

Managing Worksheets

This chapter covers referencing and managing worksheets in Excel.

Practice Spreadsheet

Use this [workbook](#) for the chapter.

Workbook vs. Worksheet

There is a difference between workbooks and worksheets in Excel. When you open up a spreadsheet, save it, and give it a name, you have created a workbook. A workbook can contain one or more worksheets, which can be found at the bottom of the page (See **Figure 5.1**). The smallest reference point in a workbook is an individual cell. A page full of cells is called a worksheet. A file full of worksheets is called a workbook.

	A	B	C	D	E
1					
2					
3		Employee	Position	Age	
4		Alice	Administrative Assistant	49	
5		Bill	Marketing Manager	25	
6		Carl	Plant Manager	50	
7		Denise	Analyst	36	
8		Edward	Finance Manager	44	
9		Frank	Analyst	52	
10		Gary	HR Manager	24	
11		Hallie	Operations Manager	31	
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

Figure 5.1

Adding Worksheets

To add more worksheets, select the plus sign in the bottom left of the screen (see **Figure 5.2**). A new worksheet will open, and a new tab will appear at the bottom. You can use this step to make as many worksheets within the workbook as you need.

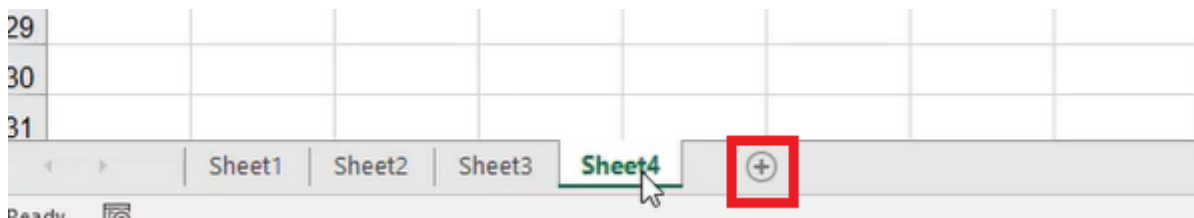
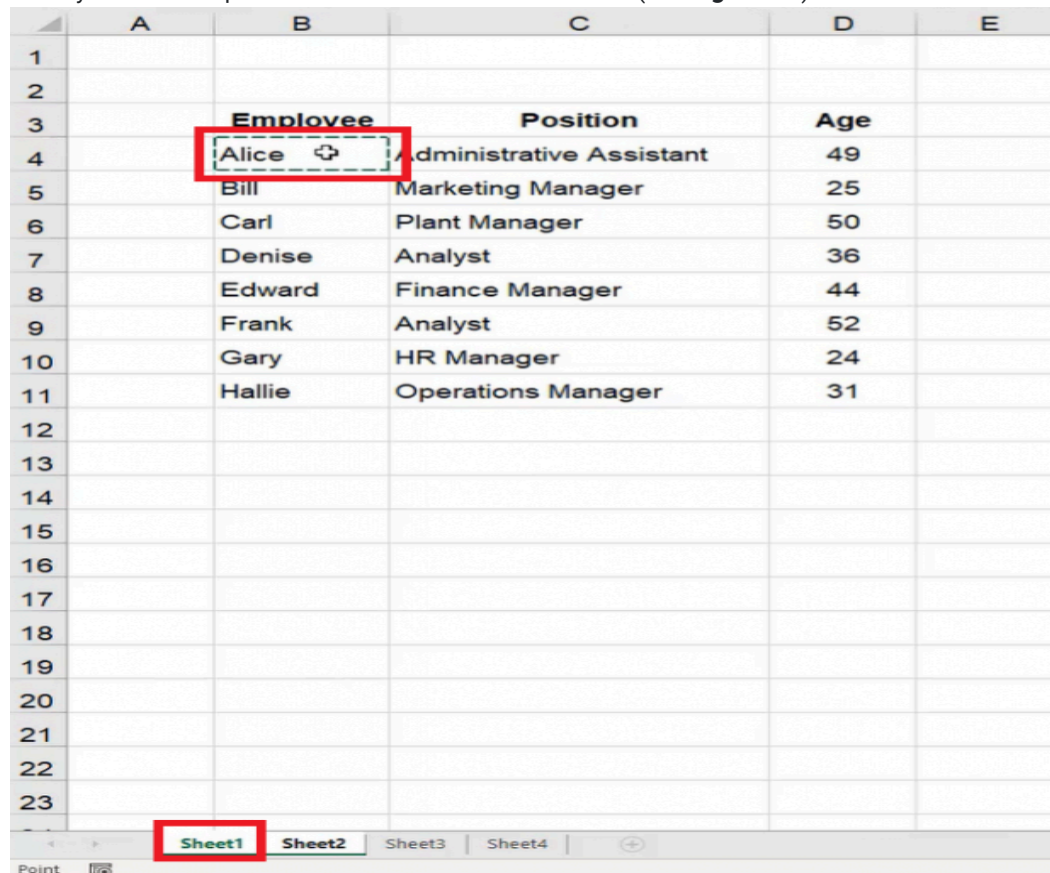


