

CHAPTER 9

INFocus

WORKING WITH A WORKSHEET

To help you make the best use of worksheets it helps if you have a sound understanding of how they are structured and how you can work with them.

In this session you will:

- ✓ gain an understanding of worksheets
- ✓ learn how to change worksheet views
- ✓ learn how to zoom in and out in a worksheet
- ✓ learn how to view or hide the formula bar
- ✓ learn how to view gridlines
- ✓ learn how to view the ruler
- ✓ learn how to insert cells
- ✓ learn how to delete cells
- ✓ learn how to insert columns
- ✓ learn how to insert rows
- ✓ learn how to delete rows and columns
- ✓ learn how to switch between worksheets.

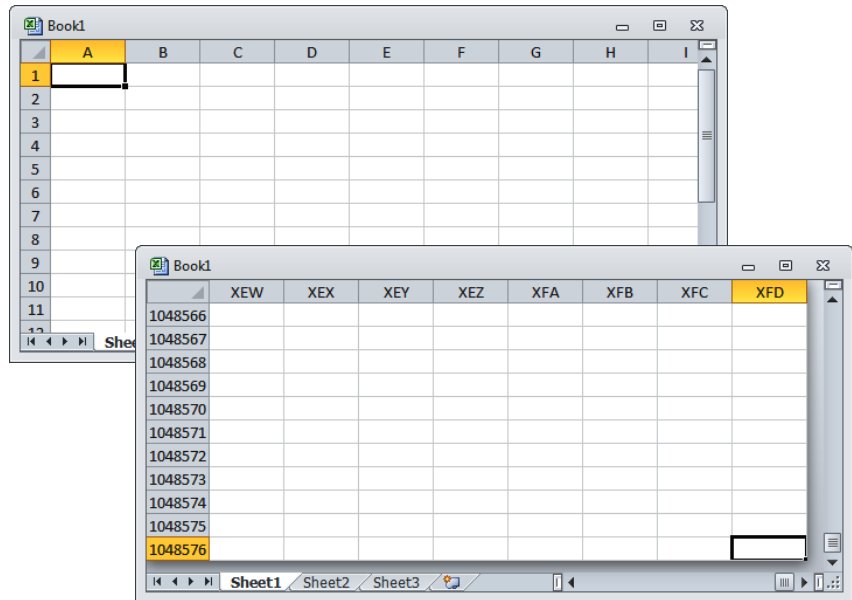
UNDERSTANDING WORKSHEETS

Worksheets are the working area of spreadsheets – akin to a blank page in a word processing application. Unlike blank pages, they are divided into rows and columns, the

intersection of which is called a cell. There are also various ways of looking at the worksheet, depending upon which stage you're at in the development of the worksheet.

The Size of a Worksheet

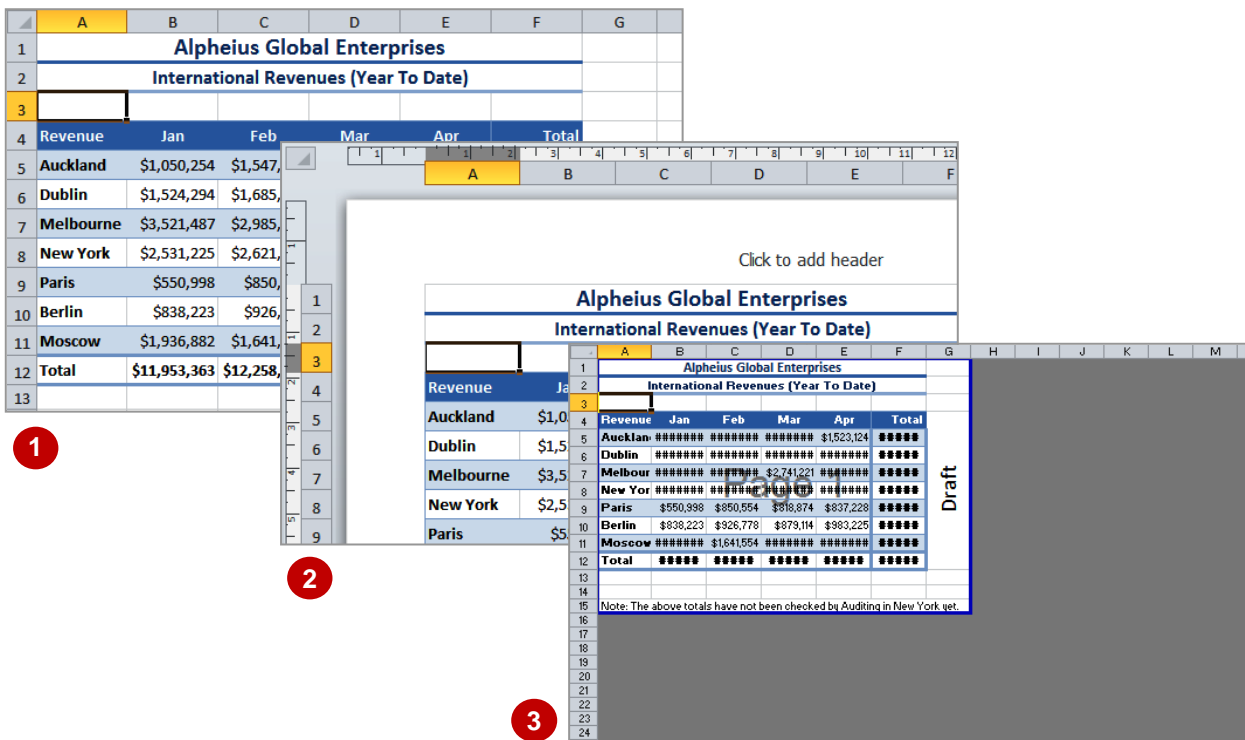
Worksheets are comprised of rows and columns – 16,384 columns and 1,048,576 rows to be precise. That is a very large area in which you can place data. In fact you have 17,179,869,184 cells to choose from. The rows are numbered 1 to 1,048,576 and the columns are labelled A through to XFD. You can add or delete columns and rows as you like, but the actual number of rows and columns remains unchanged.



