

Microsoft Excel provides 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

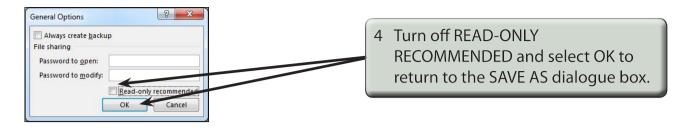
The first paysheet has been prepared for you and it needs to be loaded from the EXCEL 2013 SUPPORT FILES.

- 1 Load Microsoft Excel 2013 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 2013 SUPPORT FILES folder and open the CHAPTER 6 folder.
- 4 Load the PAYSHEET file and 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.

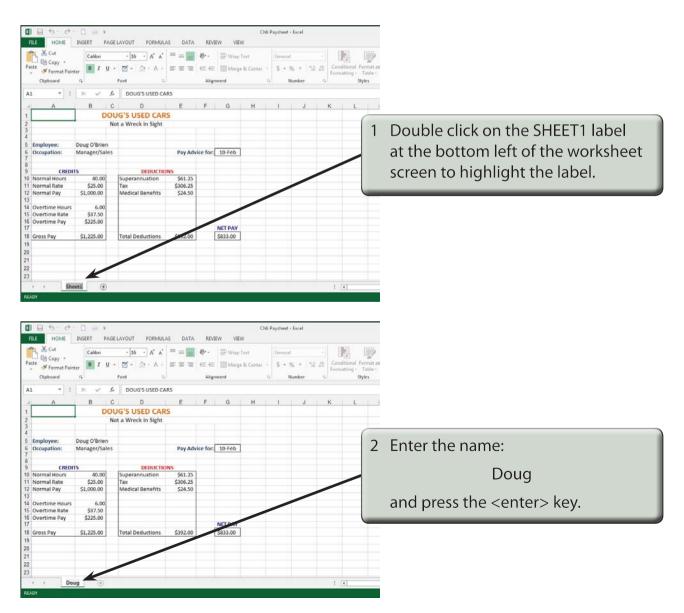
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5 Click on SAVE to save the file.

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.



Copying Data to a New Worksheet

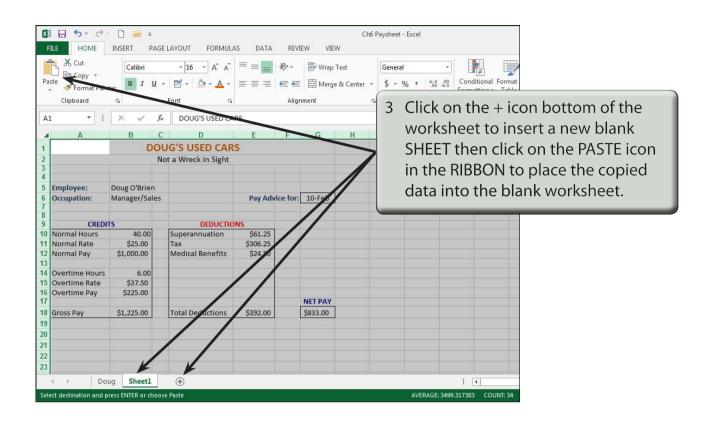
We can copy the information in Doug's worksheet to a new worksheet and then modify it for the second employee.

Pa	FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Image: Second conduction Calibri 16 A* A* = = Image: Second conduction Image: S						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.		
1			G'S USED CAR t a Wreck in Sight	3					
3									
5	Employee:	Doug O'Brien							
6	Occupation:	Manager/Sales		Pay Advice for	: 10-Feb				

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

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



NOTE: You can also press CTRL+V to paste cells.

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