Microsoft Office Virtual Learning

Working with Multiple Sheets

May 6, 2020

Lesson: ==May 6, 2020==

Objective/Learning Target:
Students will learn how to add, delete, copy and move worksheets
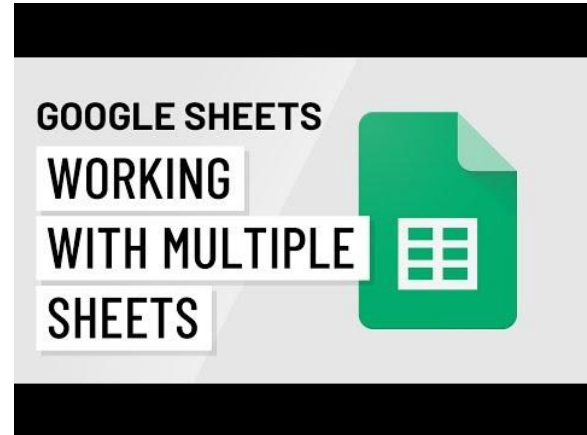
Introduction

Every workbook contains at least one **worksheet** by default. When working with a large amount of data, you can create **multiple worksheets** to help organize your workbook and make it easier to find content. You can also **group** worksheets to quickly add information to multiple worksheets at the same time.
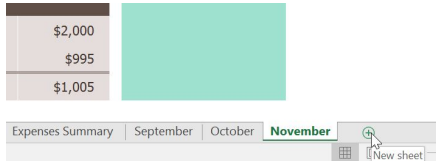
Excel
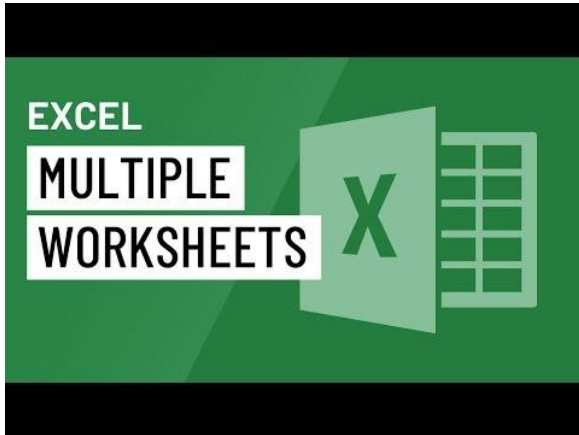
Google Sheets

https://youtu.be/qRShQc-v3LI
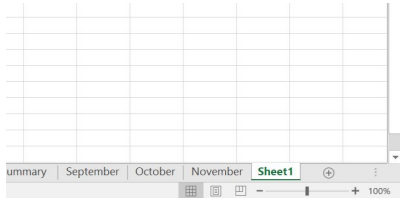
https://youtu.be/_7EiBJSTqqU

Insert a New Worksheet

Excel

1. Locate and select the New sheet button near the bottom-right corner of the Excel window.

2. A new blank worksheet will appear.

By default, any new workbook you create in Excel will contain one worksheet, called Sheet1. To change the default number of worksheets, navigate to Backstage view, click Options, then choose the desired number of worksheets to include in each new workbook.

Google Sheets

1. Click the Add Sheet command in the sheets toolbar.
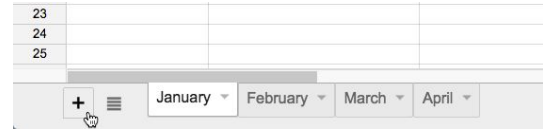
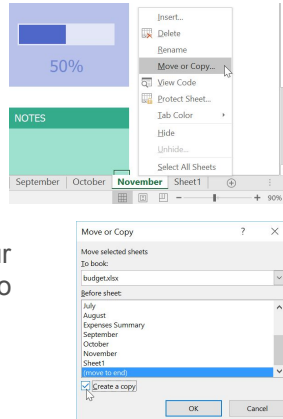2. A new sheet will appear in the sheets toolbar.
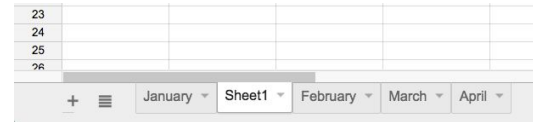
Copy/Duplicate a Sheet

Excel

If you need to duplicate the content of one worksheet to another, Excel allows you to copy an existing worksheet.

