



Lecture 12

RENAMING A WORKSHEET

By default, Excel names worksheets as *Sheet1*, *Sheet2*, *Sheet3*, etc. These names are fine if you are not planning to share the workbook, but changing these to something more relevant

makes it much easier to understand the purpose of a worksheet. You can also adjust the horizontal scroll bar to make room for longer, more meaningful worksheet names.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E1324 Worksheet Techniques_2.xlsx...*

- 1 Point to the vertical dots between the sheet names and the horizontal scroll bar, as shown

The pointer will change to a double-headed arrow...

- 2 Click and drag the bar across to the right, to the end of column L, then release the mouse button

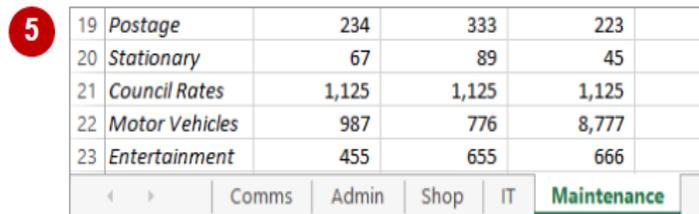
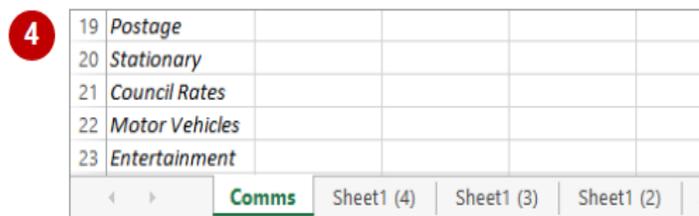
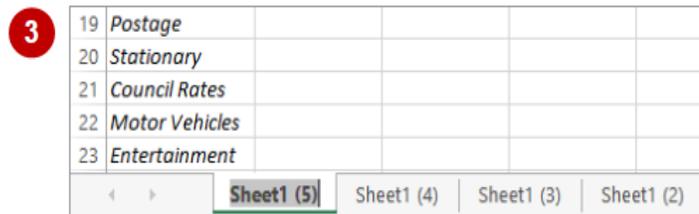
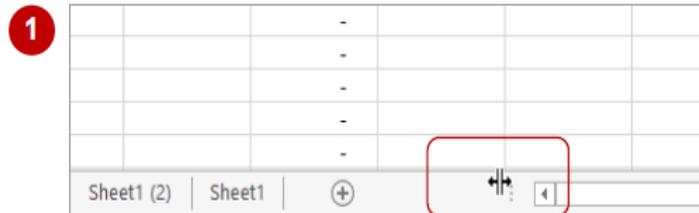
- 3 Double-click on *Sheet1 (5)* to select the worksheet tab name

This will also place it into edit mode...

- 4 Type **Comms**, then press

- 5 Repeat steps 3 and 4 to rename the other worksheets:

Sheet1 (4) Admin
Sheet1 (3) Shop
Sheet1 (2) IT
Sheet1 Maintenance





MOVING OR COPYING A SHEET TO ANOTHER WORKBOOK

You can **copy** worksheets to other workbooks as required. For example, you might need to keep records for six different divisions – rather than send each division the entire set of records, you

can copy their worksheet to another workbook and send them their data only. If worksheets exist in the other workbook, you will need to determine the order in which to place the copied worksheet.

Try This Yourself:

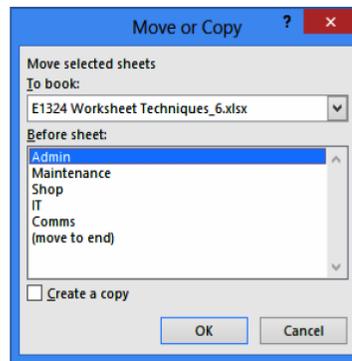
Same File

Continue using the previous file with this exercise, or open the file E1324 Worksheet Techniques_6.xlsx...

