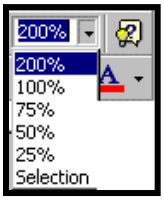
Excel 2003: Multiple and Large Worksheets

Worksheet Views

To increase or decrease the magnification of a spreadsheet, use View>Zoom and choose the size you want.



If you would like to see all of a certain area, select the area first. Then use View>Zoom and choose Fit Selection. This will only show you the area you have selected.
You can also use the drop down viewing box in the toolbar to change the view.

If you would like to work with just the spreadsheet, use View>Full Screen. Click on the Close Full Screen to get back to the regular view.

Viewing More Than One Worksheet

You can view more than worksheet in a workbook by using Window>New Window. Then use Window>Arrange Horizontally to see two or more worksheets. Click on the worksheet you want to use in order to see the travel buttons.

Splitting the Screen & Freezing Headings

A worksheet can be split into different horizontal and vertical panes (four in all). The split bars are located at the upper right and bottom right of the worksheet window near the scroll bars. With split bars, each area can be scrolled and viewed differently.

To split the workbook window into horizontal panes, position the cell pointer in the row below the desired split. Double-click the split box. To view different areas of the worksheet in the horizontal panes, click either vertical scroll bar.

To split the workbook window into vertical panes, position the cell pointer in the column to the right of the desired split. Double-click the vertical split box. To view different areas of the worksheet in the vertical panes, click either horizontal scroll bar.

Double-clicking on the split bar will cause the splitting to disappear. You can also use Window>Remove Split.

You can also freeze row and column headings. To freeze column headings, row headings, or both, select the cell either to the right of the column or below the row or both. Use Window>Freeze Panes. You can now scroll down and/or to the right and still see the headings.

To unfreeze the headings, use Window>Unfreeze Panes.

Traveling Among Worksheets

	Next worksheet to the right.
	Previous worksheet to the left.
	Last worksheet in the workbook.
	First worksheet in the workbook.

To select a worksheet, click on the worksheet itself. You can also right-click on any of these traveling buttons and a complete list of worksheets will appear. Choose the one you want.

Selecting Worksheets

To select multiple worksheets that are next to each other, select the first worksheet. Hold down the Shift key. Click on the last worksheet that you want. Release the Shift key.

To select multiple worksheets that are not next to each other, select the first worksheet. Hold down the Ctrl key. Click on the subsequent worksheets that you want. Release the Ctrl key.

Deleting a Worksheet

To delete a new worksheet, right-click on the worksheet's tab. Choose Delete.

Printing Several Worksheets

If you want to print several worksheets at the same time, use the Shift key or the Ctrl key to select which ones you want. Then use File>Print and make sure that in Print What the Active Sheets button is chosen. Notice that your other printing choices are Selection and Entire workbook.

Changing the Name of a Worksheet

You can change the name of your worksheet by right-clicking on the worksheet's tab and choosing Rename. Worksheet names can be up to 31 characters in length. They cannot contain colons, slash marks, backslashes, question marks, or asterisks, and they cannot be enclosed in square brackets.

Moving a Worksheet

To move a worksheet, select the worksheet's tab. Hold down the left mouse button and drag the worksheet to its new location. Notice there is a little indicator arrow to signify where the worksheet will drop. If you select several worksheets, they can be moved at the same time.

Copying a Worksheet

To copy a worksheet, select the worksheet's tab. While holding down the Ctrl key, hold down the left mouse button and drag the worksheet's copy to its new location. If you select several worksheets, they can be copied at the same time.

Moving Data Between Worksheets

To move data from one worksheet to another, select the range. Use Edit>Cut or the Cut button. Select the wanted worksheet and select the upper left cell of the new range. Use Edit>Paste or the Paste button to place the new information.

Copying Data Between Worksheets

To copy data from one worksheet to another, select the range and use Edit>Copy or the Copy button. Select the wanted worksheet and the upper

left cell of the new range. Use Edit>Paste or the Paste button to place the new information.

Creating a Cell or Range name

You can create ranges and then use range names and labels in formulas rather than the row & column location. After defining a name associated with a range of cells, you can use that name anywhere in workbook.

- Names must start with a letter or underscore.
- Names should not contain a space, a hyphen, or a dollar sign.
- Names can be up to 255 characters long.
- Names should not be similar to cell references, such as A1.

First select the cell or range.
Then use Insert>Name, and then click Define.
In the "Names in workbook" box, type the new name, and then click Add.
Click OK or Close to get out of the Define Name box.

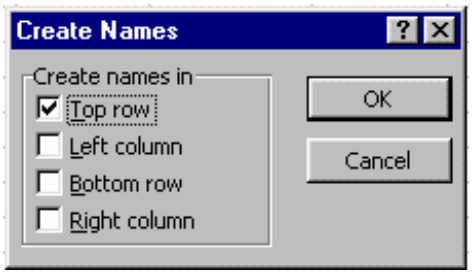
To delete an original name and range, click the original name, and then click Delete.
Click OK or Close to get out of the Define Name box.