Figure 5.2

Referencing Cells Across Worksheets

Cells in each worksheet can be referenced across worksheets. To do this, use the following steps:

1. Select a cell, and type the equals symbol, =.
2. Select the desired worksheet.
3. Select the cell you want to input into the cell on the first worksheet. (See **Figure 5.3**)



	A	B	C	D	E
1					
2					
3		Employee	Position	Age	
4		Alice	Administrative Assistant	49	
5		Bill	Marketing Manager	25	
6		Carl	Plant Manager	50	
7		Denise	Analyst	36	
8		Edward	Finance Manager	44	
9		Frank	Analyst	52	
10		Gary	HR Manager	24	
11		Hallie	Operations Manager	31	
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

Sheet1 Sheet2 Sheet3 Sheet4

Figure 5.3

- a. Excel will bring that value over to the second worksheet. (See **Figure 5.4**)
- b. The formula bar will read *Sheet1!B4*.
 - i. If the worksheet you are referencing has a different name, the formula bar will have the name of the worksheet, an exclamation point, and the cell number that the original value is found in.

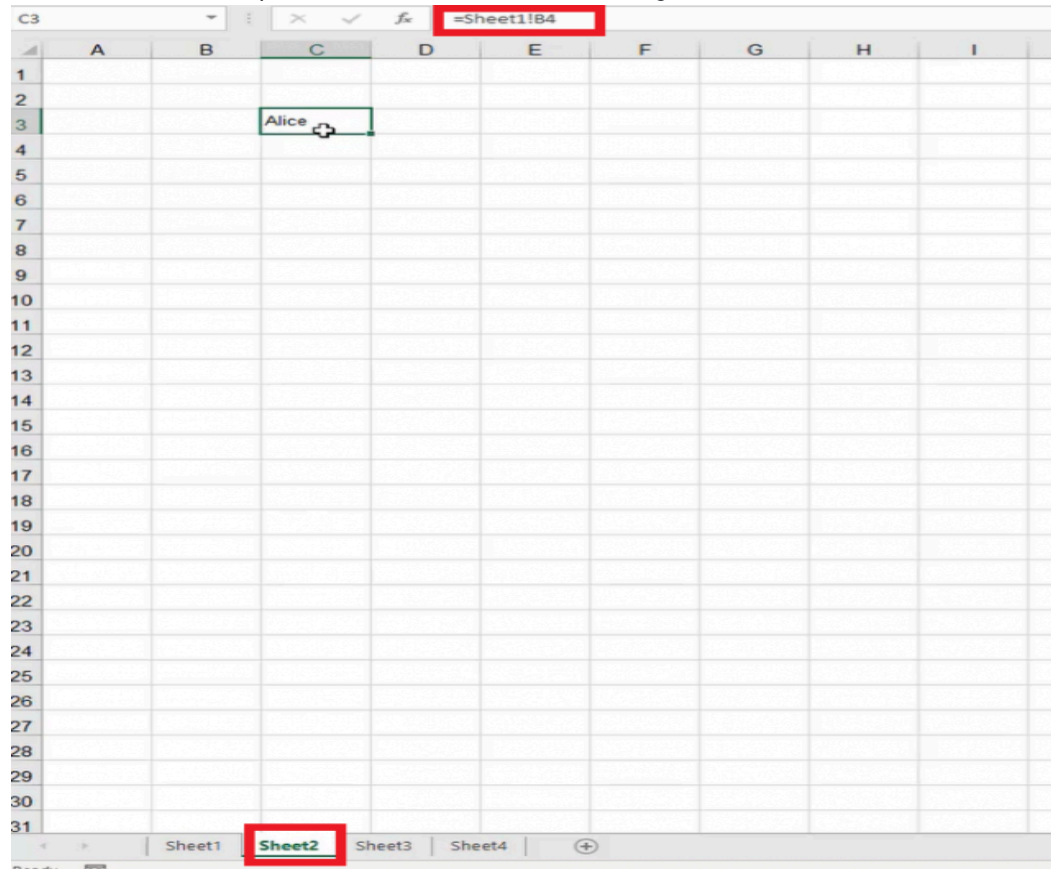


Figure 5.4

Selecting the cell and dragging down or to the right will bring over more information from the other worksheet (see **Figure 5.5** and **Figure 5.6**), just like you learned in the Absolute and Relative Referencing chapter.

	A	B	C	D	E	F	G
1							
2							
3			Alice				
4			Bill				
5			Carl				
6			Denise				
7			Edward				
8			Frank				
9			Gary				
10							
11							
12							
13							

Figure 5.5

	A	B	C	D	E	F	G
1							
2							
3			Alice	Administrativ	49		
4			Bill	Marketing M	25		
5			Carl	Plant Manag	50		
6			Denise	Analyst	36		
7			Edward	Finance Mar	44		
8			Frank	Analyst	52		
9			Gary	HR Manager	24		
10							
11							

Figure 5.6

Making an Absolute Reference

If you don't want the rest of the data from the other worksheet to appear when you drag down or to the right, you need to anchor the desired data by making it an absolute reference.