Worksheet Views

Worksheets can be examined in various views depending upon what you want to look at.

1. **Normal** view is the traditional spreadsheet view where you can see the rows, columns and cells.
2. **Page Layout** view shows you how the spreadsheet appears on paper, displaying the margins outside the cells and the ruler outside the column and row headings.
3. **Page Break Preview** can be used to adjust the position of page breaks in the spreadsheet before you print it.



CHANGING WORKSHEET VIEWS

There are three standard worksheet views that you can select from to display your worksheet. When you're working on the data, you'll probably want to use **Normal** view. When the time comes

to print your worksheet, you may want to check it in **Page Layout** view, where you can see the margins and ruler, or **Page Break Preview** where you can adjust the position of the page breaks.

Try This Yourself:


Open File Before starting this exercise you **MUST** open the file *E823 Worksheets_1.xlsx...*

1 Click on the **View** tab to display the **Workbook Views** group

You'll notice that Normal is currently selected...


2 Click on **Page Layout** 

The worksheet looks a lot more like a normal A4 page now and you can see the margins and header area...


3 Click on **Page Break Preview**  to see where the page breaks will appear

A message box explains how you can use this view...

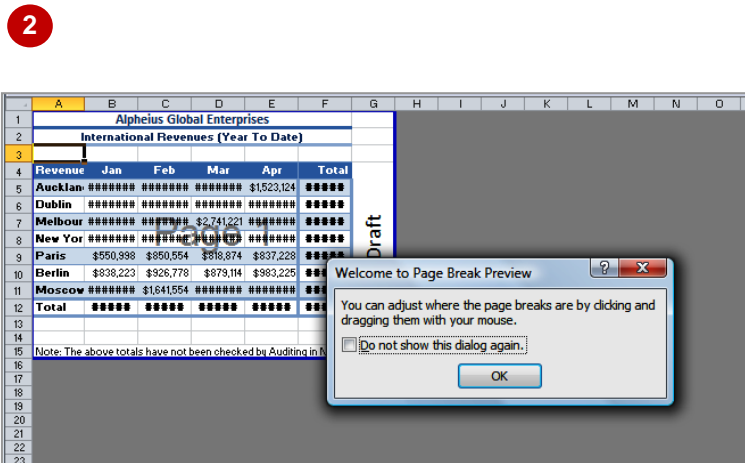
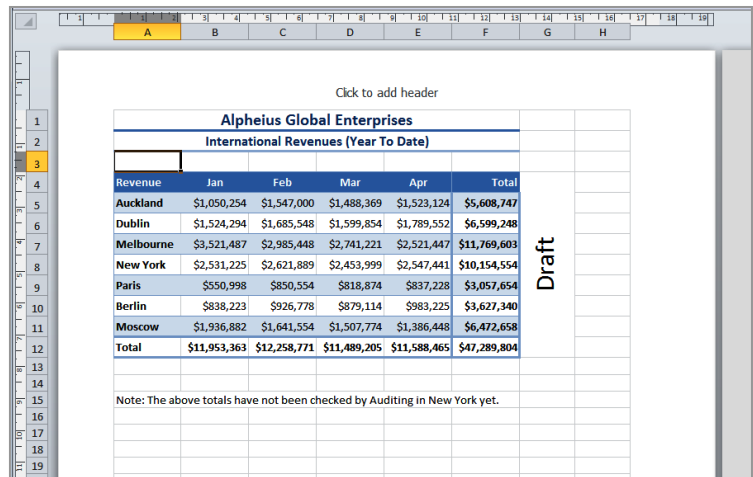
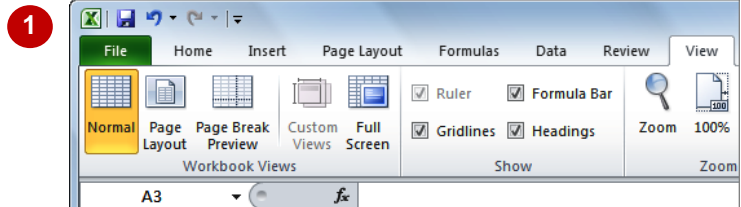
4 Click on **[OK]** to close the message box

5 Click on **Full Screen** 

This temporarily hides the ribbon – maximising the space available for the worksheet...





6 Press **[Esc]** to return to the previous view then click on **Normal** 

Page Break Preview has adjusted the column widths automatically



For Your Reference...

To **change worksheet view**:

- Click either:
 - Normal** 
 - Page Layout** 
 - Page Break Preview** 
 - Full Screen** 

Handy to Know...

- Full Screen** view uses whichever view you've selected (**Normal**, **Page Layout** or **Page Break Preview**) and hides the ribbon so that you can make best use of the screen area.
- You can also create **Custom Views** to display specific areas of the worksheet.