Defining a Name for a 3-D Range

To name cells on more than one worksheet by using a 3-D reference, use Insert>Name and then click Define.
In the Names in workbook box, type the name.
If the Refers to box contains a reference, select the equal sign (=) and the reference and press Backspace. In the Refers to box, type = (an equal sign).
Click the tab for the first worksheet to be referenced. Hold down Shift and click the tab for the last worksheet to be referenced.
Select the cell or range of cells to be referenced.

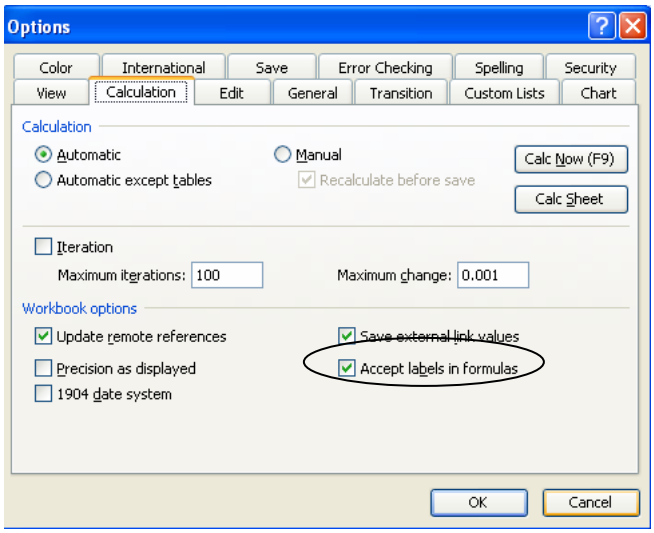
Creating Names for a Range Using Headings Already In Place

You can create range by using the header names already available on the spreadsheet.
Use Insert>Name and then click on Create. Choose where you would like the range names to originate. Click OK.



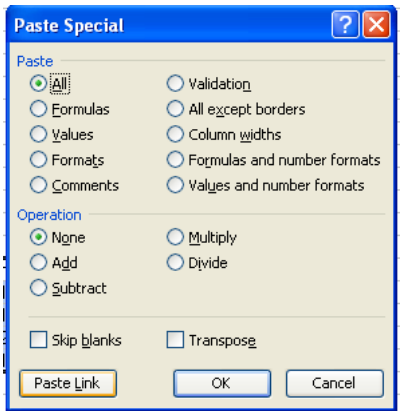
When creating an equation, sometimes you can use neighboring labels if they are unique to the workbook. (If they are not unique, you will see #REF! or #NAME? in the equation cell.)

Excel does not recognize labels in formulas by default.
To use labels in formulas, use Tools>Options and then click the Calculation tab. Under Workbook options, make sure that the “Accept labels in formulas” box is checked.



Using Paste Special

When you copy data in a cell, you copy all of the information that goes with that data. When using Paste Special, you can choose to just paste a portion of that information into a new location, perform mathematical functions on that data, transpose the rows and columns, and Paste Link information from another location.



To just copy formulas, first select the worksheet and range that contains the formulas you want.

- Use Edit>Copy or the Copy button.
- Go to the destination worksheet and the upper left cell of the new range.
- Use Edit>Paste Special. Select Formulas and click the OK button.

To just copy values, first select the worksheet and range that contains the values you want.

- Use Edit>Copy or the Copy button.
- Go to the destination worksheet and the upper left cell of the new range.
- Use Edit>Paste Special. Select Values and click the OK button. If the values had been created by a formula, notice that just the answer has been pasted.

To fix column width problems after copying and pasting data from one worksheet to another, keep the area selected.

- Use Edit>Paste Special. Select Column Widths and click the OK button.

If you want to change copied data from columns to rows, or vice versa, select Transpose.

You can have one cell continuously showing a value from another cell in a different worksheet and/or workbook. This is also called “creating a reference between cells” if the original cell is used in a formula. Click on the reference cell or range.

- Use Edit>Copy or the Copy button.
- Go to the destination worksheet and the desired cell.
- Use Edit>Paste Special.
- Click on the Paste Link button.

The final cell contents might look like this: ='Worksheet 2'D6
When the original value is updated, the information will show up in the final result cell.
When you copy data in a cell, you copy all of the information that goes with that data. When using Paste Special, you can choose to just paste a portion of that information into a new location, perform mathematical functions on that data, transpose the rows and columns, and Paste Link information from another location.

Copying Formulas Between Worksheets

To copy formulas, first select the worksheet and range that contains the formulas you want. Use Edit>Copy or the Copy button. Go to the wanted worksheet and the upper left cell of the new range. Use Edit>Paste Special. Select Formulas and click the OK button.

