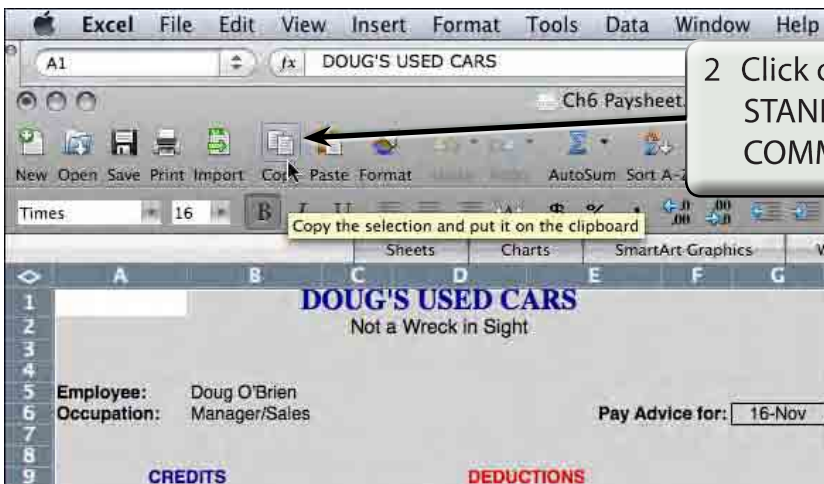
## Copying Data to a New Worksheet

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



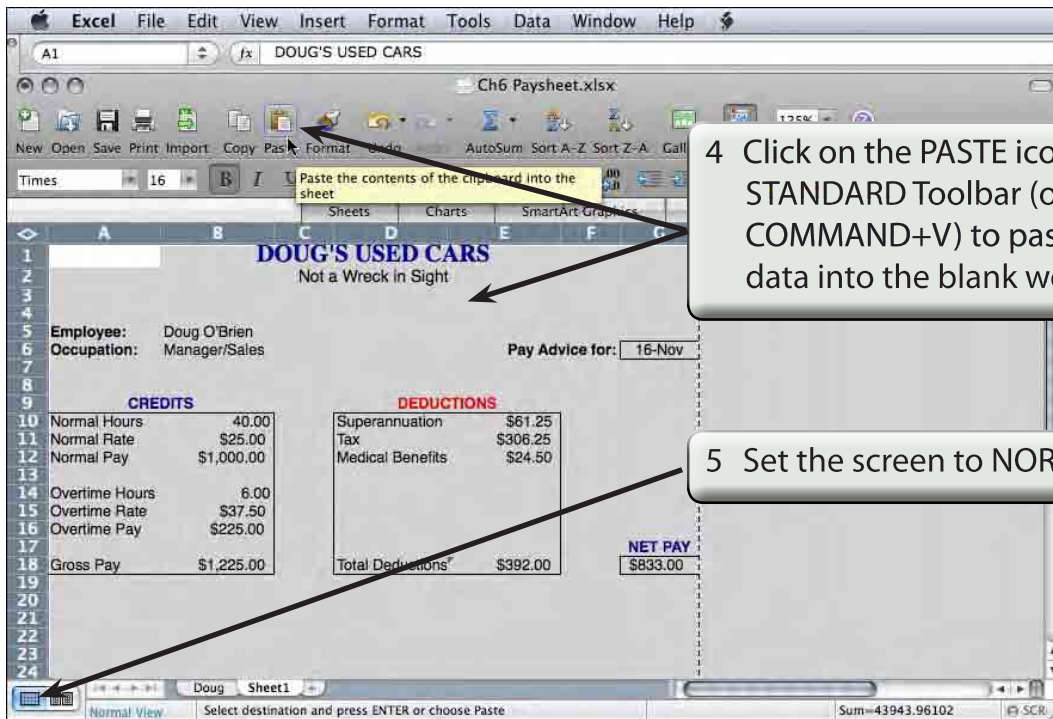
1 Click on the SELECT ALL CELLS button which is the arrowed rectangle at the top of the ROW headings. This will cause all of the cells to be highlighted.

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



2 Click on the COPY icon in the STANDARD Toolbar (or press COMMAND+C) to copy the cells.

- 3 Display the INSERT menu, highlight SHEET and select BLANK SHEET to insert a new worksheet.



**NOTE:** You can also click on the INSERT SHEET button at the right of the worksheet tabs to insert a sheet.