WORKSHEET ZOOMING

Whether you work with a very small font or need to show a group of people some figures on a spreadsheet, the **zoom** feature makes it very easy to display the worksheet details. You can


zoom in and magnify the entries, or zoom out and visualise the entire working area of your worksheet. You can choose a preset zoom percentage or specify a custom zoom of your choice.


Try This Yourself:

Open File


Before starting this exercise you **MUST** open the file *E823 Worksheets_2.xlsx...*

1 Examine the size of the data as it is displayed in the worksheet then look at the **Zoom level** at the bottom right of the screen
It's currently set to 100%...


2 Click on **B5** and click on **Zoom to Selection**  in the **Zoom** group on the **View** tab
This zooms in to 400% - great for presentations or helping with poor sight...

3 Click on **100%** 

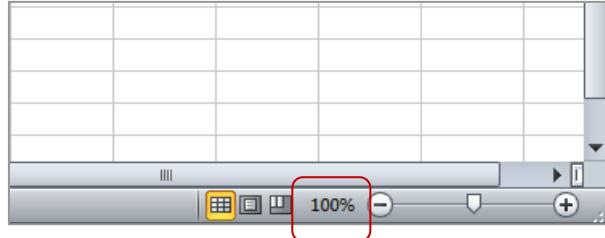
This restores the zoom to 100%. You can also set a specific zoom percentage...

4 Click on **Zoom**  to display the **Zoom** dialog box
You can click on a preset percentage or type your own...

5 Double-click on **100** in **Custom**, type **125** then click on **[OK]**
This might be a good everyday size to work at...

6 Click on **100%** 

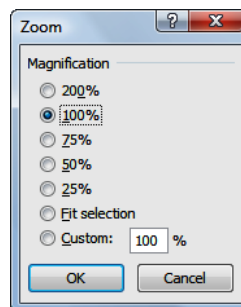
1



2

3		
4	Revenue	Jan
5	Auckland	\$1,050,254
6	Dublin	\$1,524,294

4




5

	A	B	C	D	E
2	International Revenues (Year To Date)				
3					
4	Revenue	Jan	Feb	Mar	Apr
5	Auckland	\$1,050,254	\$1,547,000	\$1,488,369	\$1,523,124
6	Dublin	\$1,524,294	\$1,685,548	\$1,599,854	\$1,789,552


For Your Reference...

To **zoom** a **worksheet**:

1. Use either:

• **100%** 

• **Zoom** 

• **Zoom to Selection** 

Handy to Know...

- If you click on the **Zoom level** value on the status bar, the **Zoom** dialog box will be displayed.
- **Fit selection** in the **Zoom** dialog box adjusts the size of the selection so that it fits exactly in the available screen area.

VIEWING THE FORMULA BAR

The **Formula Bar** appears between the ribbon and the worksheet and comprises the **Name Box** and the **Formula Box**. These are used to enter and access names, and enter and edit formulas

respectively. The **Formula Box** shows you whether the number displayed in a cell is the result of a formula or not. You can hide the **Formula Bar** if you want more space to view your worksheet.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E823 Worksheets_3.xlsx...*

1 Click on **E5**

The **Formula Bar** shows you the number that has been entered into the cell...

2 Click on **F5**

This time the **Formula Bar** shows that a formula is responsible for the value displayed in the cell...

3 Click on the checkbox for **Formula Bar** in the **Show** group on the **View** tab of the **Ribbon**, to remove the tick

The **Formula Bar** is hidden and more of the worksheet is visible...

4 Click on the checkbox for **Formula Bar** to redisplay it

Revenue	Jan	Feb	Mar	Apr	Total
Auckland	\$1,050,254	\$1,547,000	\$1,488,369	\$1,523,124	\$5,608,747
Dublin	\$1,524,294	\$1,685,548	\$1,599,854	\$1,789,552	\$6,599,248
Melbourne	\$3,521,487	\$2,985,448	\$2,741,221	\$2,521,447	\$11,769,603
New York	\$2,531,225	\$2,621,889	\$2,453,999	\$2,547,441	\$10,154,554
Paris	\$550,998	\$850,554	\$818,874	\$837,228	\$3,057,654

1

Revenue	Jan	Feb	Mar	Apr	Total
Auckland	\$1,050,254	\$1,547,000	\$1,488,369	\$1,523,124	\$5,608,747
Dublin	\$1,524,294	\$1,685,548	\$1,599,854	\$1,789,552	\$6,599,248
Melbourne	\$3,521,487	\$2,985,448	\$2,741,221	\$2,521,447	\$11,769,603
New York	\$2,531,225	\$2,621,889	\$2,453,999	\$2,547,441	\$10,154,554
Paris	\$550,998	\$850,554	\$818,874	\$837,228	\$3,057,654
Berlin	\$838,223	\$926,778	\$879,114	\$983,225	\$3,627,340

3

For Your Reference...

To **show/hide** the **Formula Bar**:

1. Click on the **View** tab
2. Click on the checkbox for **Formula Bar** in the **Show** group

Handy to Know...

- You can increase the height of the **Formula Bar** by dragging down on the bottom border of the **Formula Box**. You can restore its original height by double-clicking on the bottom border.