Copying Values Between Worksheets

To copy number values, first select the worksheet and range that contains the values you want. Use Edit>Copy or the Copy button. Go to the wanted worksheet and the upper left cell of the new range. Use Edit>Paste Special. Select Values and click the OK button. If the values had been created by a formula, notice that just the answer has been pasted.

Copying Formats Between Worksheets

To transfer formatting, first select the worksheet and range that contains the formatting you want. There can be several formats within the range. Use Edit>Copy or the Copy button. Go to the wanted worksheet and the upper left cell of the new range. Use Edit>Paste Special. Select Formats and click the OK button.

Performing Mathematical Operations

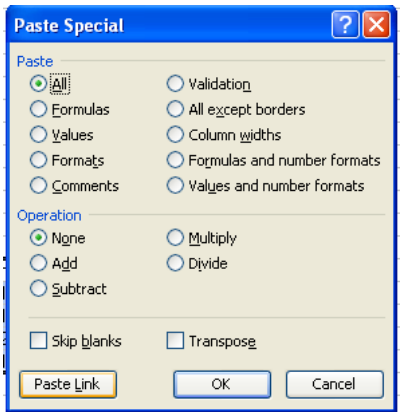
Unlike formulas, these consolidated figures do not automatically update. To perform operations, first select the worksheet and range that contains the values or formulas you want. Use Edit>Copy or the Copy button. Go to the wanted worksheet and the upper left cell of the new range. Use Edit>Paste Special. Select Values and click the OK button.

Select the next worksheet and range that contains values or formulas you want. Use Edit>Copy or the Copy button. Go to the wanted worksheet and the upper left cell of the new range. Use Edit>Paste Special. Select Values and select the wanted operation, such as Add. Click the OK button. Continue until all values are gathered.

Linking to Another Cell

You can have one cell continuously showing a value from another cell. This is also called “creating a reference between cells” if the original cell is used in a formula. The final cell might look like this:
=’Worksheet 2’D6

Click on the reference cell or range.
Use Edit>Copy.
Go to the destination worksheet.
Use Edit>Paste Special.
Click on the Paste Link button.



When the original value is updated, the information will show up in the final result cell.

Creating 3-D Formulas

In a 3-D formula, information from more than one worksheet can be combined. In the formula, the worksheet names are separated from the cells by an exclamation point. For example, a formula that adds totals in cell location B10 from 4 different quarters worksheets might look like this:
=Qtr 1!B10+Qtr 2!B10+Qtr 3!B10+Qtr 4!B10

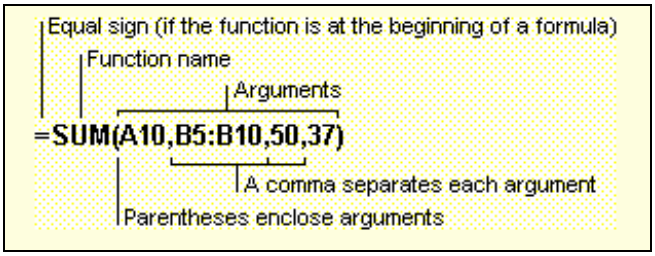
To create a 3-D formula, first select the cell where you want the result.

Type = in the formula bar to let Excel know that a formula is coming.
Select the worksheet and the cell where the information is located.
Type the mathematical operator.
Select the next cell in the next worksheet where you want information.
Continue to add mathematical operators and cell locations until the formula is complete.
Press the Enter key when you are done.

Using Functions in 3-D formulas

This is sometimes faster than typing up every mathematical step. A function is a preset formula that performs calculations using specific values (arguments) in a specific order (syntax). For example, in the formula seeking the totals above, using the SUM function changes the equation to this: =SUM(Qtr 1:Qtr 4!B10)
The syntax of a formula using a function begins with an equal sign and then the function's name. It is followed by an opening parenthesis, the arguments for the function separated by commas, and a closing parenthesis. In this case, the only argument was the location of the data to be added. This was at 1 cell location on 4 consecutive worksheets. The worksheet names are still separated from the cell name by an exclamation point. However, the worksheets can be shown as Qtrs 1-4 by typing the first worksheet's name, adding a colon, and typing the last worksheet's name. This is all enclosed in parenthesis, since the function needs all the argument information in order to come up with an answer.

Arguments can be numbers, text, cells, ranges, formulas, other functions, or other needed information. The number of arguments you need will depend on the information needed to solve the equation or to show an answer.



Inserting Hyperlinks

To insert a hyperlink, use Insert>Hyperlink. If the new location is within the workbook or worksheet, click on “Place in this Document” and choose the worksheet and type in the cell address. Click OK when done.

If you want to select a cell after it has a hyperlink in it, and you don’t want to go to the hyperlink, hold down your mouse button in the cell. After the mouse pointer has changed to a white cross, release the mouse button.