To make an absolute reference, use the following steps:

1. Select a cell, and type the equals symbol, =.
2. Select the desired worksheet.
3. Select the cell you want to input into the cell on the first worksheet. (See **Figure 5.3**)
 - a. Excel will bring that value over to the second worksheet. (See **Figure 5.4**)
 - b. The formula bar will read `=Sheet1!B4`.
 - i. If the worksheet you are referencing has a different name, the formula bar will have the name of the worksheet, an exclamation point, and the cell number that the original value is found in.
4. Press **F5**, or input dollar signs into the formula bar before and after the column letter manually. (See **Figure 5.7**)
 - a. For example, `=Sheet1!B4`.
 - b. These dollar signs will make the value an absolute reference and will allow autofill, fill series, and other functions to function normally.

The screenshot shows the Excel interface. The formula bar at the top displays `=Sheet1!B4`, which is highlighted with a red rectangle. Below the formula bar is a table with the following data:

	A	B	C	D	E
1					
2					
3		Employee	Position	Age	
4		Alice	Administrative Assistant	49	
5		Bill	Marketing Manager	25	
6		Carl	Plant Manager	50	
7		Denise	Analyst	36	
8		Edward	Finance Manager	44	
9		Frank	Analyst	52	
10		Gary	HR Manager	24	
11		Hallie	Operations Manager	31	
12					

Figure 5.7

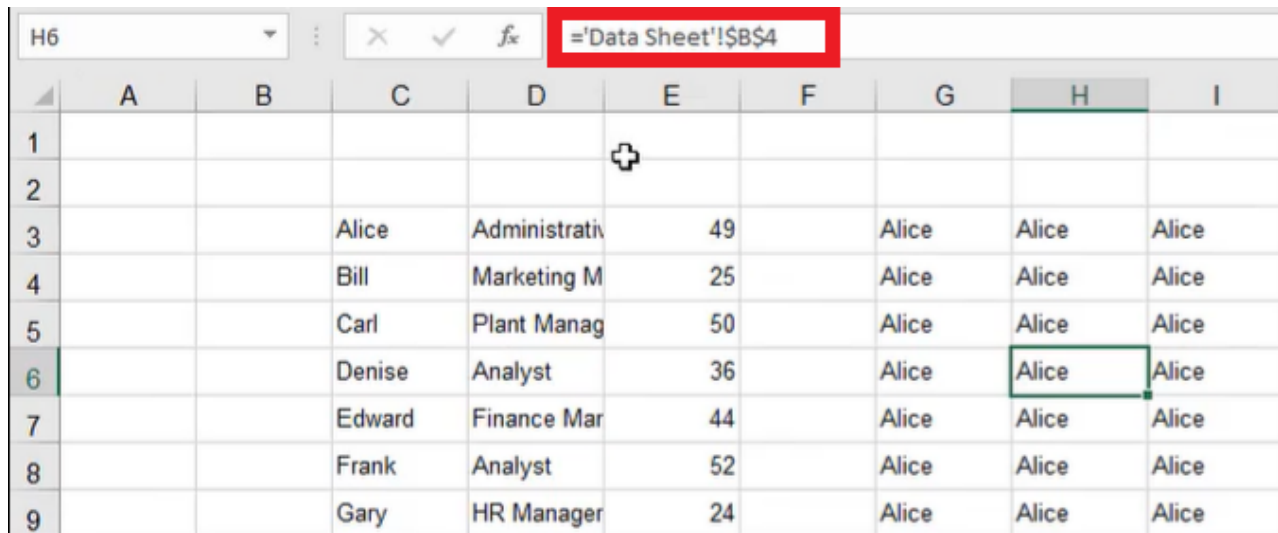
Renaming Worksheets

Use the following steps to rename a worksheet:

1. Select the tab for the worksheet you want to rename.
2. Double-click the tab.
 - a. The text will be highlighted to allow you to type a new name.
3. Type the desired name.
 - a. For example, *Data*.
4. Select any cell to allow the name to be saved onto the tab.

Any references to cells on the renamed worksheet will be updated with the new name. If there is a space in the name, the reference to the cell will put the worksheet name in single quotes when it appears in the formula bar. For example, if

the name of the worksheet is Data Sheet, the formula bar would read, *'Data Sheet'!\$B\$4* when you reference cell B4 on the Data Sheet worksheet. (See **Figure 5.8**)



The screenshot shows an Excel spreadsheet with a formula bar at the top displaying `=Data Sheet!B4`. The spreadsheet contains a table of employee data starting from row 3, column C. The data is as follows:

	A	B	C	D	E	F	G	H	I
1									
2									
3			Alice	Administrativ	49		Alice	Alice	Alice
4			Bill	Marketing M	25		Alice	Alice	Alice
5			Carl	Plant Manag	50		Alice	Alice	Alice
6			Denise	Analyst	36		Alice	Alice	Alice
7			Edward	Finance Mar	44		Alice	Alice	Alice
8			Frank	Analyst	52		Alice	Alice	Alice
9			Gary	HR Manager	24		Alice	Alice	Alice

Figure 5.8

Deleting Worksheets

To delete a worksheet, use the following steps:

1. Select the tab for the worksheet you want to delete.
2. Right-click the tab.
3. Select **Delete**. (See **Figure 5.9**)
4. When the warning message appears, select **Delete**.

