

Microsoft Excel - Working with Sheet Tabs



Working with Sheet Tabs

Entering New Sheets

When a new workbook is created it will by default open with three sheets.

When a new sheet is inserted it is placed to the left of the sheet that is selected if you use the shortcut keys '**Shift F11**'.

If the Insert Worksheet icon is used the sheet will be placed to the right of the last sheet.



Naming Sheets

Sheets are automatically named Sheet1, Sheet2 etc

It is possible to rename the sheets so that they are more descriptive.

1. **Double click** the sheet tab you wish to rename, the sheet will highlight.
2. Type a new name for the sheet and press the **Enter** key

Deleting Sheets

Select the appropriate sheet(s)

Click once with your right mouse button over the sheet that you wish to delete, select the delete option.