VIEWING THE GRIDLINES

The gridlines are the lines that show you the boundaries of each cell. They run down columns and across rows. Most of the time, you'll probably prefer the gridlines to be displayed because it

makes it easier to click on a particular cell. However, there may be situations where you want to hide them and it is a simple matter of clicking on a checkbox on the **View** tab.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file E823 Worksheets_4.xlsx...

1 Examine the worksheet

You'll notice grey gridlines marking the boundary of each cell...

2 On the **View** tab of the **Ribbon**, click on the checkbox for **Gridlines** in the **Show** group, until it appears without a tick

The gridlines will no longer be visible...

3 Click on the checkbox for **Gridlines** until it appears with a tick, to redisplay the lines

	A	B	C	D	E	F	G	
2	International Revenues (Year To Date)							
3								
4	Revenue	Jan	Feb	Mar	Apr	Total		
5	Auckland	\$1,050,254	\$1,547,000	\$1,488,369	\$1,523,124	\$5,608,747	Draft	
6	Dublin	\$1,524,294	\$1,685,548	\$1,599,854	\$1,789,552	\$6,599,248		
7	Melbourne	\$3,521,487	\$2,985,448	\$2,741,221	\$2,521,447	\$11,769,603		
8	New York	\$2,531,225	\$2,621,889	\$2,453,999	\$2,547,441	\$10,154,554		
9	Paris	\$550,998	\$850,554	\$818,874	\$837,228	\$3,057,654		
10	Berlin	\$838,223	\$926,778	\$879,114	\$983,225	\$3,627,340		
11	Moscow	\$1,936,882	\$1,641,554	\$1,507,774	\$1,386,448	\$6,472,658		
12	Total	\$11,953,363	\$12,258,771	\$11,489,205	\$11,588,465	\$47,289,804		
13								
14								
15	Note: The above totals have not been checked by Auditing in New York yet.							

1

	A	B	C	D	E	F	G	
2	International Revenues (Year To Date)							
3								
4	Revenue	Jan	Feb	Mar	Apr	Total		
5	Auckland	\$1,050,254	\$1,547,000	\$1,488,369	\$1,523,124	\$5,608,747	Draft	
6	Dublin	\$1,524,294	\$1,685,548	\$1,599,854	\$1,789,552	\$6,599,248		
7	Melbourne	\$3,521,487	\$2,985,448	\$2,741,221	\$2,521,447	\$11,769,603		
8	New York	\$2,531,225	\$2,621,889	\$2,453,999	\$2,547,441	\$10,154,554		
9	Paris	\$550,998	\$850,554	\$818,874	\$837,228	\$3,057,654		
10	Berlin	\$838,223	\$926,778	\$879,114	\$983,225	\$3,627,340		
11	Moscow	\$1,936,882	\$1,641,554	\$1,507,774	\$1,386,448	\$6,472,658		
12	Total	\$11,953,363	\$12,258,771	\$11,489,205	\$11,588,465	\$47,289,804		
13								
14								
15	Note: The above totals have not been checked by Auditing in New York yet.							

2

For Your Reference...

To **show/hide** the **gridlines**:

1. Click on the **View** tab
2. Click on the checkbox for **Gridlines**

Handy to Know...

- You can specify that the gridlines should be printed with the spreadsheet. Click on the checkbox for **Print** under **Gridlines** in the **Sheet Options** group of the **Page Layout** tab. You can also use **View** in this group to show and hide gridlines.

VIEWING THE RULER

Page Layout view shows you the position of your worksheet as it will appear on a printed page. One of the features of **Page Layout** view is the **Ruler** which shows the size of the margins and

allows you to drag the margins in or out to change the amount of the worksheet shown on the page. If you need more room on the screen to display your worksheet, you can hide the ruler.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E823 Worksheets_5.xlsx*...

1 On the **View** tab of the **Ribbon**, click on **Page Layout** in the **Workbook Views** group, to display the worksheet with margins

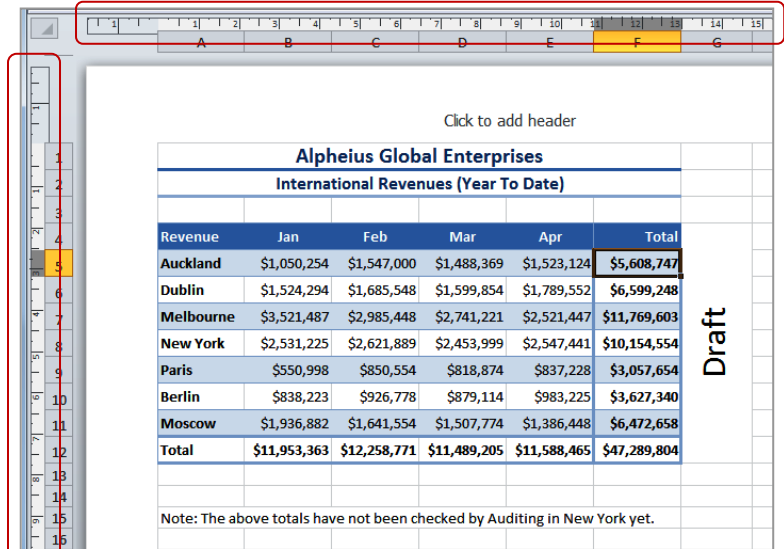
This is how the workbook will appear when printed. Notice that the ruler appears immediately above the column headers and to the left of the row numbers...