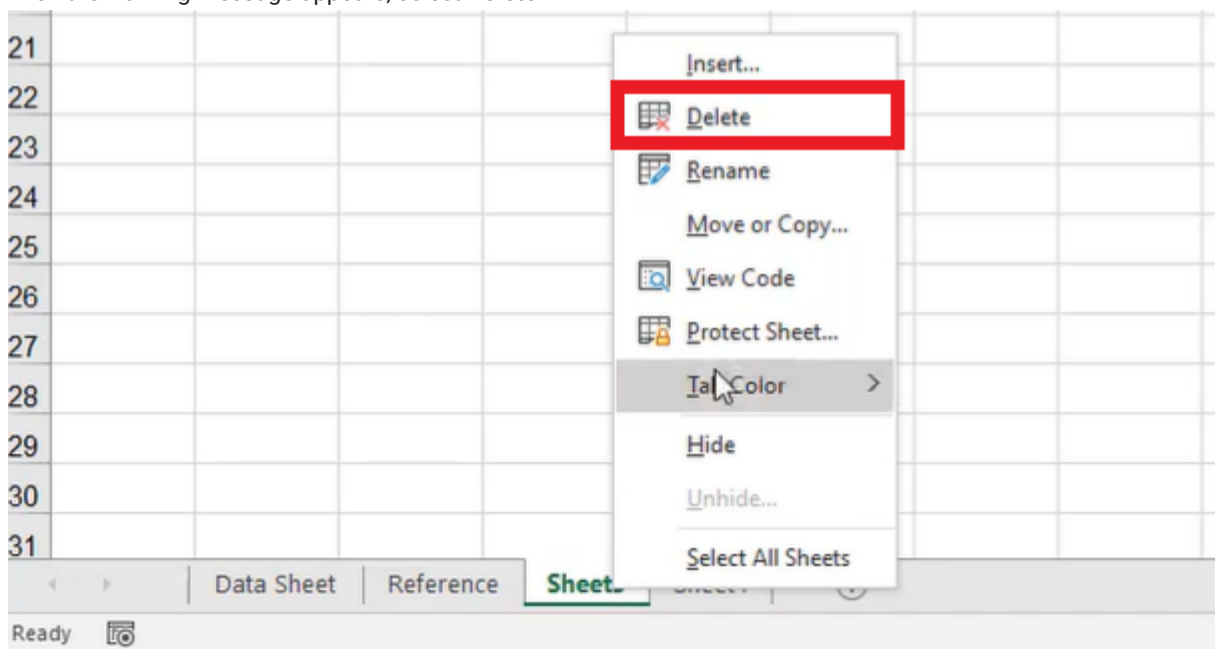


Figure 5.9

Moving and Copying Worksheets

You can click and drag the worksheet tabs to move them into the orientation that you prefer.

To make a copy of a worksheet, use the following steps:

1. Hold down the **Control** key (PC) or the **Command** key (Mac).
2. Click and drag the tab of the worksheet you want to copy to a new location.

Here is another way to move or copy a worksheet:

1. Right-click the tab of the worksheet you want to copy.
 - a. An options bar will appear.
2. Select **Move or Copy**. (See **Figure 5.10**)
 - a. A small window will appear, allowing you to select the worksheet you want to come after the worksheet you are moving. It also allows you to move the worksheet to the end of the list of tabs. (See **Figure 5.11**)