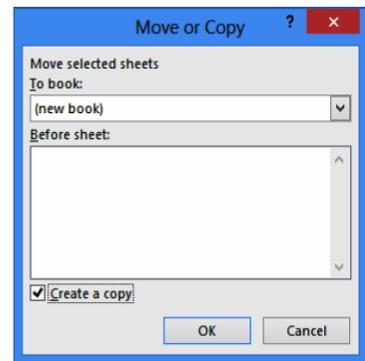
- 1 Click on the **Maintenance** worksheet tab
We'll copy this completed data to another workbook...
- 2 Right-click on the worksheet tab to display the shortcut menu, then click on **Move or Copy** to display the **Move or Copy** dialog box
- 3 Click on the drop arrow for **To book**, then select **(new book)**
- 4 Click on **Create a copy** so it appears ticked
This will create a new workbook as well as making a copy of the worksheet...
- 5 Click on **[OK]**
A new workbook will be created and Maintenance will be the only worksheet in the workbook...
- 6 Save the new workbook as **Maintenance.xlsx**, then close it

22	Motor Vehicles	987	776	8,777	766	11,306
23	Entertainment	455	655	666	555	2,331
24						
25	Overheads	9,122	5,821	13,589	5,334	33,866
26						
27	Total	25,343	34,931	38,300	31,155	129,729
28						

1



2



4

22	Motor Vehicles	987	776	8,777	766	11,306
23	Entertainment	455	655	666	555	2,331
24						
25	Overheads	9,122	5,821	13,589	5,334	33,866
26						
27	Total	25,343	34,931	38,300	31,155	129,729
28						

5



CHANGING WORKSHEET TAB COLOURS

To make it easier for you to distinguish between worksheets, Excel enables you to change the colours of worksheet tabs. This allows you, for example, to quickly distinguish between different

financial years, departments or months. The **active sheet** appears as underlined in a gradient version of the selected colour, while inactive tabs will display a solid colour background.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file E1324 Worksheet Techniques_7.xlsx...

1 Click on the **Admin** worksheet tab to select the worksheet

2 Right-click on the worksheet tab to display the shortcut menu, then point to **Tab colour**

This will display a palette of colour options...

3 Click on **Red** under **Standard colours** to apply the colour to the tab

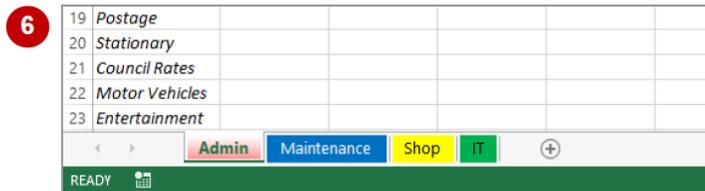
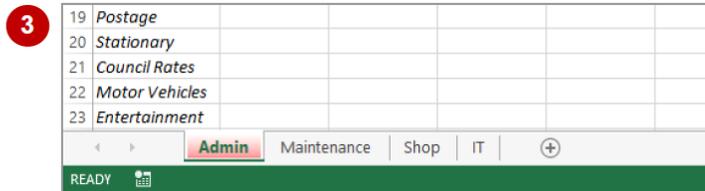
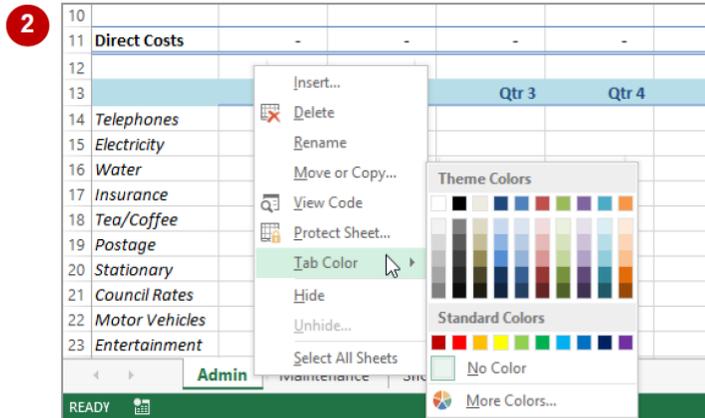
4 Right-click on the **Maintenance** worksheet tab to display the shortcut menu, click on **Tab colour**, then click on **Blue** under **Standard colours**

Notice how the Admin worksheet tab colour is now a solid rather than a gradient...

