

Excel Worksheets

Excel lets you use multiple worksheets at a time, each open sheet listed in the Window menu. But it can only open sheets that are part of the same workbook (a document). You can open multiple workbooks at the same time and see them all by clicking on Window, useful for comparing side by side.

Look at the tabs at the bottom of your current worksheet, and you see the other worksheets. By default, each workbook has three sheets--Sheet1, Sheet2, and Sheet3 (of course, you can add more). To switch to any of these worksheets, simply click the worksheet's tab. If a workbook has lots of worksheets, you may have to scroll through the tabs to get to other worksheets.

You can have up to 256 worksheets in an Excel workbook. They are identified by the tabs at the bottom of the screen (sheet1, sheet2, etc). Each worksheet could contain a month(or more) of information. To add worksheets, on the menu click on Insert, then Worksheet. To go from one worksheet to another just click on the tab and that work sheet will become active.

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