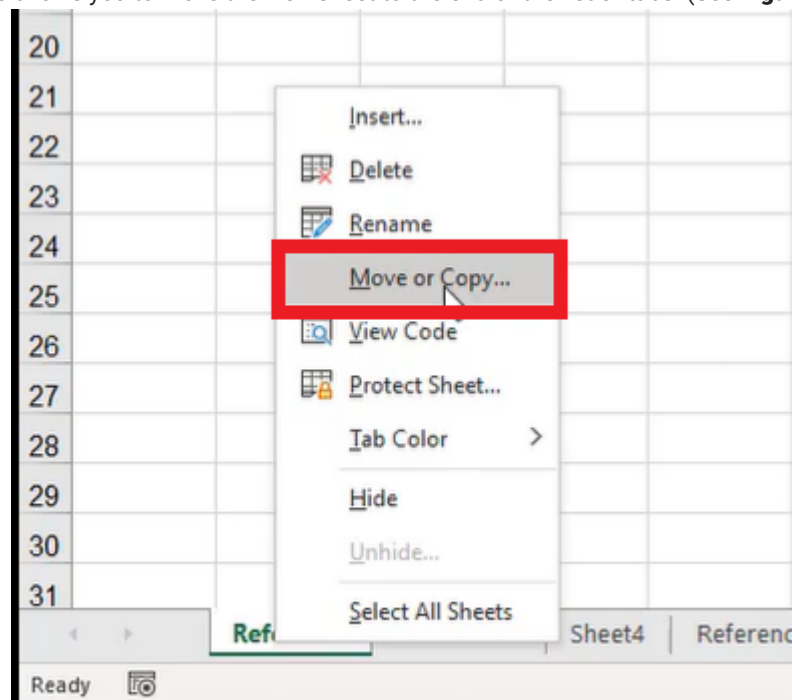


Figure 5.10

3. If you want to make a copy of the worksheet, select the **Create a Copy** checkbox option. (See **Figure 5.11**) If you just want to move the worksheet, leave this checkbox unchecked.
4. Select **OK**.

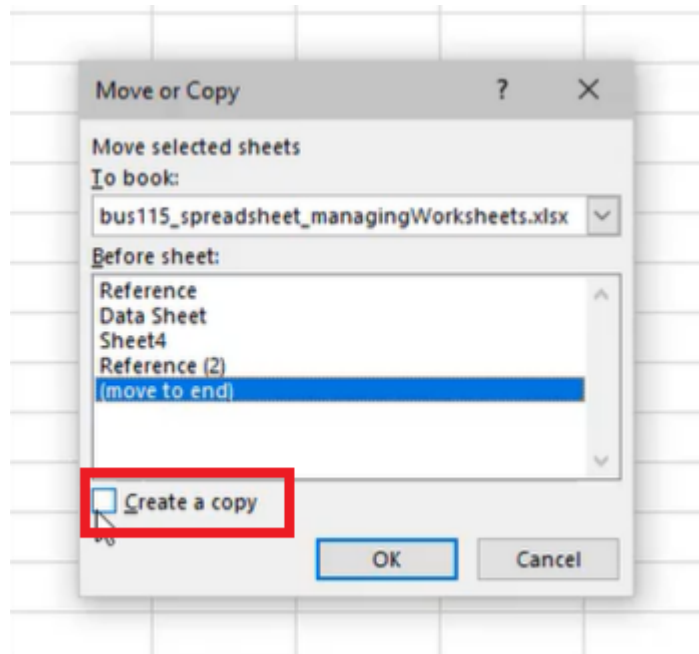


Figure 5.11

You can also move worksheets to different workbooks. To do this, use the following steps:

1. Right-click the tab of the worksheet you want to copy.
 - a. An options bar will appear.
2. Select **Move or Copy**. (See **Figure 5.10**)
3. In the small window that appears, select the dropdown menu under **To Book**.
4. Select the workbook you want to move the worksheet to. (See **Figure 5.12**)
5. Select **OK**.

Data on copied sheets will not have any references attached to them. It will be as if it is the original worksheet, but the title of the copy will have (2) after the title to distinguish it from the original.

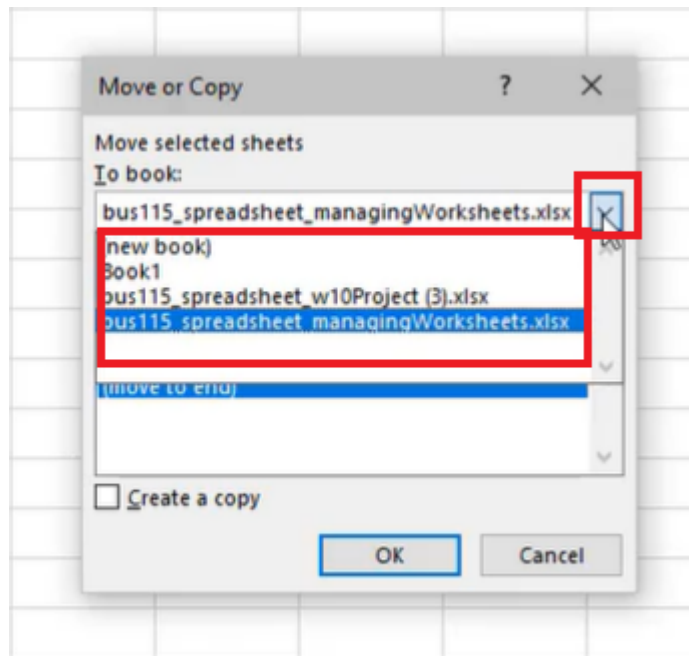


Figure 5.12

Deleting More than One Worksheet

If you need to delete more than one worksheet at a time, use the following steps:

1. Hold down the **Control** key (PC) or the **Command** key (Mac).
 - a. This will allow you to select more than one tab at the same time.
2. Select the worksheets you want to delete.
3. Right-click the selected tabs.
 - a. An options bar will appear.
4. Select **Delete** from the options bar.
5. When the warning message appears, select the **Delete** button.
 - a. Both of the selected worksheets will be deleted.