2 On the **View** tab of the **Ribbon**, click on the checkbox for **Ruler** in the **Show** group, until it appears without a tick

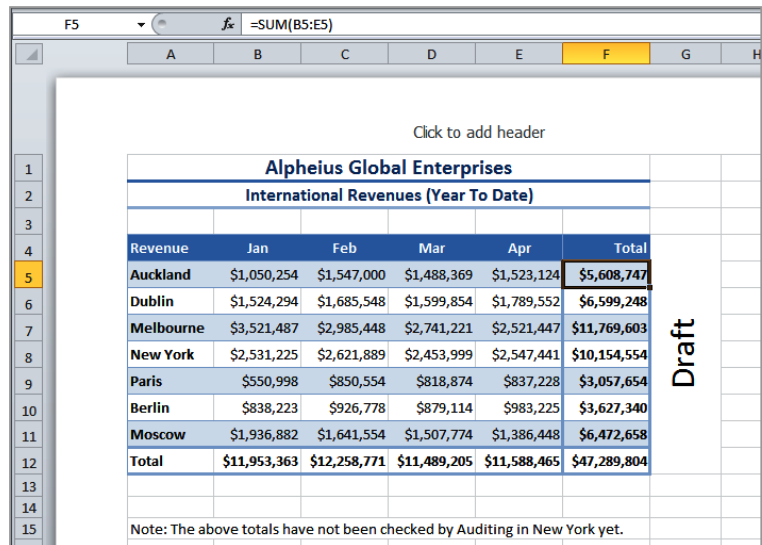
The rulers will disappear...

3 Click on the checkbox for **Ruler** to redisplay the rulers

4 Click on **Normal** to return to **Normal** view



1



2

For Your Reference...

To **show/hide** the **ruler**:

1. Click on the **View** tab
2. Click on the checkbox for **Ruler**

Handy to Know...

- You can adjust the margins on the page by dragging them on the ruler. This means that if you need just a little more space for a particular table, you can tweak the margins in **Page Layout** view.

INSERTING CELLS


Occasionally you'll need to insert some data into your worksheet that can't be inserted as a new column or row. For example, you may have information further down the worksheet which

makes it important not to insert entire columns or rows. You can achieve this by **inserting cells** instead, moving the existing cells either down or to the right.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E823 Worksheets_6.xlsx...*

- 1 Select the range **F4:G12**
- 2 Click on the **Home** tab, then click on the top half of **Insert**  in the **Cells** group
The Total cells have been moved to the right allowing room for the May and June figures...
- 3 Click on **F4** and enter the data for May and June, as shown
Now we need to copy the total formula across...
- 4 Click on **E12**, drag the small square at the bottom right corner of the cell across to **G12**
Now let's fix the column widths to display the numbers...
- 5 Select columns **G** and **H**, hover over the right-hand border of column **H** until the pointer changes to a double-headed arrow, then double-click to auto-size the columns
They will widen to fit the largest entry

1

	D	E	F	G	H	I
	Global Enterprises					
	Sales (Year To Date)					
	Mar	Apr	Total			
	\$1,488,369	\$1,523,124	\$5,608,747			
	\$1,599,854	\$1,789,552	\$6,599,248			
	\$2,741,221	\$2,521,447	\$11,769,603			

2


	D	E	F	G	H	I
	Global Enterprises					
	Sales (Year To Date)					
	Mar	Apr			Total	
	\$1,488,369	\$1,523,124			#####	
	\$1,599,854	\$1,789,552			#####	
	\$2,741,221	\$2,521,447			#####	

3


	D	E	F	G	H	I
	Global Enterprises					
	Sales (Year To Date)					
	Mar	Apr	May	Jun	Total	
	\$1,488,369	\$1,523,124	\$1,423,652	\$1,685,294	#####	
	\$1,599,854	\$1,789,552	\$1,698,521	\$1,875,926	#####	
	\$2,741,221	\$2,521,447	\$2,456,321	\$2,145,296	#####	
	\$2,453,999	\$2,547,441	\$2,345,982	\$2,658,745	#####	
	\$818,874	\$837,228	\$869,532	\$796,586	#####	
	\$879,114	\$983,225	\$856,953	\$965,853	#####	
	\$1,507,774	\$1,386,448	\$1,458,753	\$1,589,642	#####	
	\$11,489,205	\$11,588,465			#####	

For Your Reference...

To **insert cells**:

1. Select the range of cells to be inserted
2. Click on the top half of **Insert**  in the **Cells** group on the **Home** tab

Handy to Know...

- If you click on the drop arrow for **Insert**  and select **Insert Cells**, the **Insert Cells** dialog box will be displayed. You can use this to control what happens when cells are inserted.

DELETING CELLS

Deleting cells is different to deleting the contents of a cell. You can delete the contents simply by pressing **[Del]**. The empty cells remain in the worksheet. However, when you delete cells, the


cells and their contents are removed. The deleted cells are replaced by the contents of the cells either to the right or below the range that was deleted.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E823 Worksheets_7.xlsx...*

Oops, we entered the wrong figures for May – June’s figures are in fact May’s, so let’s delete May’s cells...