5 Repeat either technique to apply the following colours:

Shop Yellow
IT Green

6 Click on the **Admin** worksheet tab to view the results





FREEZING ROWS AND COLUMNS

When you lay out your data in rows and columns, it is most likely that your headings end up at the top or to the left of your data. If you have a large amount of data, you may find that when you

scroll across or down to particular cells, the headings scroll out of view. This problem can be resolved by **freezing** the rows and/or columns that hold the headings.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file E1324 Worksheet Techniques_11.xlsx...

- 1 Click on the **Maintenance** worksheet tab, then spend a few moments examining the worksheet

Depending on your screen, it is possible that you won't be able to see all of the figures on the screen at once...

- 2 Click in cell **B6** to select the cell

- 3 Click on the **VIEW** tab, click on **Freeze Panes** in the **Window** group, then select **Freeze Panes**
Thin black lines appear above and to the left of the selected cell. This indicates that the areas above and to the left are frozen...

- 4 Scroll to the right until **Yearly Average** in column **L** appears next to column **A**

- 5 Scroll down until **Overheads** in row **25** is below row **5**

- 6 Press **Ctrl** + **Home** to move to cell **B6** – this is our temporary home cell, as the cells above and to the left are frozen

- 7 On the **VIEW** tab, click on **Freeze Panes** in the **Freeze Panes** group, then click on **Unfreeze Panes** to unfreeze the rows and columns

	A	B	C	D	E	F
1	Expenditure Budget					
2						
3						
4	Expense Type	Last Year				Total
5		Qtr 1	Qtr 2	Qtr 3	Qtr 4	
6						
7	Wages	3,000	3,012	2,000	2,445	10,457
8	Raw Materials	12,963	25,632	22,445	23,232	84,272
9	Freight	258	466	266	144	1,134
10						
11	Direct Costs	16,221	29,110	24,711	25,821	95,863
12						

3

	A	L	M	N	O	P	Q	R
1	Expenditure							
2								
3								
4	Expense Type	Yearly Average						
5								
6								
7	Wages	10,693						
8	Raw Materials	95,624						
9	Freight	3,257						
10								
11	Direct Costs	109,573						
12								

4

	A	L	M	N	O	P	Q	R
1	Expenditure							
2								
3								
4	Expense Type	Yearly Average						
5								
25	Overheads	29,900						
26								
27	Total	139,473						
28								
29								
30								
31								

5

For Your Reference...

To **freeze panes** in a **worksheet**:

1. Click in the cell below and to the right of the area you want to freeze/unfreeze
2. Click on the **VIEW** tab
3. Click on **Freeze Panes** in the **Window** group, then select **Freeze Panes**

Handy to Know...

- If you want to freeze only the rows above the selected cell (leaving all columns unfrozen), select the cell in column **A** of that row – e.g. to freeze rows **1** to **6**, click in cell **A7**. The same applies to freezing only columns and leaving the rows unfrozen: select the cell in row **1**.



SELECTING RANGES

A **contiguous range** is any group of selected cells that form either a square or a rectangle. A single cell that is selected is also considered to be a range. Ranges can be selected using the

mouse, the keyboard or a combination of the two. Once selected, you can use the range for input, or apply formatting, or copy the cells as required.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file E705 Ranges_1.xlsx...

- Click on cell **B7** to select it
Because it is the only cell selected it is the active cell...
- Hold down the **Shift** key and click in cell **E10**
Even though a range has been selected, the active cell is B7 – it appears in a different colour and its contents appear in the formula bar. You can keep the range selected and change the active cell within the range using the keyboard...
- Press **Enter** several times and watch the various cells become active through the selection
- Click in cell **B7**, hold down the mouse button, and drag down to cell **C10** before releasing the mouse
The previous selection has disappeared and the range B7 to C10 is now selected...
- Press **Ctrl** and **Home** to deselect the selected cells and return the cell pointer to cell **A1**

