

**Inserting or deleting a worksheet**

To insert a new worksheet at the end of the existing worksheets, just **click** the *Insert Worksheet tab at the bottom of the screen*.



**To insert a new worksheet before an existing worksheet, do as follows:**

1. Select the worksheet before which you want to insert a new worksheet.
2. On the Home ribbon, find the **Cells group** and click ***Insert followed by Insert Sheet.***
3. A new worksheet will be inserted before the current worksheet.

## To delete a worksheet:

1. Select the worksheet that you want to delete.
2. On the Home ribbon, find the **Cells group** and click ***Delete***  
***followed by Delete Sheet.***
3. The current worksheet will be deleted.

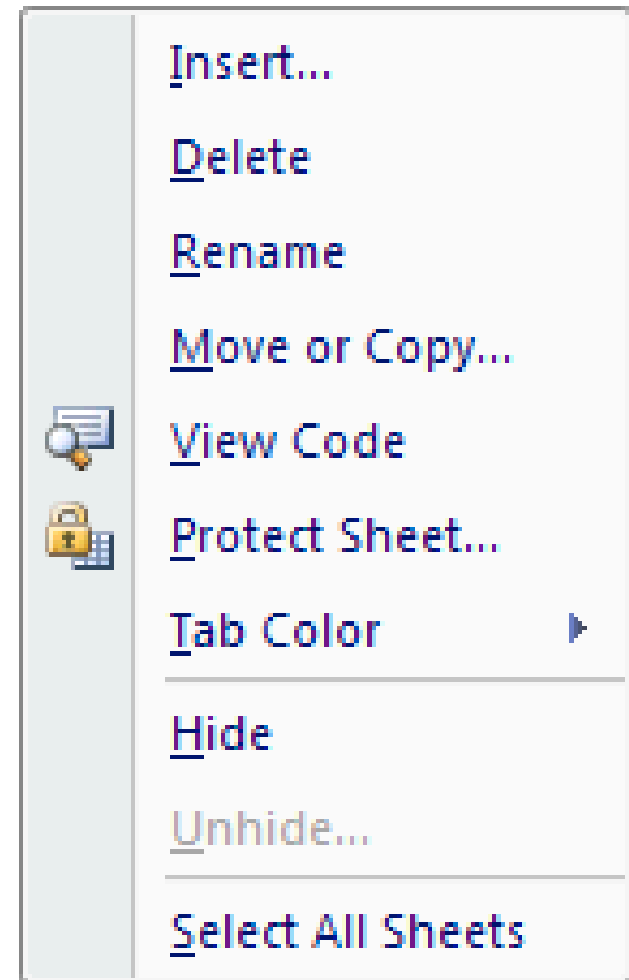
## Moving or copying a worksheet:

Right-click on the worksheet tab, and select ***Move or Copy*** from the pop-up menu. A dialog box will open:

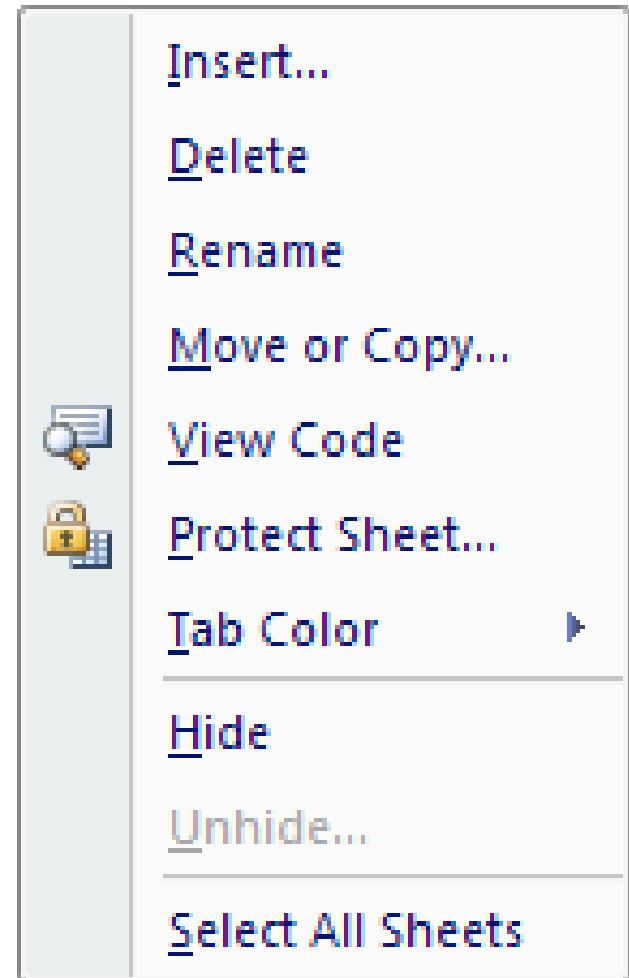
- The ***To Book field*** allows you to move or copy the current worksheet to another workbook.
- The ***Before Sheet field*** allows you to specify the new position of the worksheet.
- The ***Create a Copy checkbox*** lets you specify whether the worksheet should be moved or copied.