- 1 Select the range **F4:F12**
- 2 On the **Home** tab of the **Ribbon**, click on the top half of **Delete**  in the **Cells** group
The cells will be deleted...
- 3 Click in **F4**, type **May** then press **[Enter]**

	A	B	C	D	E	F	G	H
1	Alpheius Global Enterprises							
2	International Revenues (Year To Date)							
3								
4	Revenue	Jan	Feb	Mar	Apr	May	Jun	Total
5	Auckland	\$1,050,254	\$1,547,000	\$1,488,369	\$1,523,124	\$1,423,652	\$1,685,294	\$8,717,693
6	Dublin	\$1,524,294	\$1,685,548	\$1,599,854	\$1,789,552	\$1,698,521	\$1,875,926	\$10,173,695
7	Melbourne	\$3,521,487	\$2,985,448	\$2,741,221	\$2,521,447	\$2,456,321	\$2,145,296	\$16,371,220
8	New York	\$2,531,225	\$2,621,889	\$2,453,999	\$2,547,441	\$2,345,982	\$2,658,745	\$15,159,281
9	Paris	\$550,998	\$850,554	\$818,874	\$837,228	\$869,532	\$796,586	\$4,723,772
10	Berlin	\$838,223	\$926,778	\$879,114	\$983,225	\$856,953	\$965,853	\$5,450,146
11	Moscow	\$1,936,882	\$1,641,554	\$1,507,774	\$1,386,448	\$1,458,753	\$1,589,642	\$9,521,053
12	Total	\$11,953,363	\$12,258,771	\$11,489,205	\$11,588,465	\$11,109,714	\$11,717,342	\$70,116,860
13								


1

	A	B	C	D	E	F	G	H
1	Alpheius Global Enterprises							
2	International Revenues (Year To Date)							
3								
4	Revenue	Jan	Feb	Mar	Apr	May	Total	
5	Auckland	\$1,050,254	\$1,547,000	\$1,488,369	\$1,523,124	\$1,685,294	\$7,294,041	Draft
6	Dublin	\$1,524,294	\$1,685,548	\$1,599,854	\$1,789,552	\$1,875,926	\$8,475,174	
7	Melbourne	\$3,521,487	\$2,985,448	\$2,741,221	\$2,521,447	\$2,145,296	\$13,914,899	
8	New York	\$2,531,225	\$2,621,889	\$2,453,999	\$2,547,441	\$2,658,745	\$12,813,299	
9	Paris	\$550,998	\$850,554	\$818,874	\$837,228	\$796,586	\$3,854,240	
10	Berlin	\$838,223	\$926,778	\$879,114	\$983,225	\$965,853	\$4,593,193	
11	Moscow	\$1,936,882	\$1,641,554	\$1,507,774	\$1,386,448	\$1,589,642	\$8,062,300	
12	Total	\$11,953,363	\$12,258,771	\$11,489,205	\$11,588,465	\$11,717,342	\$59,007,146	
13								


3

For Your Reference...

To **delete cells**:

1. Select the range of cells to be deleted
2. Click on the top half of **Delete**  in the **Cells** group on the **Home** tab

Handy to Know...

- If you click on the drop arrow for **Delete**  and select **Delete Cells**, the **Delete Cells** dialog box will be displayed. You can use this to control what happens when the cells are deleted.

INSERTING COLUMNS

One of the most common commands used while working with columns in worksheets is **Insert**. This command creates a new column (or columns) at the point you have selected in the

worksheet, and pushes all subsequent columns across to the right. If you have any formulas in the worksheet, these will **automatically adjust** to allow for the new columns – but check them just in case.


Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file E823 Worksheets_8.xlsx...

1 Click on the column **G** header

We've received the correct June figures so let's enter them now...

2 On the **Home** tab, click on **Insert**  in the **Cells** group, to insert a new column

Excel inserts one column because we had one selected...

3 Click on **G4** and type **Jun**, then click on **H5** to see the formula

We're about to see just how clever Excel is. At the moment, the formula is =SUM(B5:F5)...

4 Click on **G5** and type **1358654**, then press **Enter**

The total has changed so the formula must have automatically updated...

5 Click on **H5** to check the formula

It now reads =SUM(B5:G5)...

6 Enter the June figures as shown

7 Click on **F12** then drag the formula across to **G12** to complete the table

2


	E	F	G	H	I	J
rises						
To Date)						
	Apr	May		Total		
	\$1,523,124	\$1,685,294		\$7,294,041		
	\$1,789,552	\$1,875,926		\$8,475,174		
	\$2,521,447	\$2,145,296		\$13,914,899		
	\$2,547,441	\$2,658,745		\$12,813,299		
	\$837,228	\$796,586		\$3,854,240		
	\$983,225	\$965,853		\$4,593,193		
	\$1,386,448	\$1,589,642		\$8,062,300		
	\$11,588,465	\$11,717,342		\$59,007,146		

6

	E	F	G	H	I	J
rises						
To Date)						
	Apr	May	Jun	Total		
	\$1,523,124	\$1,685,294	\$1,358,654	\$8,652,695		
	\$1,789,552	\$1,875,926	\$1,975,468	\$10,450,642		
	\$2,521,447	\$2,145,296	\$2,015,489	\$15,930,388		
	\$2,547,441	\$2,658,745	\$2,582,451	\$15,395,750		
	\$837,228	\$796,586	\$867,598	\$4,721,838		
	\$983,225	\$965,853	\$1,014,145	\$5,607,338		
	\$1,386,448	\$1,589,642	\$1,689,457	\$9,751,757		
	\$11,588,465	\$11,717,342		\$70,510,408		

For Your Reference...

To **insert columns**:

1. Select a column or columns
2. Click on **Insert**  in the **Cells** group on the **Home** tab

Handy to Know...