1

	A	B	C	D	E	F
1	Alpheius Global Enterprises					
2	Annual Sales					
3	Health Services					
4						
5		Week 1	Week 2	Week 3	Week 4	Week 5
6	Midweek					
7	Tuesday	21,412	25,942	24,944	53,624	35,241
8	Wednesday	20,824	31,288	37,456	48,569	45,214
9	Thursday	20,722	29,782	35,963	25,126	75,963
10	Friday	49,254	64,750	125,811	75,863	15,429
11						
12	Subtotal	112,212	151,762	224,174	203,182	171,847
13						

2

	A	B	C	D	E	F
4						
5		Week 1	Week 2	Week 3	Week 4	Week 5
6	Midweek					
7	Tuesday	21,412	25,942	24,944	53,624	35,241
8	Wednesday	20,824	31,288	37,456	48,569	45,214
9	Thursday	20,722	29,782	35,963	25,126	75,963
10	Friday	49,254	64,750	125,811	75,863	15,429
11						
12	Subtotal	112,212	151,762	224,174	203,182	171,847
13						

3

	A	B	C	D	E	F
4						
5		Week 1	Week 2	Week 3	Week 4	Week 5
6	Midweek					
7	Tuesday	21,412	25,942	24,944	53,624	35,241
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	A	B	C	D	E	F
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5		Week 1	Week 2	Week 3	Week 4	Week 5
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10	Friday	49,254	64,750	125,811	75,863	15,429
11						
12	Subtotal	112,212	151,762	224,174	203,182	171,847
13						

For Your Reference...

To **select ranges** with the **mouse**:

- Click in the left-most cell of the range
- Hold down the **Shift** key and click in the last cell, Or
- Drag the mouse pointer to the bottom right corner of the range

Handy to Know...

- When a range has been selected it can be used as an **input range**. You can then enter data into the active cell and move the active cell to either the cell below by pressing **Enter**, or the adjacent cell by pressing **Tab**.



SELECTING ROWS

If you want to make changes to an **entire row**, such as bolding all of the headings in a row or changing the font of all the cell entries, you must first select the row. This is done by clicking on the

row header to the left of the row. Remember that any changes you make will apply to every cell in the row all the way across to column XFD, so be careful!

Try This Yourself:

Same File Continue using the previous file with this exercise, or open the file E705 Ranges_1.xlsx...

- 1 Press **Ctrl** + **Ctrl** to make cell **A1** the active cell
- 2 Move the mouse pointer to the row heading for row **5**
Notice that the mouse pointer changes to a black arrow that points towards the row...
- 3 Click once on row heading **5** to select the entire row
- 4 Click in cell **B7** and press **Enter** + **Enter**
This is the key combination for selecting an entire row...
- 5 Click on the row header for row **7** to select this row
- 6 Hold down **Ctrl** and click on the row header for row **10**
All rows from 7 to 10 will be selected...
- 7 Click in the row header for row **5**, then hold down the left mouse button and drag down the row headers to row **10**
This is another technique for selecting rows, but it does require a steady hand!

2

	A	B	C	D	E
1	Alpheius Global Enterprises				
2	Annual Sales				
3	Health Services				
4					
5		Week 1	Week 2	Week 3	Week 4
6	Midweek				
7	Tuesday	21,412	25,942	24,944	53,624
8	Wednesday	20,824	31,288	37,456	48,569
9	Thursday	20,722	29,782	35,963	25,126
10	Friday	49,254	64,750	125,811	75,863
11					

3

4					
5		Week 1	Week 2	Week 3	Week 4
6	Midweek				
7	Tuesday	21,412	25,942	24,944	53,624
8	Wednesday	20,824	31,288	37,456	48,569
9	Thursday	20,722	29,782	35,963	25,126
10	Friday	49,254	64,750	125,811	75,863
11					

4

4					
5		Week 1	Week 2	Week 3	Week 4
6	Midweek				
7	Tuesday	21,412	25,942	24,944	53,624
8	Wednesday	20,824	31,288	37,456	48,569
9	Thursday	20,722	29,782	35,963	25,126
10	Friday	49,254	64,750	125,811	75,863
11					

