Microsoft Excel 2010
Lesson 8: Working with Worksheets

Renaming a Worksheet

After creating the chart on a separate sheet, you should have around six worksheet tabs at the bottom of the Excel window.

When you have several tabs, it frequently is convenient to label them with descriptive names to help you and others move easily back and forth among the worksheets.

Right-click on the “Example 3” tab and click on Rename in the menu that pops up.

Rename the worksheet as Register.

Splitting a Worksheet into Panes

Open the Example 2 worksheet. If you have not already done so, reformat the font to 14 pt Arial. You may find it necessary to increase the width of some columns.

As is not uncommon for large worksheets, we find that scrolling to the bottom of the data pushes the headings off the screen. We can see the data, but can no longer tell what the heading is for each column.

To avoid the “disappearing headings” problem it is useful to split the worksheet into two panes, one of which remains stationary when you scroll down or across a page.
Under the **View** tab, click on the **Split icon**.

This will split the screen into four panes.

Drag the vertical split bar to the left side of the screen. When it reaches the left edge, it will disappear.

Drag the horizontal split bar below row 3, so that it is positioned directly below the headings.

When you have the split bars located where you want them, click on the **Freeze Panes** icon and then **Freeze Panes** in the menu that appears.

This will lock the panes in place.

Now when you scroll up and down, the headings will remain visible.

If you want to remove the panes, click on the **Split icon** again.
**Zooming In and Out**

You can use the Zoom control in the lower right corner of the worksheet to zoom in or out on a worksheet. Zooming in on a worksheet magnifies it and zooming out makes it smaller.

For example, in the Example 3 worksheet, which we have renamed “Register,” you might want to take a closer look at the Daily Total chart.

Select cells B20 through B38, which surround the chart, and click on the **Zoom to Selection icon**. This will enlarge the chart as shown in the picture above.

Click on the **100% icon** to zoom back out to a normal view.
Viewing Full Screen

Excel’s various bars and ribbons take up a lot of space. If you would like to see the entire worksheet without the other stuff, you can maximize the display by viewing it full screen.

Click on the Example 2 tab to display the list of donors and their gifts. To view the worksheet full screen, select Full Screen under the View tab.

This maximizes the space available for viewing the worksheet.

Pressing the ESC key will toggle you away from the full screen view.

Modifying the Register Worksheet

Go to worksheet we recently named Register.

- If the comment is showing, hide it.
- Make sure that there are two rows between the title and the table. Thus, rows 2 and 3 should be blank.

These modifications must be done so you won’t have problems with a later section of this lesson.
Creating a New Worksheet

Let’s create a new worksheet to use in this lesson. Click on the tab that contains the New Sheet icon.

This will create a new sheet with a generic name on the tab. Rename the new sheet Analysis.

Enter text into the Analysis worksheet so that it looks like this picture. The font is 16 pt Century Schoolbook, with the title being 20 pt.

The table has borders with the top row shaded gray.

The date is set to update automatically to the current date.

To give the date the format shown above (e.g., 11-Mar-12), click on the arrow icon in the lower right corner of the Number section under the Home tab.

Select Date from the menu and then choose the date format you desire.

Also, set up a custom footer so that the bottom of the page will print out as shown below (with your name rather than mine). The date in the footer is the Current Date.
Sharing Data between Two Worksheets

One of the more useful tools in Excel is the ability to share data among worksheets.

Suppose, for example, that you want to show an outsider the percent usage of your four cash registers, but do not want them to see that actual receipts. We can set up a separate worksheet that displays the percents, but not the receipts. We will use the Analysis worksheet for that purpose.

In the Analysis worksheet, we want cell B5 to contain the same value as cell C19 of the Register worksheet.

Move to cell B5 of the Analysis worksheet and enter an equal sign from the keyboard.

Click on the Register tab to move to that worksheet.

In the Register worksheet, click on cell C19, which holds the value of the percent for register #1.

You should see “=Register!C19” in the Formula Bar.

Register!C19 means “cell C19 in the Register worksheet.”

Press the Enter key on the keyboard.

You now will find yourself back on the Analysis worksheet again. You should see 0.29249 in cell B5, corresponding to the formula =Register!C19.

Do the same for cells B6, B7, and B8 in the Analysis worksheet, so that they show the percents for the other three registers.

Change the format of cells B5 through B8 to percent with no decimal places.
In cells C5 through C8 of the Analysis worksheet, we want to put the highest daily amount for each register. We will use the MAX function and cells in the Register worksheet to do this.

Enter \( \text{=max(} \) in cell C5 of the Analysis worksheet.

Move to the Register worksheet and, while holding the Ctrl key down, click on cells C6, C7, C8, C9, C10, C12, C13, C14, C15, and C16 in succession (NOT including C11). This will select all of these cells.

Press the Enter key to complete the function. You will see 3873 in cell C5 of the analysis worksheet – the highest value for the first register in the two weeks recorded on the Register worksheet.

Do the same for cells C6 through C8 on the Analysis worksheet.

Format the cells as accounting with no decimal places.
Viewing More than One Worksheet at Once

If two worksheets are related to each other, you may want to view both of them at the same time.

Open the Register worksheet and click on Arrange All under the View tab.

In the “Arrange Windows” menu, select any choice EXCEPT Cascade.

For example, if you choose Tiled you will see the two versions of the workbook side by side.
In one version of the workbook, select the Analysis tab. You then will see both the Register and the Analysis worksheets displayed.

In cell C12 of the Register worksheet, change 3873 to 4555. You will see both worksheets adjust to the change.

If you want to display only one worksheet, Save them and then close one of them.