- If you insert two or more columns between data columns and a totals column, you must first enter the data in the column immediately to the right of the existing range. For example, if you insert new columns F and G, enter F's data before G's. Otherwise the totals formulas will not update automatically.

INSERTING ROWS

The **Insert** tool on the **Home** tab can also be used to insert entire rows, pushing down the data in the cells below the new row. You can insert a single row or several rows at once by selecting


the number of rows that you want to insert before clicking on the **Insert** tool. The new rows are inserted above the row or rows that you have selected.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E823 Worksheets_9.xlsx...*

1 Click on the row header for row **10** to select the row

2 On the **Home** tab, click on **Insert**  in the **Cells** group, to insert a row between **Paris** and **Berlin**

3 Click on **B13**

Notice that the formula has adjusted to allow for the additional row and still includes all of the rows...

4 Click on **A10** and type **Los Angeles**, then press **Tab**

5 Enter the figures shown

Notice that the **Total** figure appears automatically in **H10** when you enter the final number

1

4	Revenue	Jan	Feb	Mar	Apr	Ma
5	Auckland	\$1,050,254	\$1,547,000	\$1,488,369	\$1,523,124	\$1,68
6	Dublin	\$1,524,294	\$1,685,548	\$1,599,854	\$1,789,552	\$1,87
7	Melbourne	\$3,521,487	\$2,985,448	\$2,741,221	\$2,521,447	\$2,14
8	New York	\$2,531,225	\$2,621,889	\$2,453,999	\$2,547,441	\$2,65
9	Paris	\$550,998	\$850,554	\$818,874	\$837,228	\$79
10	Berlin	\$838,223	\$926,778	\$879,114	\$983,225	\$96
11	Moscow	\$1,936,882	\$1,641,554	\$1,507,774	\$1,386,448	\$1,58
12	Total	\$11,953,363	\$12,258,771	\$11,489,205	\$11,588,465	\$11,71
13						
14						

2


4	Revenue	Jan	Feb	Mar	Apr	Ma
5	Auckland	\$1,050,254	\$1,547,000	\$1,488,369	\$1,523,124	\$1,68
6	Dublin	\$1,524,294	\$1,685,548	\$1,599,854	\$1,789,552	\$1,87
7	Melbourne	\$3,521,487	\$2,985,448	\$2,741,221	\$2,521,447	\$2,14
8	New York	\$2,531,225	\$2,621,889	\$2,453,999	\$2,547,441	\$2,65
9	Paris	\$550,998	\$850,554	\$818,874	\$837,228	\$79
10						
11	Arlin	\$838,223	\$926,778	\$879,114	\$983,225	\$96
12	Moscow	\$1,936,882	\$1,641,554	\$1,507,774	\$1,386,448	\$1,58
13	Total	\$11,953,363	\$12,258,771	\$11,489,205	\$11,588,465	\$11,71
14						

5

4	Revenue	Jan	Feb	Mar	Apr	May	Jun	Total
5	Auckland	\$1,050,254	\$1,547,000	\$1,488,369	\$1,523,124	\$1,685,294	\$1,358,654	\$8,652,695
6	Dublin	\$1,524,294	\$1,685,548	\$1,599,854	\$1,789,552	\$1,875,926	\$1,975,468	\$10,450,642
7	Melbourne	\$3,521,487	\$2,985,448	\$2,741,221	\$2,521,447	\$2,145,296	\$2,015,489	\$15,930,388
8	New York	\$2,531,225	\$2,621,889	\$2,453,999	\$2,547,441	\$2,658,745	\$2,582,451	\$15,395,750
9	Paris	\$550,998	\$850,554	\$818,874	\$837,228	\$796,586	\$867,598	\$4,721,838
10	Los Angeles	\$1,958,456	\$2,014,152	\$2,145,874	\$2,258,963	\$2,341,542	\$2,251,489	\$12,970,476
11	Berlin	\$838,223	\$926,778	\$879,114	\$983,225	\$965,853	\$1,014,145	\$5,607,338
12	Moscow	\$1,936,882	\$1,641,554	\$1,507,774	\$1,386,448	\$1,589,642	\$1,689,457	\$9,751,757
13	Total	\$13,911,819	\$14,272,923	\$13,635,079	\$13,847,428	\$14,058,884	\$13,754,751	\$83,480,884
14								

For Your Reference...

To **insert rows**:

1. Select a row or rows
2. Click on **Insert**  in the **Cells** group on the **Home** tab

Handy to Know...

- If you insert a row in the middle of the range, the formula will be adjusted to include the row. If you insert a row at the end of the range, the formula will be updated when you enter the data. If you insert a row at the start of the range, the formula will not be updated.

DELETING ROWS AND COLUMNS



Sometimes, you have entire rows or columns of information in a worksheet that you want to remove. If you only delete the contents of the cells, you end up with blank rows and columns in

the middle of the table. This is fine if you are going to re-enter data into them. However, if you no longer need them, you can **delete the rows and/or columns** altogether.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E823 Worksheets_10.xlsx*...

