


Exercise your worksheet skills

Before you begin

During the practice, this window will stay on top of the program you are working in. When it covers an area you need to use, move and resize it as follows:

To move this window, click the title bar of the window (as shown below) and drag it to a new location:



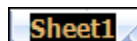
To resize this window, drag the resize handle  in the lower-right corner.

Exercise 1: Rename a worksheet tab

In a new workbook, the worksheet tabs at the bottom of the workbook are called Sheet1, Sheet2, and Sheet3. In this exercise you'll give a new name to one of the worksheet tabs.

1. Right-click the **Sheet1** tab at the bottom of the window, and then click **Rename**.

The Sheet1 name is selected.



2. Type the new name: **Practice**, and then press ENTER.

Tip You can also rename the selected worksheet tab by clicking the **Home** tab at the top of the Ribbon (the first tab on the left). In the **Cells** group (the group name is at the bottom of the Ribbon), click the arrow on **Format**, and click **Rename Sheet**. Then, on the worksheet tab at the bottom, type the new name.

Exercise 2: Move from one worksheet to another

In this exercise you'll learn different ways to move from one worksheet to another.

Why would you need to use more than one sheet, and need to move from one sheet to another? Basically, to keep things apart so they are easier to see. You might have budgets for different months on different sheets, or grades for different classes, or repair records for different cars. It can be easier to move between sheets than to scroll up and down a lot.

1. Click the **Sheet2** tab. That moves you from the Practice worksheet to the Sheet2 worksheet. In a blank worksheet it's hard to tell that you've really changed sheets, since everything looks the same. That's why we put "Worksheet 2" in cell A1 of this one.

If you don't see "Worksheet 2," press CTRL+HOME to take the insertion point to cell A1.

2. Now use a keyboard shortcut to move to the **Sheet3** tab. Press CTRL+PAGE DOWN.

Now you're in the Sheet3 worksheet (it says "Worksheet 3" at the top).

3. Try the keyboard shortcut to move to the previous worksheet. Press CTRL+PAGE UP. There's "Worksheet 2" in cell A1.

Exercise 3: Add color to worksheet tabs

You can add color to worksheet tabs to make them easier to tell apart.

1. Right-click the **Practice** tab, point to **Tab Color**, and select the color you want.
2. Now the tab has a band of the color you chose. Click the **Sheet2** tab. Notice that now the **Practice** tab is fully colored. A color band means that the worksheet is on top, and full color means that it is not the one on top.

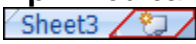
Tip You can also start to add color to the worksheet tab by clicking the **Home** tab at the top of the Ribbon (the first tab on the left). In the **Cells** group, click the arrow on **Format**, and then click **Tab Color**.

Exercise 4: Add and delete worksheets

A workbook comes with three worksheets, but you can add or delete worksheets as you wish.

Add a worksheet

On the Ribbon on the **Home** tab, in the **Cells** group, click the arrow on **Insert**, and then click **Insert Sheet**. A new worksheet is inserted. You see the Practice tab and three other tabs. A new sheet is usually inserted in front of the selected sheet.

Tip You can also insert a worksheet by clicking the **Insert Worksheet** button  (to the right of the worksheet tabs).

Delete a worksheet

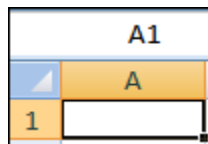
Click the **Sheet3** tab at the bottom of the worksheet. In the **Cells** group, click the arrow on **Delete**, and then click **Delete Sheet**. Or right-click the **Sheet3** tab, and then click **Delete**.

You'll see a message that data may exist on the worksheet. Because the text "Worksheet 3" is on the worksheet, Excel wants to know if you're really sure about deleting the sheet. You're sure, so click **Delete**. The Sheet3 worksheet is deleted.

Exercise 5: Review column headings and use the Name Box

In this exercise you'll take a look at column headings and see how to use the Name Box to navigate in the worksheet.

1. Click the **Practice** tab.
2. Place the insertion point in the **Name Box** in the upper-left corner of the window. It's right above cell A1. It says "A1" in the box.



3. Type **AA1** in the **Name Box**, and then press ENTER.

Now cell AA1 is the active cell. It's outlined in black, and the column heading for column AA is highlighted. Column AA is the 27th column. After the 26 letters of the alphabet have been used, the column headings start over again as pairs, with AA followed by AB and so on.

The heading for row 1 is highlighted as well, since the active cell is in the first row.

4. Now try another way to activate a specific cell. Press F5 to open the **Go To** dialog box.


In the **Reference** box at the bottom of the dialog box, type **XFD1048576**, and then press ENTER.

That's all, folks. You've reached the very last cell in the worksheet, cell 1,048,576 in column XFD.

5. To go back to cell A1, press CTRL+HOME.

Exercise 6: Save the workbook



When you save files, it can be unclear where they end up. If you've ever wondered, try this exercise. If you're at ease about that, you can skip this exercise and go back to the lesson.

1. Click the **Microsoft Office Button**  on the upper left of the Ribbon. Then click **Save** or **Save As**. The **Save As** dialog box opens. Near the top of the dialog box, in the **Save in** box, click the arrow on the right to see a list of folders that you can store the workbook in. The **My Documents** folder is a good place to save files such as documents, worksheets, or databases. Select it.

Normally, you don't have to select this folder. When you open the **Save As** dialog box after starting a Microsoft Office program, you'll see **My Documents** in the **Save in** box.


2. Notice that in the **Save as type** box near the bottom of the **Save As** dialog box, **Excel Workbook** is listed. Excel 2007 workbooks have an .xlsx file extension. Depending on your computer settings, you may or may not see the .xlsx file extension at the end in the **Save as type** box.

In the **File name** box, you can accept the name that's entered for you, or you can enter another name.

3. Click **Save**.
4. Close the workbook you just saved. Click the **Microsoft Office Button** , and then click **Close**.
5. Now find and open the workbook. Click the **Microsoft Office Button** , and then click **Open**.

6. In the **Look in** box near the top of the **Open** dialog box, **My Documents** should be listed. If not, click the arrow and select that folder.
7. Select the workbook you just saved and click **Open**.

Tip If you don't see the file, you may not have put it where you think you put it. To see where you put it, open a new file, click **Save**

As after you click the **Microsoft Office Button** , and see what folder is in the **Save in** box. This works only if you haven't saved anywhere else in the meantime.