

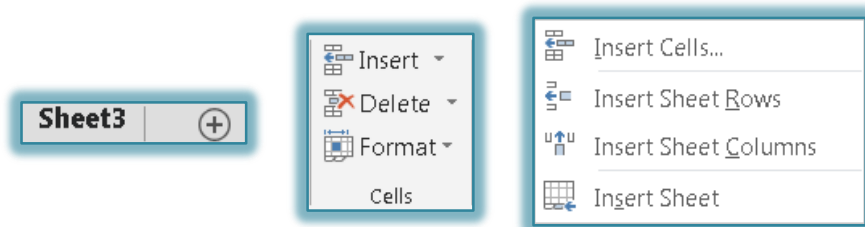
## SHEET TABS

Sheet tabs are used to move from one worksheet in an Excel workbook to another worksheet. In Excel it is possible to have several worksheets within a single workbook. This makes it easy to keep all worksheets for one particular application together. The default names for worksheets are Sheet 1, Sheet 2, and so forth. The sheet names can be changed so that they explain what is contained within a particular sheet. It is also possible to change the color of each tab.

### ADD A NEW SHEET

There are three ways that a new sheet can be added to a workbook.

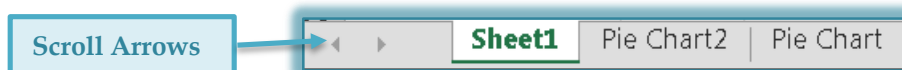
- ✦ Click the **New Sheet** button to the right of the sheet tabs (see illustration below left).
- ✦ Click the **Insert** list arrow in the **Cells Group** on the **Home Tab**. Select **Insert Sheet** from the list (see illustration below right).



- ✦ Right-click a **Sheet Tab** and then select **Insert**.

### RENAME A SHEET TAB

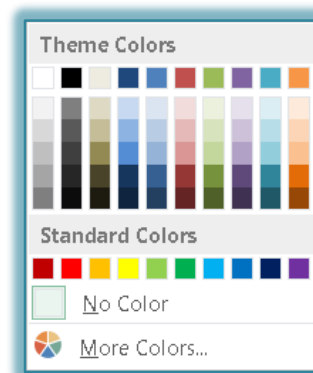
- ✦ Do one of the following:
  - ★ Double-click the tab label for which the name is to be changed.
  - ★ Right-click the sheet tab for which the name is to be changed and then select **Rename**.
- ✦ The wording in the sheet tab will be highlighted.
- ✦ Input a name for the tab.
  - ★ It is not necessary to delete the old text before inputting the new name.
  - ★ The highlighted text will be replaced with new text.
- ✦ Press the **Enter** key. The tab should be renamed.
  - ★ Make the sheet names as short as possible, so more sheet names will appear in the Window.
  - ★ Sheet names can be up to 31 characters, including spaces.
  - ★ You may use the Tab scrolling buttons (see illustration below) to move between sheets if there are several sheets that don't display in the Window.
  - ★ When the arrow is clicked, two options will appear.
    - ✦ **Ctrl + Left Click** - Moves either to the first or last sheet in the workbook.
    - ✦ **Right-Click** - Displays a list of all the worksheets in the workbook. Click one of the sheet names and then click OK to display the sheet.



### CHANGE SHEET TAB COLORS

It is possible to change the color of Sheet Tabs. When the color for a sheet tab is changed, a line will appear at the bottom of the tab. When another tab is clicked, the whole tab of the one that the color was applied to will appear in that color. To change the Sheet Tab color, do this:

- ✦ Right-click the **Sheet Tab**.
- ✦ Choose **Tab Color** from the shortcut menu.
- ✦ Pick a color from the gallery of colors that appears (see illustration at right).
- ✦ Click the **More Colors** link to see a gallery of additional colors.
- ✦ Click the **OK** button to change the tab color.



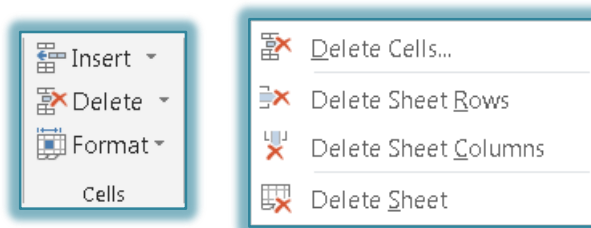
### REARRANGE THE ORDER OF THE SHEETS

- ✦ Click one of the worksheet tabs and drag it to the left or the right.
- ✦ The mouse pointer will change to an arrow with a document icon as you drag the tab (see illustration at right).
- ✦ A black triangle will appear where the sheet will be inserted.
- ✦ When the black triangle is in the position where the sheet is to be added, release the mouse button.
- ✦ The sheet should appear in the desired location.



### REMOVE A SHEET FROM THE WORKBOOK

- ✦ Click the **Sheet Tab** for the sheet that is to be removed.
- ✦ Click the **Home Tab**.
- ✦ In the **Cells Group**, click the **Delete** button list arrow.
- ✦ A list of options for deleting cells, rows, columns, and sheets will appear (see illustration below).
- ✦ Click the **Delete Sheet** option from the list of choices.



or

- ✦ Right-click the sheet that is to be removed.
- ✦ Click **Delete** from the list of options that appears.
- ✦ The sheet will be deleted and the insertion point will appear in the next sheet.

### ADDITIONAL SHEET TAB OPTIONS

When you right-click on a Sheet Tab, there are additional options that are available.

- ✦ **Insert** – Use this option to insert a new worksheet into the workbook. When this option is selected, the **Insert Worksheet** dialog box will appear. It is also possible to insert a new worksheet by clicking the **Insert** arrow in the **Cells Group** on the **Home Tab** and then clicking **Insert Sheet**.
- ✦ **Delete** – This option is used to delete a worksheet from the workbook. Information on deleting a worksheet can be found in the **Remove a Sheet** section above.
- ✦ **Rename** – Instead of double-clicking on a Sheet Tab to rename it, you can also right-click and then choose this option. The words in the Sheet Tab will be highlighted in black. Just type the name over the top of the black area.

- ✦ **Move or Copy** - When this option is selected, the **Move or Copy** dialog box will appear. In this box you can select a worksheet to move to another workbook or you can make a copy of a worksheet.
- ✦ **View Code** - This option allows you to view the programming codes used in the worksheet. This option isn't usually used.
- ✦ **Protect Sheets** - This feature is used to restrict access to a worksheet or selected areas of the worksheet. When this option is selected, the **Protect Sheets** dialog box will open. This dialog box is used to select the areas of the worksheet that are to be protected.
- ✦ **Tab Color** - Use this option to change the color of the sheet tab. Information on how to accomplish this are described in the **Change Sheet Tab Colors** section of this document.
- ✦ **Hide** - To hide the selected worksheet in the workbook so that others may not see it, click this button.
- ✦ **Unhide** - Once a sheet has been hidden from view, this option can be used to re-display the worksheet. When the button is clicked, the **Unhide** dialog box will appear. A list of hidden worksheets will appear in the box.
- ✦ **Select All Sheets** - To select all the sheets in the workbook, click this option.