Changing the Color of Worksheet Tabs

To further customize the tabs for your worksheets, you have the option to change the colors of the tabs. To do this, use the following steps:

1. Right-click on the tab you want to customize.
 - a. An options bar will appear.
2. Select **Tab Color**.
3. Select the color you want to change the tab to. (See **Figure 5.13**)

You can also select **More Colors**, and it will give you a palette. If you select **Custom**, it allows you to choose a color from a wider variety of options.

Customization like this allows you to denote different things. For example, you could have one color that denotes different datasheets, and another color that denotes a dashboard or summary sheet.

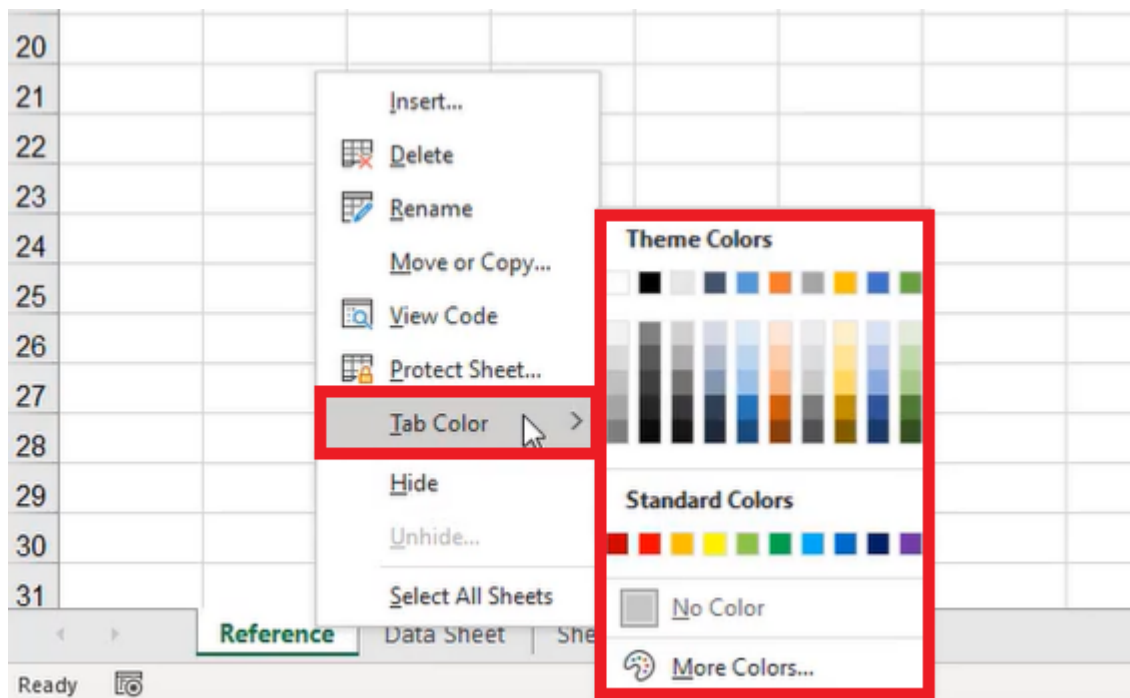


Figure 5.13

Hiding and Unhiding Worksheets

Often, you will have worksheets that exist not to show user information, but to run calculations in the background or store large amounts of data. Sometimes, it makes sense to hide these worksheets so they are not seen by the end-user, or so that they don't clutter the workbook while you're trying to work through a different subset of data.

To hide a worksheet, use the following steps:

1. Right-click on the worksheet you want to hide.
 - a. An options bar will appear.
2. Select **Hide**. (See **Figure 5.14**)
 - a. The worksheet will no longer appear on the list of tabs across the bottom.

