

Excel 2016

Linking Worksheets



Microsoft Excel 2010: Linking Worksheets

1.5 hour

In this workshop we will insert, delete and rename worksheets; change data and formatting on multiple sheets at the same time; link worksheets to create a Totals page; move sheets into different workbook (file); and change the view to see multiple books and sheets at the same time. This intermediate workshop assumes prior experience with Microsoft Excel.

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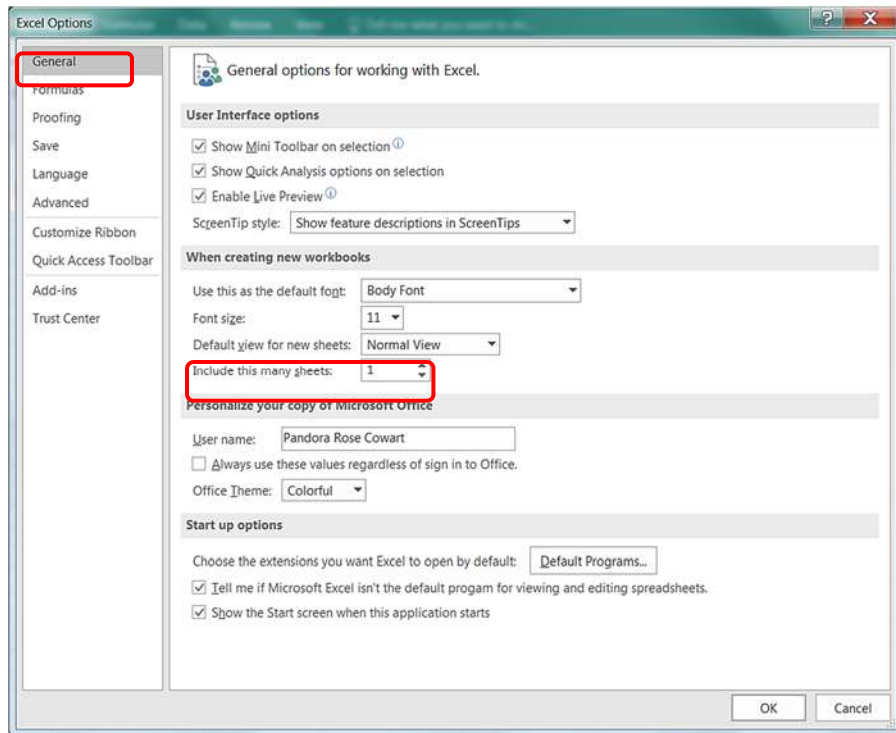
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Number of Worksheets

An Excel workbook used to have a limit of 255 worksheets, but the 2016 version is limited only by the available memory. By default, new workbooks begin with one worksheet.

You can change the default setting from the **Excel Options**. The **Options** button is at the bottom of the **File** menu. In the **General** group of the **Excel Options**, you can set the number of sheets to be opened in a new workbook.

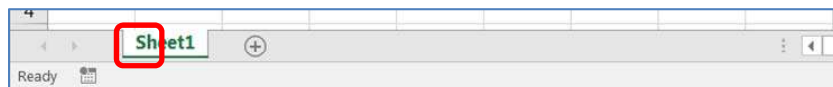


You can set new books to start between 1 and 255 sheets. Changing this setting will not modify the current workbook, only future new workbooks.

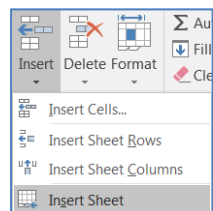
Inserting Worksheets

You can insert a worksheet by doing one of the following:

- ⇒ Click on the **Insert Sheet** button located at the bottom of the window. The new sheet will be inserted after the selected worksheet.



- ⇒ or Press Shift-F11 on the keyboard.
- ⇒ or from the **Home** tab, the **Cells** group, **Insert, Insert Sheet**.
- ⇒ or Right-click on the name of any sheet and choosing **Insert...** Excel will then ask what you want to insert. Choose **Worksheet** and click OK.

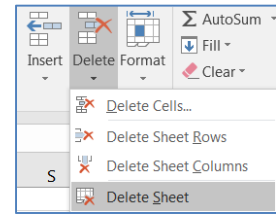


To insert multiple sheets at once, select the number of worksheets you would like to insert and follow the steps above. If three sheets are selected when you insert a worksheet, then three new sheets will be inserted. See *Selecting Multiple Worksheets* later in this handout.

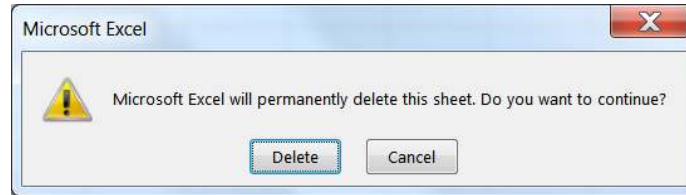
Deleting Worksheets

You can delete a worksheet by doing one of the following:

- ⇒ Right-click on the name of the worksheet and choose **Delete**.
- ⇒ or from the **Home** tab, **Cells** group, **Delete**, **Delete Sheet**



If the worksheet is empty it will be deleted, otherwise Excel will ask you to confirm the deletion.



