

Rename and Move a Worksheet

By default, an Excel workbook initially contains one worksheet named Sheet1, although you can add sheet at any time. Each sheet name appears on a sheet tab at the bottom of the worksheet. When you open a new workbook, the first worksheet, Sheet1, is the active sheet. To move from sheet to sheet, you can click any sheet tab at the bottom of the worksheet window. The sheet tab scrolling buttons, located to the left of the sheet tabs, are useful when a workbook contains too many sheet tabs to display at once. To make it easier to identify the sheets in a workbook, you can rename each sheet and add color to the tabs. You can also organize them in a logical way. For instance, to better track performance goals, you could name each workbook sheet for an individual salesperson, and you could move the sheets so they appear in alphabetical order. **CASE** In the current worksheet, Sheet1 contains information about actual advertising expenses, Sheet2 contains an advertising budget, and Sheet3 contains no data. You want to rename the two sheets in the workbook to reflect their contents, add color to a sheet tab to easily distinguish one from the other, and change their order.

1. Click the Sheet2 tab

Sheet2 becomes active, appearing in front of the Sheet1 tab; this is the worksheet that contains the budgeted advertising expenses. See **FIGURE C-20**.

2. Click the Sheet1 tab

Sheet1, which contains the actual advertising expenses, becomes active again.

3. Double-click the Sheet2 tab, type Budget, then press [Enter]


The new name for Sheet2 automatically replaces the default name on the tab. Worksheet names can have up to 31 characters, including spaces and punctuation.

4. Right-click the Budget tab, point to Tab Color on the shortcut menu, then click the Bright Green, Accent 4, Lighter 40% color (fourth row, third column from the right) as shown in **FIGURE C-21**

5. Double-click the Sheet1 tab, type Actual, then press [Enter]

Notice that the color of the Budget tab changes depending on whether it is the active tab; when the Actual tab is active, the color of the Budget tab changes to the green tab color you selected. You decide to rearrange the order of the sheets, so that the Budget tab is to the left of the Actual tab.

6. Click the Budget tab, hold down the mouse button, drag it to the left of the Actual tab, as shown in **FIGURE C-22**, then release the mouse button

As you drag, the pointer changes to , the sheet relocation pointer, and a small, black triangle just above the tabs shows the position the moved sheet will be in when you release the mouse button. The first sheet in the workbook is now the Budget sheet. See **FIGURE C-23**. You can move multiple sheets by pressing and holding [Shift] while clicking the sheets you want to move, then dragging the sheets to their new location.

7. Click the Actual sheet tab, click the Page Layout button on the status bar to open Page Layout view, enter your name in the left header text box, then click anywhere in the worksheet to deselect the header

8. Click the PAGE LAYOUT tab on the Ribbon, click the Orientation button in the Page Setup group, then click Landscape

9. Right-click the Sheet3 tab, click Delete on the shortcut menu, press [Ctrl][Home], then save your work

FIGURE C-20: Sheet tabs in workbook

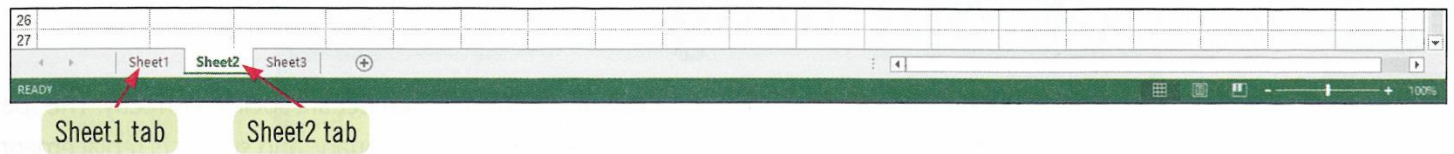


FIGURE C-21: Tab Color palette

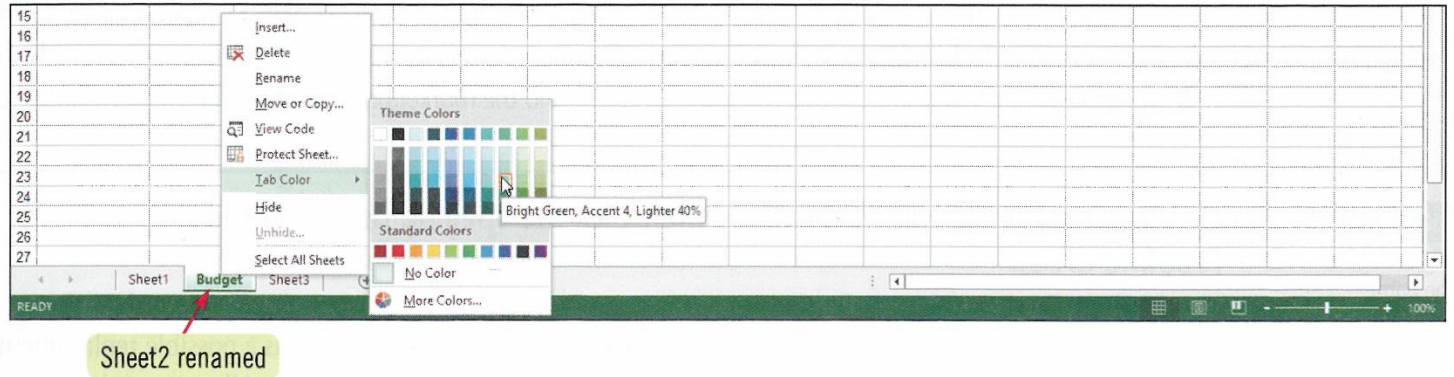


FIGURE C-22: Moving the Budget sheet

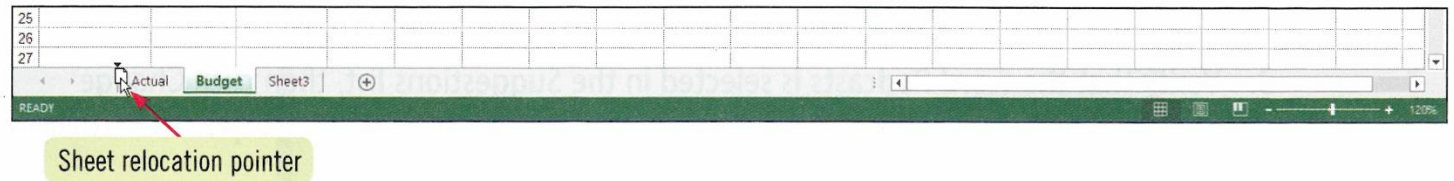


FIGURE C-23: Reordered sheets

