

Managing Worksheets

Adjust Columns and Rows:

Open the spreadsheet named **Earnings1.xlsx**

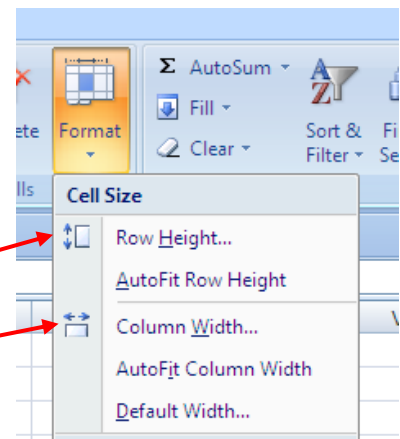
- Position the mouse pointer over the line between the column headers **C** and **D**. The pointer will change into a double headed arrow ⇄.
- Hold the left mouse button down and drag to the right until you can read the column heading in full. Release the left mouse button.
- You can also widen the column by positioning the pointer between the columns as above and, double click on the left mouse button. This will automatically widen the column to fit the widest entry. Use this method to widen column **D**.
- Widen Columns **A** and **B** to make the spreadsheet easier to read. The same method can be used for resizing rows, although you will not be doing it for this task.
- Save the Spreadsheet as **Earnings 2013** and continue working on this document.

More about Columns and Rows:

You can specify the height or width of a column by going to the **Format** command located on the **Home** tab/**Cells** group

Select **Row Height** to specify the height

Select **Column Width** to specify the width

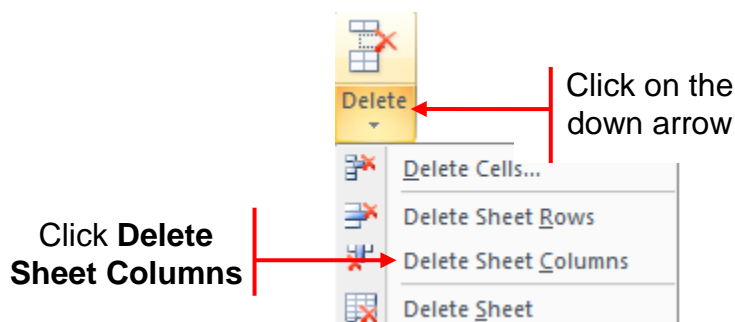


Deleting a Column/Row:

Continue using the spreadsheet above.

Delete **Column B** as the information is no longer necessary now that the year is included in the spreadsheet title:

- Click in **Column B** and select the **Home** tab. Go to the **Cells** group/**Delete Cells** command



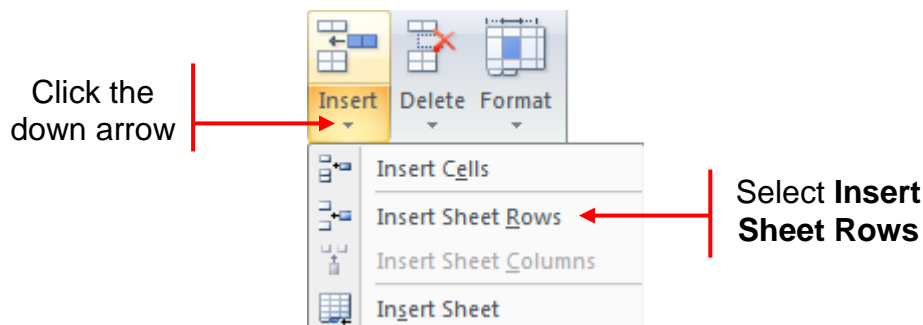
NOTE: If you use the **Delete** key instead of using the **Delete Sheet Columns**, only the data will be deleted and not the column.

The same command applies to deleting a row. Select the row number and go to the **Delete Cells** command and select **Delete Sheet Rows**.

Inserting Rows/Columns:

Continue using the spreadsheet **Earnings 2013.xlsx**

- Click in **Row 15** and select the **Home** tab. Go to the **Cells** group/**Insert Cells** command



- There should be an empty row between **NOV** and **TOTAL ANNUAL EARNINGS**

NOTE: The same command applies to inserting a column. Select the column letter and go to the **Insert Cells** command and select **Insert Sheet Columns**. The new column will always appear to the left of the selected column letter.

Hide/Unhide Columns & Rows:

- To hide a column, select the column letter and right click. Click on **Hide**
- To hide a row, select the row number and right click. Select **Hide**
- To unhide a column, highlight the 2 columns on both sides of the hidden column. Right click and select **Unhide**. The same applies to un hiding a row.

Freeze/Unfreeze Rows:

Continue using the spreadsheet **Earnings 2013.xlsx**

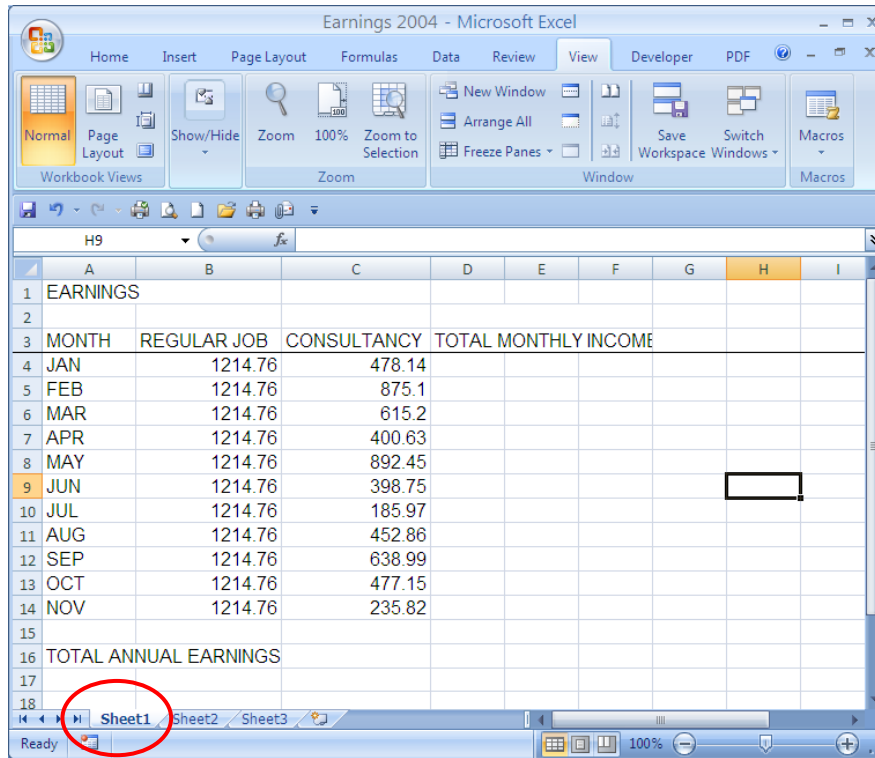
- To freeze a row you must always select the row *below*. Select **Cell A4**.
- Go to **View** tab/**Windows** group/**Freeze Panes** command.
- Click on the down arrow and select the option to **Freeze Panes**.

NOTE: Once you have frozen the pane, the command changes to **Unfreeze Panes** and allows you to unfreeze the row/column by selecting this option. To freeze a column, select the column to the right of the column you wish to freeze.

Name a Worksheet:

Continue using the spreadsheet **Earnings 2013.xlsx**

A workbook will usually have 3 worksheets by default, named **Sheet1**, **Sheet2** and **Sheet3**.



- To rename **Sheet1**, double click on the worksheet tab – the area will be highlighted black.
- Enter the text **Earnings 2013** and press the Enter key on the keyboard.

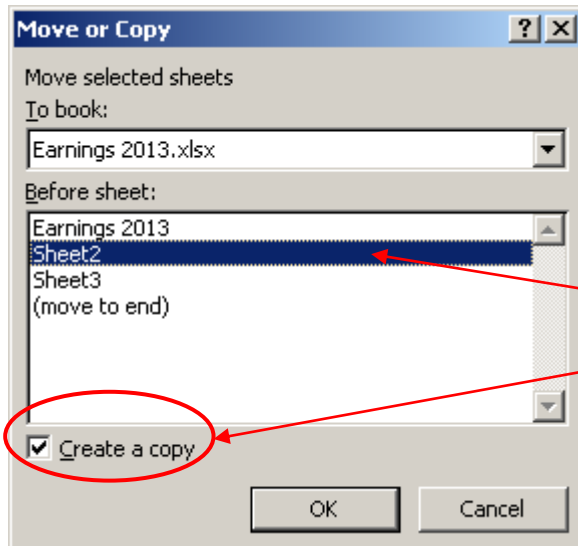


Copy or Move Worksheets:

Continue using the spreadsheet **Earnings 2013.xlsx**

Using the Copy/Move Worksheet command is the quickest method to duplicate data on another sheet whilst maintaining the format, formulas and column, width settings. You can then rename the sheet appropriately and amend the data as required.

- Right click on the **Earnings 2013** worksheet tab, and select **Move or Copy...**



Select **Sheet2**

Make sure you tick the **Create a copy** box otherwise the sheet will be moved instead of copied

Click on **OK**

- The copied worksheet will look like the image below:



- Click on the **Earnings 2013 (2)** worksheet and rename the worksheet as **Earnings 2014** by right-clicking on the sheet and selecting the **Rename** option.
- Press the Enter key on the keyboard.
- Delete the contents of **Cells B4:C14** as the values will be different for 2014.
- Save the spreadsheet using the same filename **Earnings 2013**.

Practice:

You have just started work in a new dog kennels that uses Excel to keep a record of all the dogs that come to stay, the staff and the expenses. As you learn more about the business you find that the workbook has not been set up quite the way you want it. You have been asked to make improvements and update some records

1. Open the spreadsheet named **Kennels.xlsx** – use the **Save as** command to save this spreadsheet in an area of your choice keeping the same filename.
2. A new employee called Sammy Lennon has just started working at the kennels and you need to add his details to **Sheet1**. Create a new row to hold his details, making sure that the list remains in alphabetical order.
3. Now enter the following details for him in the newly created row:
Name: **Sammy Lennon**
Address: **3, The Elms, Boxton**
Starting date: **01/08/2014**
4. The worksheet should also have a column for the employees' phone numbers. You will need to create a new column after the addresses in column **C** and type the heading **Phone**.
5. Jenny Ryder has decided to do some travelling and has left the company. We don't need her details any more so delete the row containing her details from the worksheet.
6. The workbook would be easier to use if the worksheets had more relevant names. Rename the worksheets as follows:
Sheet1 = **Staff**
Sheet2 = **Dogs**
Sheet3 = **Expenses**
7. In your day-to-day work you'll mostly use the **Dog** worksheet so it would be better if that was the first sheet in the workbook. Move the sheet called **Dog** so that it is the first worksheet in the workbook.
8. You'll need another worksheet to keep details of the customers. Create a new worksheet, name it **Customers** and place it at the end of the workbook.
9. The worksheet called **Dogs** holds the details of the pets' owners, but they've been hidden to save space. In the **Dogs** worksheet, unhide columns **F**, **G** and **H** so that they are visible.
10. Now copy the details of the customers in Cells **F3:H9** to the new worksheet called **Customers**.
11. Save the spreadsheet using the same filename.