Note that the message says, "**To permanently delete...**" Once you confirm this deletion there is No Undo. The sheet and all the data are gone.

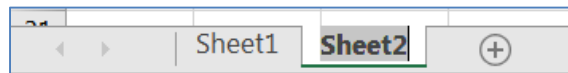
To delete multiple sheets at once, select the worksheets and follow the steps above. See *Selecting Multiple Worksheets* later in this handout.

Renaming Worksheets

You can rename a worksheet by doing one of the following:

- ⇒ Double-click on the name of the worksheet.
- ⇒ or Right-click on the name of the worksheet and choosing **Rename**
- ⇒ or from the **Home** tab, **Cells** group, **Format**, **Rename Sheet**.

However, you choose to rename, the worksheet name will be selected.



Type the new name and press **Enter** on the keyboard to accept it. Press **Esc** on the keyboard to cancel renaming the sheet.

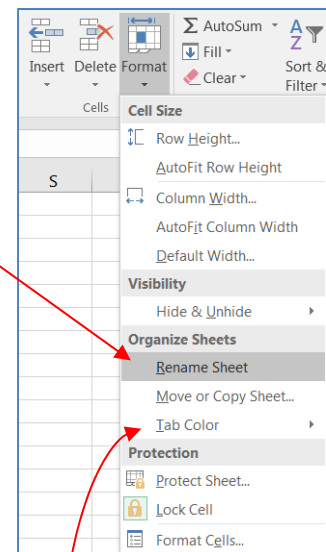
Your worksheet name can contain up to 31 characters. There are a few characters that Excel won't let use in the sheet name.

Examples: Asterisk (*), Backslash (\), Colon (:), and Brackets ([])

Color Coding Worksheets

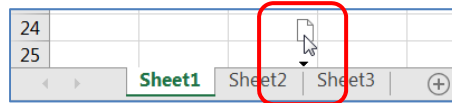
You can change the color a worksheet:

- ⇒ Right-click on the name of the worksheet and choosing **Tab Color**.
- ⇒ or from the **Home** tab, **Cells** group, **Format**, **Tab Color**.

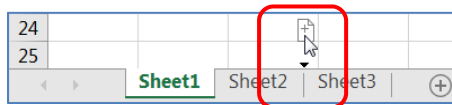


Moving and Copying Worksheets

A worksheet can be moved by dragging it to a new location. Click on the worksheet name, don't let go, and drag the worksheet left or right to the new location. When you are holding onto a worksheet, your mouse cursor will show a sheet of paper and a little black arrow will appear above the sheets, this black arrow will show you where the new worksheet will be when you let go of the mouse.



If you hold down the control (**Ctrl**) key while moving the worksheet, you can create a duplicate, a copy of the worksheet. This copies everything, all the contents and formatting. (Remember to let go of the mouse before letting go of the keyboard.)

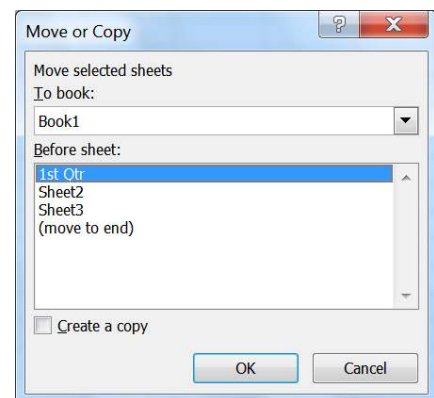


For more options do one of the following:

- ⇒ Right-click on the sheet name and choose **Move or Copy...**
- ⇒ or from the **Home** tab, in the **Cells** group, choose **Format**, and choose **Move or Copy Sheet**

The window that comes up allows you to choose a where you would like to place the sheet in the current workbook, or any open book (under the **To Book:** menu). This includes an option to create a new Excel workbook (**new book**).

By default, this window will move the worksheet; click the check box at the bottom of this window if you would prefer to create a copy.



Hiding Worksheets

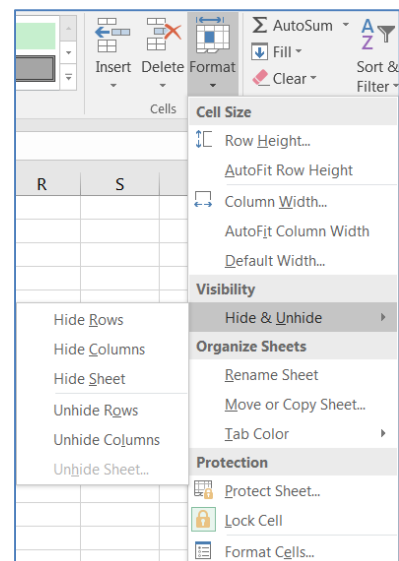
For some templates and lookup files you may wish to hide a worksheet.

- ⇒ Right-click on the name of the worksheet and choosing **Hide**.
- ⇒ or from the **Home** tab, in the **Cells** group, choose **Format**, choose **Hide & Unhide**, and choose **Hide Sheet**.

Unhiding Worksheets

Unhide a worksheet:

- ⇒ Right-click on the name of any worksheet and choosing **Unhide....**
- ⇒ or from the **Home** tab, in the **Cells** group, choose **Format**, choose **Hide & Unhide**, and choose **Unhide Sheet...**



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