1. Right-click the worksheet you want to copy, then select Move or Copy from the worksheet menu.

2. The Move or Copy dialog box will appear. Choose where the sheet will appear in the Before sheet: field. In our example, we'll choose (move to end) to place the worksheet to the right of the existing worksheet.

3. Check the box next to Create a copy, then click OK.

4. The worksheet will be copied. It will have the same title as the original worksheet, as well as a version number. In our example, we copied the November worksheet, so our new worksheet is named November (2). All content from the November worksheet has also been copied to the new worksheet.

Sheets

1. Click the tab of the sheet you want to duplicate, then select Duplicate from the menu that appears.
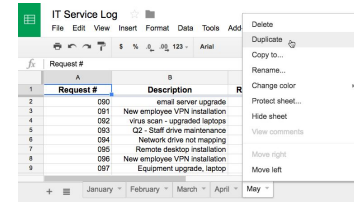
2. A duplicate of the sheet will appear in the sheets toolbar. It will be named as a copy of the original sheet, such as Copy of May. If you want, you can rename the sheet.
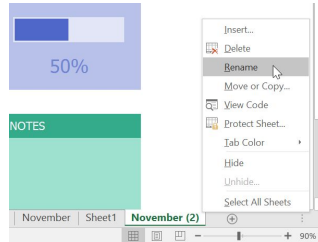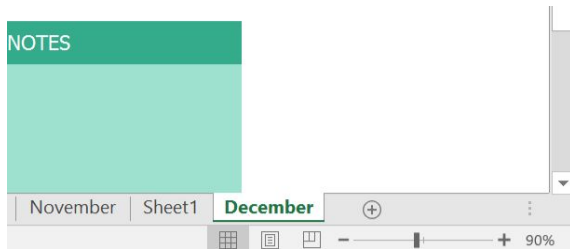
To Rename a Sheet

Excel

1. Right-click the worksheet you want to rename, then select Rename from the worksheet menu.
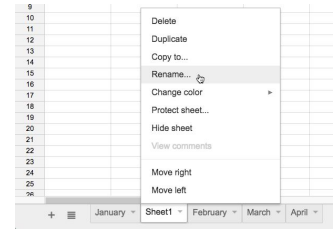

2. Type the desired name for the worksheet.
3. Click anywhere outside the worksheet tab, or press Enter on your keyboard. The worksheet will be renamed.
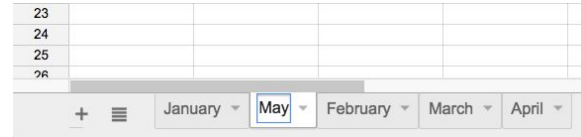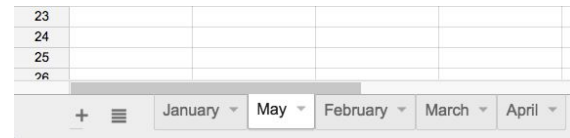

Sheets

1. Click the tab of the sheet you want to rename. Select Rename... from the menu that appears.

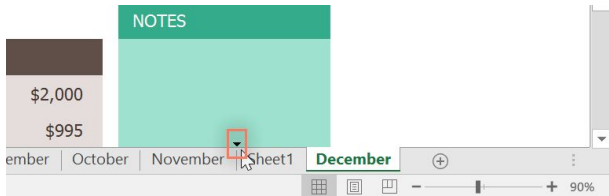2. Type the desired name for the sheet.