- 1 Click on the column header for column **I** to select it
This isn't needed any longer because the figures have been checked and verified...
- 2 On the **Home** tab, click on **Delete**  in the **Cells** group
The column will be removed...
- 3 Click on the row header for row **16** to select it
- 4 Click on **Delete**  in the **Cells** group, to remove the row

1

F	G	H	I	J	K
May	Jun	Total			
\$1,685,294	\$1,358,654	\$8,652,695			
\$1,875,926	\$1,975,468	\$10,450,642			
\$2,145,296	\$2,015,489	\$15,930,388			
\$2,658,745	\$2,582,451	\$15,395,750			
\$796,586	\$867,598	\$4,721,838			
\$2,341,542	\$2,251,489	\$12,970,476			
\$965,853	\$1,014,145	\$5,607,338			
\$1,589,642	\$1,689,457	\$9,751,757			
\$14,058,884	\$13,754,751	\$83,480,884			

2


F	G	H	I	J	K
May	Jun	Total			
\$1,685,294	\$1,358,654	\$8,652,695			
\$1,875,926	\$1,975,468	\$10,450,642			
\$2,145,296	\$2,015,489	\$15,930,388			
\$2,658,745	\$2,582,451	\$15,395,750			
\$796,586	\$867,598	\$4,721,838			
\$2,341,542	\$2,251,489	\$12,970,476			
\$965,853	\$1,014,145	\$5,607,338			
\$1,589,642	\$1,689,457	\$9,751,757			
\$14,058,884	\$13,754,751	\$83,480,884			

3

12	Moscow	\$1,936,882	\$1,641,554	\$1,507,774	\$1,386,448	\$1,589,642	\$1,689,457	\$9,751,757
13	Total	\$13,911,819	\$14,272,923	\$13,635,079	\$13,847,428	\$14,058,884	\$13,754,751	\$83,480,884
14								
15								
16	Note: The above totals have not been checked by Auditing in New York yet.							
17								
18								

For Your Reference...

To **delete** a **row** or **column**:

1. Click on the row or column header(s)
2. Click on **Delete**  in the **Cells** group on the **Home** tab

Handy to Know...

- Deleting rows or columns won't reduce the size of your worksheet. As you delete, Excel adds a new row at the bottom or a new column at the right side of the worksheet and changes the row numbers and column letters so that they remain consecutive.

SWITCHING BETWEEN WORKSHEETS

Worksheets have over one million rows and thousands of columns, but sometimes you need several worksheets on which to organise your data. Each workbook comes with a set of three

standard worksheets which are identified by a tab at the bottom of the page. There is also a fourth tab which is used to insert more worksheets. You can **switch between worksheets** using these tabs.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file E823 Worksheets_11.xlsx...

1 Examine the bottom left-hand corner of the workbook

You'll notice four tabs. Three of these, Revenue, Expenses and Sheet3 are for existing worksheets. The fourth allows you to create a new worksheet. Revenue is highlighted and in front of the other tabs which means that it is the current worksheet...

2 Click on **Expenses** to display the worksheet

You can store related data on different sheets in the same workbook...

3 Click on **Sheet3**

This is an unused worksheet...

4 Click on **Revenue** to return to the original worksheet

	A	B	C	D	E	F	G
1	Alpheius Global Enterprises						
2	International Revenues (Year To Date)						
3							
4	Revenue	Jan	Feb	Mar	Apr	May	Jun
5	Auckland	\$1,050,254	\$1,547,000	\$1,488,369	\$1,523,124	\$1,685,294	\$1,358,654
6	Dublin	\$1,524,294	\$1,685,548	\$1,599,854	\$1,789,552	\$1,875,926	\$1,975,468
7	Melbourne	\$3,521,487	\$2,985,448	\$2,741,221	\$2,521,447	\$2,145,296	\$2,015,489
8	New York	\$2,531,225	\$2,621,889	\$2,453,999	\$2,547,441	\$2,658,745	\$2,582,451
9	Paris	\$550,998	\$850,554	\$818,874	\$837,228	\$796,586	\$867,598
10	Los Angeles	\$1,958,456	\$2,014,152	\$2,145,874	\$2,258,963	\$2,341,542	\$2,251,489
11	Berlin	\$838,223	\$926,778	\$879,114	\$983,225	\$965,853	\$1,014,145
12	Moscow	\$1,936,882	\$1,641,554	\$1,507,774	\$1,386,448	\$1,589,642	\$1,689,457
13	Total	\$13,911,819	\$14,272,923	\$13,635,079	\$13,847,428	\$14,058,884	\$13,754,751
14							
15							
16							
17							

1

	A	B	C	D	E	F
1	Alpheius Global Enterprises					
2	International Expenses (Year To Date)					
3						
4	Expenses	Jan	Feb	Mar	Apr	Total
5	Auckland	\$777,188	\$1,144,780	\$1,101,393	\$1,127,112	\$4,150,4
6	Dublin	\$1,127,978	\$1,247,306	\$1,183,892	\$1,324,268	\$4,883,4
7	Melbourne	\$2,605,900	\$2,209,232	\$2,028,504	\$1,865,871	\$8,709,5
8	New York	\$1,873,107	\$1,940,198	\$1,815,959	\$1,885,106	\$7,514,3
9	Paris	\$407,739	\$629,410	\$605,967	\$619,549	\$2,262,6
10	Berlin	\$620,285	\$685,816	\$650,544	\$727,587	\$2,684,2
11	Moscow	\$1,433,293	\$1,214,750	\$1,115,753	\$1,025,972	\$4,789,7
12	Total	\$8,845,489	\$9,071,491	\$8,502,012	\$8,575,464	\$34,994,4
13						
14						
15						
16						
17						

2

For Your Reference...

To **switch between worksheets**:

1. Click on a worksheet tab

Handy to Know...

- You can change the name of a worksheet tab by double-clicking on the name and typing a new name, then pressing **Enter**.

