Excel Lesson 7
Working with Multiple Worksheets and Workbooks

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Objectives

- Move between worksheets in a workbook.
- Rename worksheets and change the sheet tab color.
- Reposition, hide and unhide, and insert and delete worksheets.
- Create cell references to other worksheets.
- Create 3-D references.

Objectives (continued)

- Print all or part of a workbook.
- Arrange multiple workbooks in the program window.
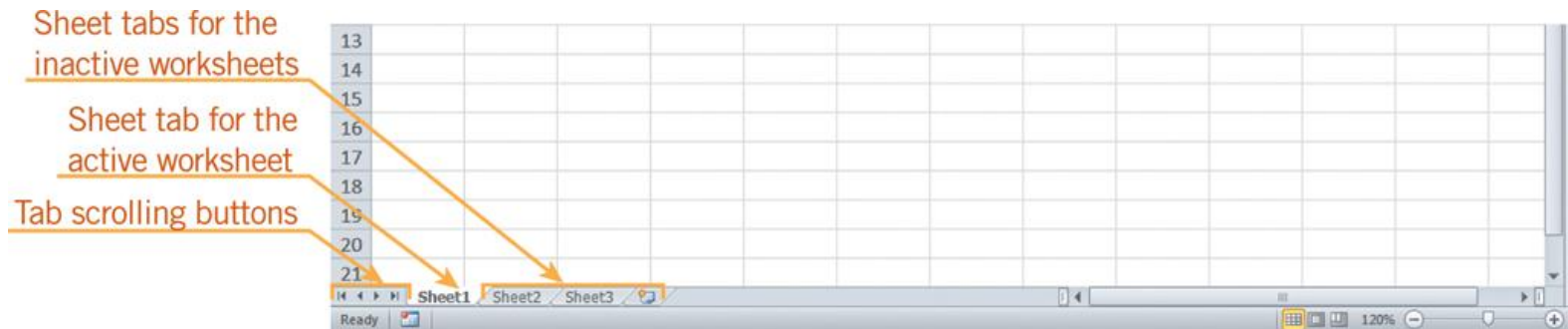- Move and copy worksheets between workbooks.

Vocabulary

- 3-D reference
- destination
- source
- worksheet range

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Moving Between Worksheets

- A workbook is a collection of worksheets. Each worksheet is identified with a sheet tab at the bottom of the workbook window.

- To view a specific worksheet, simply click its sheet tab.

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Moving Between Worksheets (continued)

● Default sheet tabs in a workbook

Sheet tabs for the inactive worksheets

Sheet tab for the active worksheet

Tab scrolling buttons

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Identifying Worksheets

- To better identify worksheets, give them descriptive names or change the sheet tab color.

- To change the worksheet name, double-click its sheet tab, and type a new name.

- To change the sheet tab color, right-click the sheet tab, point to Tab Color on the shortcut menu, and then click the color you want.

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Managing Worksheets Within a Workbook

- You can reposition a worksheet by dragging its sheet tab to a new location.

- You can keep the sheet tabs organized by hiding the worksheets you do not need to view.

- By default, each workbook contains three worksheets. You can always add or delete worksheets as needed to accommodate your data.

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Managing Worksheets Within a Workbook (continued)

- Sheet tab being repositioned

Selected sheet tab is being moved

Pointer for dragging a sheet tab to a new position

Arrow points to the sheet tab's new position

Insert Worksheet tab

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Consolidating Workbook Data

- Rather than retyping data on multiple worksheets, you can create a reference to existing data and formulas in other places.

- The location of the data being referenced is the **source**.

- The location where the data will be used is the **destination**.

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Consolidating Workbook Data (continued)

- A **3-D reference** is a reference to the same cell or range in multiple worksheets that you use in a formula.

- A 3-D reference includes the worksheet range, an exclamation point, and a cell or range**.**

- A **worksheet range** is a group of adjacent worksheets.

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Consolidating Workbook Data (continued)

- Formula with a 3-D reference

Equal sign beginning the formula

Exclamation point

=Sheet2:Sheet4!A1:C3

Worksheet range

Range containing the source data in the specified worksheet

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Printing a Workbook

- So far, you have printed an active worksheet or selected areas of an active worksheet.

- You can also print an entire workbook, selected worksheets, or selected areas of a workbook.

- To print nonadjacent selections in a worksheet, hold down the Ctrl key between selections.

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Printing a Workbook (continued)

- Print options

OPTION	DESCRIPTION
Print Active Sheets	Prints worksheet displayed in the workbook window, or a group of selected worksheets (Ctrl key +click sheet tabs to select multiple worksheets)
Print Entire Workbook	Prints all of the worksheets in the workbook
Print Selection	Prints the adjacent or nonadjacent ranges selected within a single worksheet
Ignore Print Area	Prints the entire worksheet, regardless of what print area is set for that worksheet

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Working with Multiple Workbooks

- You can copy or move workbooks.
- To arrange open workbooks, click the Arrange All button on the View tab to open the Arrange Windows dialog box.

Arrange Windows dialog box

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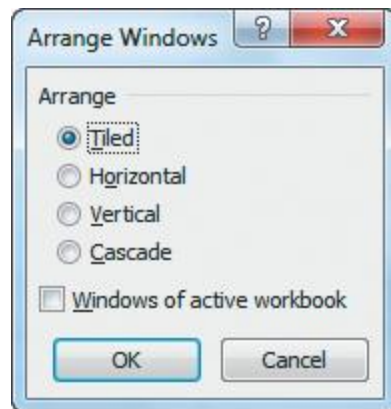
Summary

In this lesson, you learned:

- Sheet tabs identify the names of worksheets. You click a sheet tab to make a worksheet the active sheet.

- You can rename worksheets with more descriptive names to better identify them. You can also change the color of the sheet tabs.

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Summary (continued)

- Data is often best organized in multiple worksheets. You can drag a sheet tab to a new position to organize the worksheets in a more logical order. You can hide worksheets from view and then unhide them when needed. You can also insert and delete worksheets to accommodate the data.

- Rather than retyping data, you can create references to cells or ranges in another worksheet. You can also create formulas with 3-D references to the same cell or range in multiple worksheets.

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Summary (continued)

- You can print entire workbooks, active worksheets, or selections in one or more worksheets.

- Arranging multiple workbooks in the workbook window lets you view their contents at the same time. Worksheets can be moved or copied from one workbook to the location you specify in the same or another workbook.

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