Microsoft Excel:
Multiple Worksheets

Number of Worksheets
By default, Microsoft Excel's new documents usually have three worksheets.

If you would like Excel to open new workbooks with more (or less) sheets, you can change the setting from Tools->Options, on the General Tab.

You can set the number of Sheets in new workbook to any number between 1 and 255. This will reset the defaults of all new worksheets.

Inserting Worksheets
There are a number of ways to insert a worksheet into an Excel Workbook, but the fastest is to go through the menu, Insert->Worksheet. This will insert a worksheet in front of the current worksheet.

You can also insert a new worksheet by right clicking on the worksheet name and choosing Insert... This will give you a pop up window asking what you want to insert. You can choose Worksheet and then click OK.
Moving and Copying Worksheets

Worksheets can be moved using Window's Click and Drag Feature. That is you can click on the sheet you want to move, don't let go, and drag the new worksheet left or right to the new location. When you are holding on to a sheet, two things happen, one your mouse cursor is carrying a sheet of paper, and two a little black arrow will appear above the sheets, this black triangle/arrow will show you where the new sheet is going to be placed.

If you hold down the control (Ctrl) key while moving the worksheet, you can create a duplicate worksheet. (Remember to let go of the mouse before letting go of the keyboard).

As with Inserting Worksheets you can right click on the sheet name to move your sheet. There are more options when using Move or Copy... from the short-cut list. You can also find this option under Edit->Move or Copy Worksheet....

The window that comes up will allow you to choose which workbook you would like to move this sheet to, including an option to create a (new book).

This window also allows you to move the worksheet before any of the current sheets or to the end.

To create a copy of the worksheet, instead of moving it, click the check box at the bottom of this window.

Deleting Worksheets

The fastest way to completely remove a worksheet from your workbook is to right click on the name of the worksheet and choose Delete from the worksheet menu; or you can choose Delete Sheet from the Edit menu. Either way, you will get a warning message:

Click OK to delete the worksheet.
Renaming Worksheets

The fastest way to rename a worksheet is to double click on the name of that worksheet. The text will turn black, indicating that it is highlighted. Type the new name for your worksheet and press enter to accept it.

You can also choose Rename from the right click menu and from Format->Sheet->Rename. These methods will behave exactly as double clicking does, it will highlight the name of the worksheet to allow you to write in the new name. Don't forget; press enter to accept your new value.

Selecting Multiple Worksheets

The shift and control keys on the keyboard allow you to work with multiple selections throughout windows, no matter if you are working with file names, cells of a worksheet or even the entire worksheets themselves.

To select specific worksheets use the control key.
- Click on the first worksheet you would like
- Hold down the control key on the keyboard, and click on the second worksheet
- Keeping the control key pressed, click on each worksheet you would like to select

If I click on 1st Qtr and control-click on 3rd Qtr, I will have just those two sheets selected.

To select a range of worksheets use the shift key.
- Click on the first worksheet you would like
- Hold down the shift key on the keyboard, and click on the last worksheet

If I click on 1st Qtr and shift-click on 3rd Qtr, I will have all three sheets selected.

When you have multiple worksheets selected, anything you type on the current worksheet will appear on every worksheet that is selected. This is a great way to ensure a consistency of formats between your worksheets, especially for the Page Setup options.

To drop the selection, click on a worksheet and then Shift-Click on the same worksheet again.