# Renaming a worksheet:

Right-click on the worksheet tab, and select ***Rename*** from the pop-up menu. Type the new worksheet name and press [ENTER].



The simplest way to insert, delete, rename, move or copy a worksheet is to right-click on the worksheet tab, and then select the desired option from the pop-up menu.

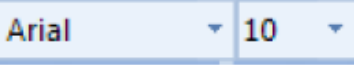


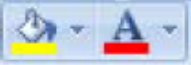




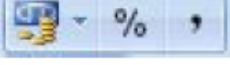



# Formatting Data

# Cell formatting:

The icons on the Home ribbon provide you with a variety of formatting options. To apply any of these, just select the cell or cells that you want to format, and then click the desired icon.

Commonly used  
formatting  
attributes  
include:

	Font and size
	Bold, Italic, Underline
	Cell borders
	Background and Font colour
	Alignment: Left, Centre or Right
	Merge text across multiple cells
	Wrap text within a cell
	Rotate angle of text
	Format number as Currency, Percentage or Decimal
	Increase or Decrease number of decimal places

The ***Format Painter*** allows you to copy formatting attributes from one cell to a range of cells.



1. Select the cell whose formatting attributes you want to copy.
2. Click on the Format Painter icon.
3. Select the cell or range of cells that you want to have the same formatting attributes. The cell values will remain as before, but their format will change.

## Formatting rows and columns:

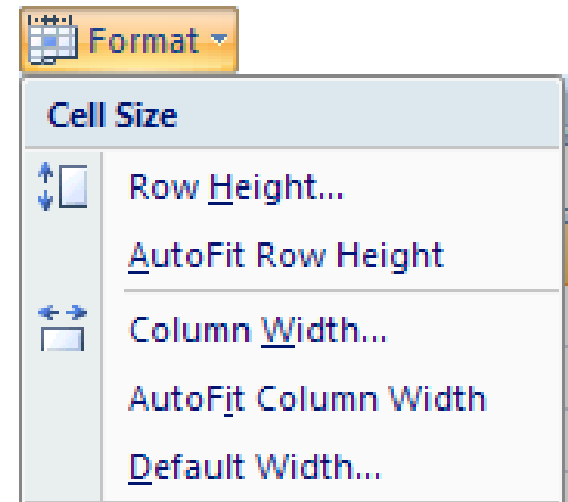
- Any of the cell formatting options above can easily be applied to all the cells contained in one or more rows or columns.
- Simply select the rows or columns by clicking on the row or column labels, and then click on the formatting icons that you want to apply.

# You may also want to adjust the width of a column:

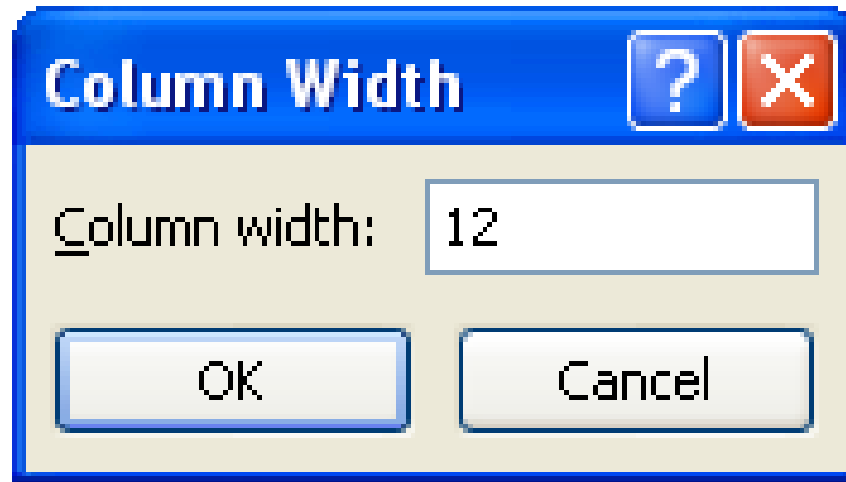
- To manually adjust the width, click and drag the boundary between two column headings.