3. Click anywhere outside of the tab or press Enter on your keyboard when you're finished, and the sheet will be renamed.
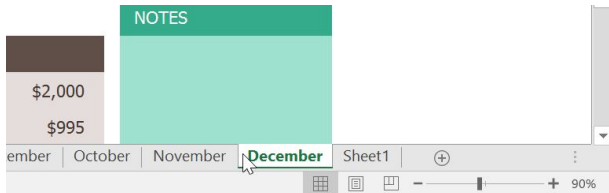
To Move a Sheet

Excel

1. Click and drag the worksheet you want to move until a small black arrow appears above the desired location.
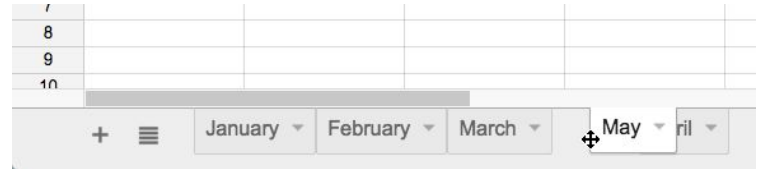

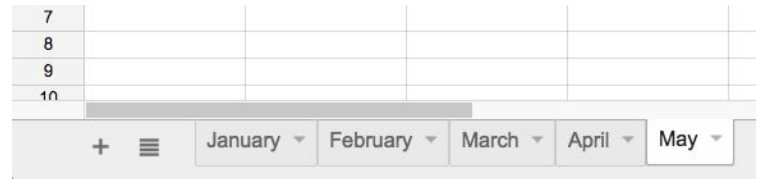2. Release the mouse. The worksheet will be moved.

Sheets

1. Click and drag the tab of the sheet you want to move.

2. Release the mouse to place the tab at the desired location.

To Switch to a Different Sheet

Excel

If you want to view a different worksheet, you can simply click the tab to switch to that worksheet. However, with larger workbooks this can sometimes become tedious, as it may require scrolling through all of the tabs to find the one you want. Instead, you can simply right-click the scroll arrows in the lower-left corner, as shown below.
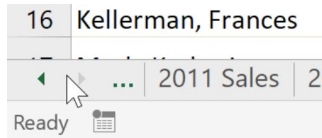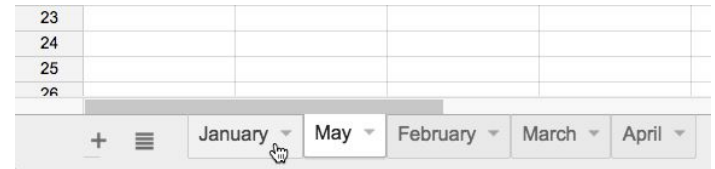

A dialog box will appear with a list of all of the sheets in your workbook. You can then double-click the sheet you want to jump to.
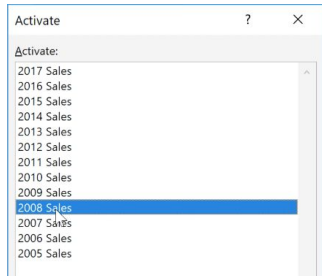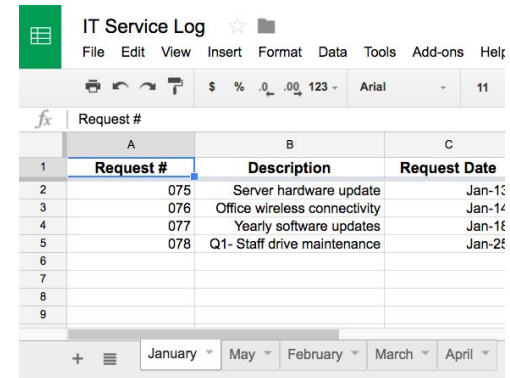

Sheets

1. Click the desired sheet tab in the sheets toolbar.

2. The selected sheet will appear.

Challenge

Excel

1. Open Excel 2016.
2. Open Google Sheets and create a new blank spreadsheet.
3. Add a new sheet called Schedule
4. Delete the sheet title Sheet 1
5. Duplicate the Schedule sheet and rename it Classes
6. Move the sheet you named Schedule to the right of the Classes sheet
7. Create a new sheet and rename it Homework

Sheets

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2. Add a new sheet called Schedule
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For More Resources:

Microsoft Excel:
https://edu.gcfglobal.org/en/excel2016/working-with-multiple-worksheets/1/

Google Sheets:
https://edu.gcfglobal.org/en/googlespreadsheets/working-with-multiple-sheets/1/