6

4					
5		Week 1	Week 2	Week 3	Week 4
6	Midweek				
7	Tuesday	21,412	25,942	24,944	53,624
8	Wednesday	20,824	31,288	37,456	48,569
9	Thursday	20,722	29,782	35,963	25,126
10	Friday	49,254	64,750	125,811	75,863
11					

7

4					
5		Week 1	Week 2	Week 3	Week 4
6	Midweek				
7	Tuesday	21,412	25,942	24,944	53,624
8	Wednesday	20,824	31,288	37,456	48,569
9	Thursday	20,722	29,782	35,963	25,126
10	Friday	49,254	64,750	125,811	75,863
11					

For Your Reference...

To **select** an entire **row**:

1. Click on the row header of the row that you want to select

OR

1. Click in any cell in the row and press

Home + **Shift**

Handy to Know...

- When **every cell** in a row or column is selected, the corresponding row or column header is filled in dark blue. When only **some** of the cells are selected, the row or column header is filled in orange. These indicators help you locate the active cell(s) on the worksheet.



SELECTING COLUMNS

If you want to make changes to an **entire column**, such as bolding all of the headings in a column or changing the font of all the cell entries, you must first select the column. This is done by

clicking on the column header directly above the column. Remember that any changes you make will apply to every cell in the column all the way down to row 1,048,576!

Try This Yourself:

Same File Continue using the previous file with this exercise, or open the file E705 Ranges_1.xlsx...

- 1 Press **Space** + **Shift** to make cell **A1** the active cell
- 2 Move the mouse pointer to the column heading for column **B**
Notice that the mouse pointer changes to a black arrow pointing down the column...
- 3 Click once to select the column
This time the row headers change to orange to indicate that at least one cell (but not all) in each row is selected...
- 4 Click in cell **D6** and press **Shift** + **Space**
This key combination also selects an entire column...
- 5 Click on the column header for column **B** to select it
- 6 Hold down **Ctrl** and click on the column header for column **D**
This time, columns B, C, and D are all selected...
- 7 Click in the column header for column **A**, then hold down the left mouse button and drag the mouse pointer across the column headings to column **E**

2

	A	B	C	D	E	F
1	Alpheius Global Enterprises					
2	Annual Sales					
3	Health Services					
4						

3

	A	B	C	D	E	F
1	Alpheius Global Enterprises					
2	Annual Sales					
3	Health Services					
4						
5		Week 1	Week 2	Week 3	Week 4	Week
6	<i>Midweek</i>					
7	<i>Tuesday</i>	21,412	25,942	24,944	53,624	35
8	<i>Wednesday</i>	20,824	31,288	37,456	48,569	45
9	<i>Thursday</i>	20,722	29,782	35,963	25,126	75
10	<i>Friday</i>	49,254	64,750	125,811	75,863	15
11						

4

	A	B	C	D	E	F
1	Alpheius Global Enterprises					
2	Annual Sales					
3	Health Services					
4						
5		Week 1	Week 2	Week 3	Week 4	Week
6	<i>Midweek</i>					
7	<i>Tuesday</i>	21,412	25,942	24,944	53,624	35
8	<i>Wednesday</i>	20,824	31,288	37,456	48,569	45
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10	<i>Friday</i>	49,254	64,750	125,811	75,863	15
11						

6

	A	B	C	D	E	F
1	Alpheius Global Enterprises					
2	Annual Sales					
3	Health Services					
4						
5		Week 1	Week 2	Week 3	Week 4	Week
6	<i>Midweek</i>					
7	<i>Tuesday</i>	21,412	25,942	24,944	53,624	35
8	<i>Wednesday</i>	20,824	31,288	37,456	48,569	45
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10	<i>Friday</i>	49,254	64,750	125,811	75,863	15
11						

For Your Reference...

To **select** an entire **column**:

1. Click on the column heading of the column that you want to select

OR

1. Click in any cell in the column and press

Home + **Ctrl**

Handy to Know...

- Make sure that you check your worksheet carefully after you've made changes to entire columns. Remember that all of the cells in that column are affected – even those in rows below the visible area.