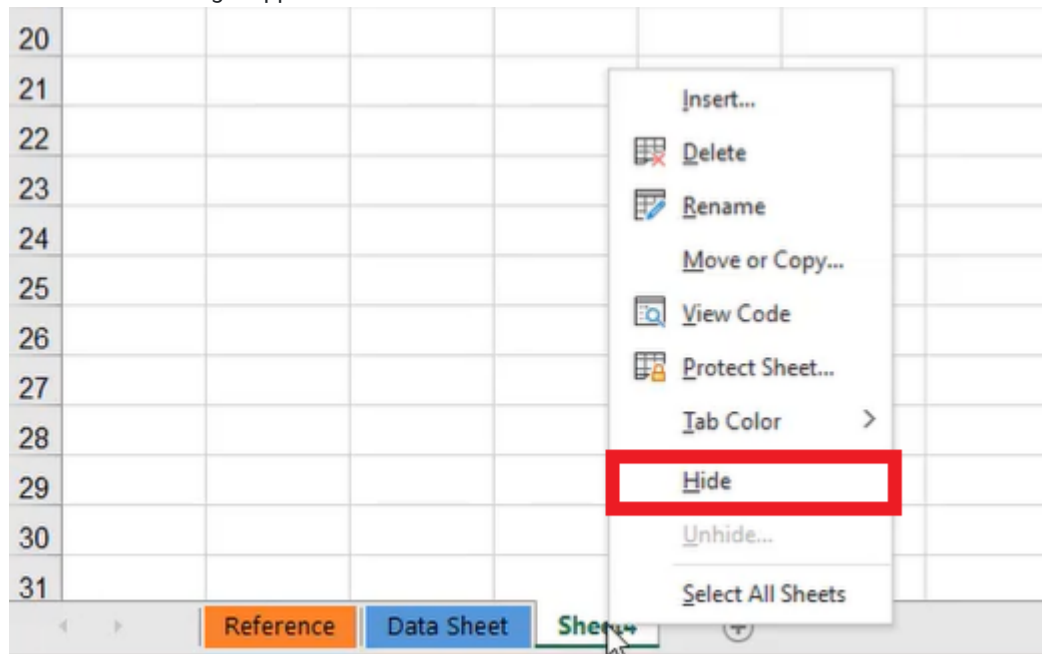


Figure 5.14

Although it seems like hidden worksheets no longer exist, they are still there. To unhide a hidden worksheet, use the following steps:

1. Right-click one of the worksheet tabs.
 - a. An options bar will appear.
2. Select **Unhide**. (See **Figure 5.15**)
 - a. A list of hidden worksheets will appear.

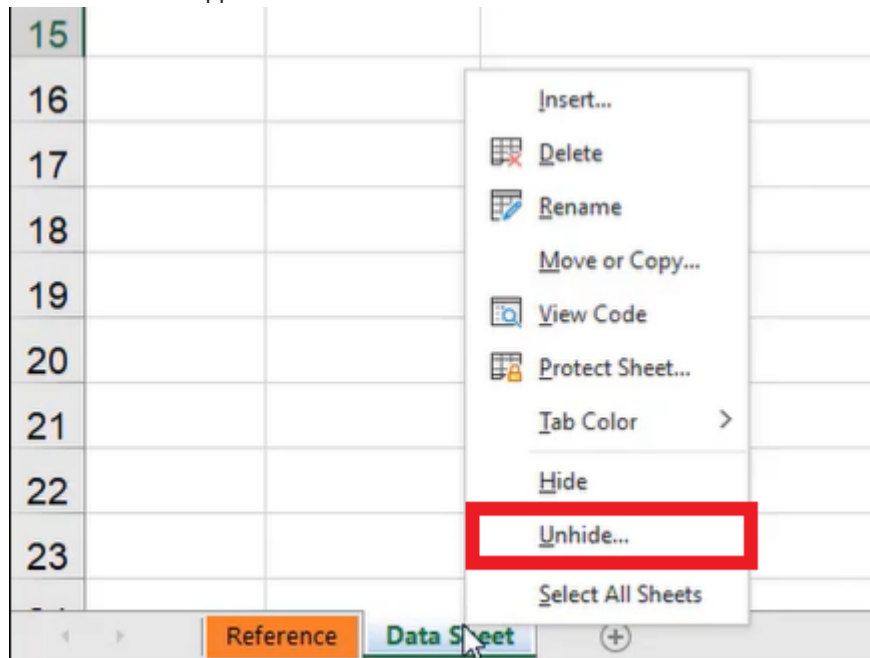


Figure 5.15

3. Select the worksheet you wish to unhide. (See **Figure 5.16**)
4. Select **OK**.
 - a. The worksheet will reappear on the list of worksheet tabs.
 - b. You can also double-click the worksheet you wish to unhide instead of selecting it and selecting **OK**.

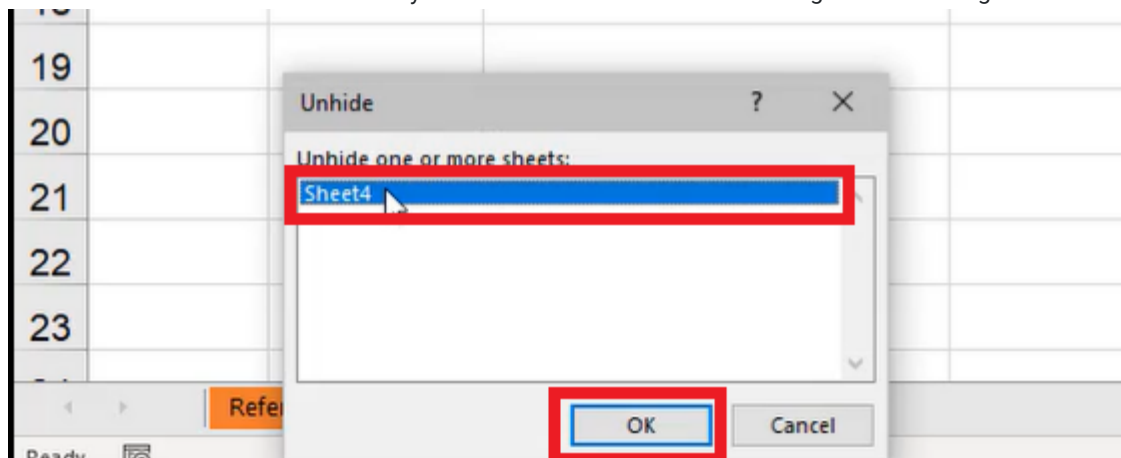


Figure 5.16

To hide more than one worksheet at the same time, use the following steps:

1. Hold down the **Control** key (PC) or the **Command** key (Mac).
 - a. This will allow you to select more than one tab at the same time.
2. Select the worksheets that you want to hide.
3. Right-click the selected worksheet tabs.
 - a. An options bar will appear.
4. Select **Hide**. (See **Figure 5.14**)

This is a nice way to help clean up the presentation for an end-user.

Referencing Cells on Different Workbooks

You can reference cells not only across different worksheets within the same workbook but also across different worksheets in a different workbook.

To reference cells from a different workbook, use the following steps:

1. For PC, hold the **Control** key, and press **N**. For Mac, hold the **Command** key, and press **O**. Make sure you are in an open workbook when you do this, or these commands will do something different on your computer.
 - a. This will open a new workbook.
2. Type in some data.
 - a. For practice, simply type **Data** in an empty cell.
3. Return to the original workbook, and select an empty cell.
4. Type an equal sign (=) into the cell.
 - a. Excel will recognize this as a formula.
5. Go back to the new workbook.
6. Select the data you want to reference.
 - a. For practice, select the cell that contains the word **Data**.
 - b. The formula bar will put the workbook title in square brackets, the name of the worksheet with an exclamation point, and the cell reference. (See **Figure 5.17**)

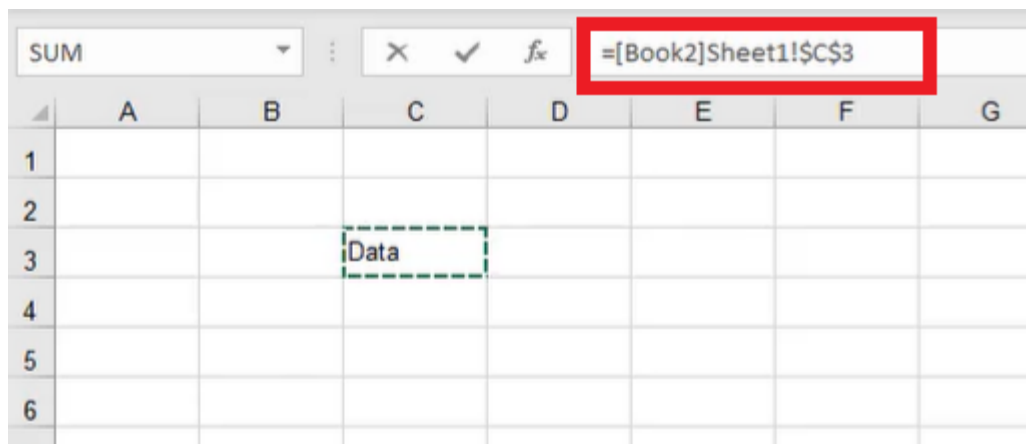


Figure 5.17

By default, Excel makes any reference in a different workbook an absolute reference by putting dollar signs in the reference to the cell. You can remove those dollar signs using **F4**, or by backspacing manually.

The challenge of referencing cells in different workbooks is if you were to share or submit a file that references a different file on your computer, the user will not be able to see what was saved on your computer. They will only be able

to see what is in the workbook that was sent to them. When you do these references, please be careful about what it is that you're sharing or sending along. If you were to send just one workbook, the link would be broken. When the new person opens that one workbook, it would produce an error for them. It will still try to remember the result there, but you need to be careful when you have cells referring to data in other workbooks; those links will only be active if both workbooks are stored on the user's computer.

These have been some helpful tips on how to manage workbooks and worksheets. As you work with different files, it is highly recommended that you spend time labeling each sheet appropriately. It makes it very easy to follow what you or someone else has already done in that file.

When completed, your practice worksheet should look like the following:

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3			Alice	Administrativ	49		Alice	Alice	Alice			
4			Bill	Marketing M	25		Alice	Alice	Alice			
5			Carl	Plant Manag	50		Alice	Alice	Alice			
6			Denise	Analyst	36		Alice	Alice	Alice			
7			Edward	Finance Mar	44		Alice	Alice	Alice			
8			Frank	Analyst	52		Alice	Alice	Alice			
9			Gary	HR Manager	24		Alice	Alice	Alice			
10												
11			Data									
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												

Figure 5.18

Supplemental Resource



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