- To automatically adjust the width, select the required columns, and then in the Cell group on the Home ribbon, select **Format, Cell Size, Autofit Column Width**.



- To specify an exact column width, select the columns, and then in the Cell group on the Home ribbon, select ***Format, Cell Size, Column Width, and type the*** value you want.



The same procedure uses to adjust the height of a row:

# Hiding Rows and Columns:

- If your spreadsheet contains sensitive data that you don't want displayed on the screen or included in printouts, then you can **hide** the corresponding rows or columns.
- The cell values can still be used for calculations, but will be hidden from view.
- The easiest way to hide or unhide a row or column is to select the row or column heading, **right-click** to view the **pop-up** menu, and then select ***Hide or Unhide***.
- Alternatively, you can click the ***Format icon on the Home ribbon, and select the Hide & Unhide option***.

 **Format** ▾

**Cell Size**



Row Height...

AutoFit Row Height



Column Width...

AutoFit Column Width

Default Width...

**Visibility**

Hide & Unhide ▸

**Organize Sheets**

Rename Sheet

Move or Copy Sheet...

Tab Color ▸

**Protection**



Protect Sheet...



Lock Cell



Format Cells...

Hide Rows

Hide Columns

Hide Sheet

Unhide Rows

Unhide Columns


Unhide Sheet...

## **Keeping row and column headings in view:**

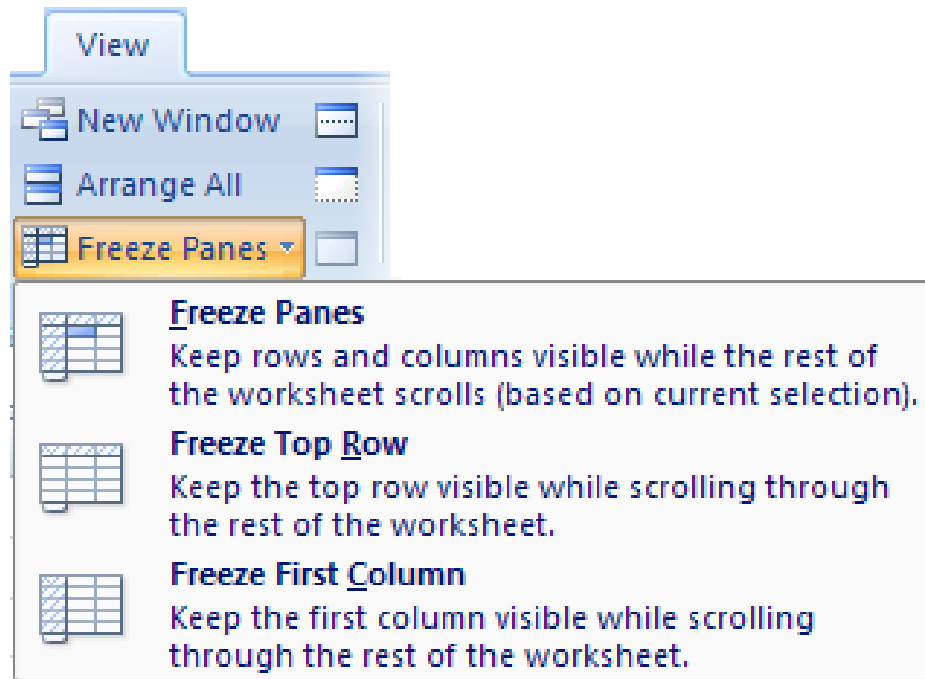
If you scroll through a lot of data in a worksheet, you'll probably lose sight of the column headings as they disappear off the top of your "page". This can make life really difficult – imagine trying to check a student's result for tutorial 8 in row 183 of the worksheet! And it's even more difficult if the student's name in column A has scrolled off the left edge of the window.

The Freeze Panes feature allows you to specify particular rows and columns that will always remain visible as you scroll through the worksheet. And it's easy to do!

Select a cell immediately below the rows that you want to remain visible, and immediately to the right of the columns that you want to remain visible. For example, if you want to be able to see Rows 1 and 2, and column A, then you would click on cell B3.

	A	B	C	D
1	<b>Tutorial results</b>			
2	Student name	Tut 1	Tut 2	Tut3
3	Anne Andrews	 63	61	67
4	Bob Botha	50	48	51
5	Colin Campbell	75	78	80

On the View tab, click ***Freeze Panes***, and select the first option.



If Freeze Panes has already been applied, then the ribbon option automatically changes to ***Unfreeze Panes***.