

Excel workbooks are three-dimensional. They have **rows**, **columns** and **worksheets**. The **rows** and **columns** that form a worksheet are the two core dimensions. A workbook can be made up of multiple **worksheets** – forming a third dimension.

The ability to have a number of worksheets in a workbook allows you to separate your data according to use and purpose. For example, different worksheets can be used for raw data, consolidated data, list of assumptions, constants and charts.

To be able to create and manage a three-dimensional workbook effectively, you need to master a number of worksheet techniques.

In this session you will:

- ✓ learn how to insert and delete worksheets
- ✓ learn how to copy a worksheet
- ✓ learn how to rename a worksheet
- ✓ learn how to move a worksheet
- ✓ learn how to hide a worksheet
- ✓ learn how to unhide a worksheet
- ✓ learn how to copy a worksheet to another workbook
- ✓ learn how to move a worksheet to another workbook
- ✓ learn how to change worksheet tab colour
- ✓ learn how to group worksheets
- ✓ learn how to hide rows and columns
- ✓ learn how to restore rows and columns that have been hidden
- ✓ learn how to freeze and unfreeze rows and columns
- ✓ learn how to split windows.

INSERTING AND DELETING WORKSHEETS

Once you've settled on a structure for your workbook, you may find that you have some worksheets that can be **deleted**. Alternatively, you may find that you need additional blank

worksheets **inserted**. However, users beware: deletion of worksheets is permanent and can't be undone! Save your workbook before making these changes.

Try This Yourself:

Open File Before starting this exercise you **MUST** open the file E824 Worksheets_1.xlsx...

1 Examine the worksheet – it currently contains one worksheet named **Sheet1**

2 Click on the **Insert Worksheet** icon – this can be located at the end of the worksheet tabs

A new worksheet is inserted – by default, this sheet is named Sheet2. You can also use the keyboard shortcut...

3 Press **Shift** + **F11** to insert another new worksheet

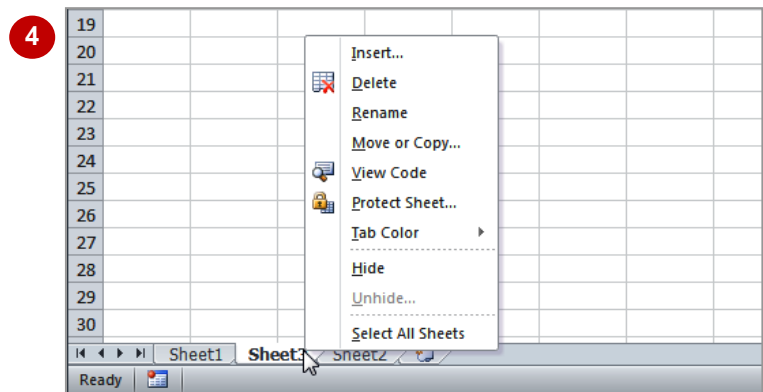
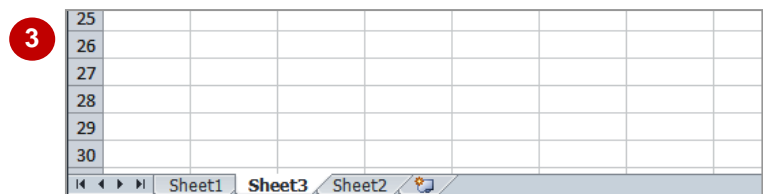
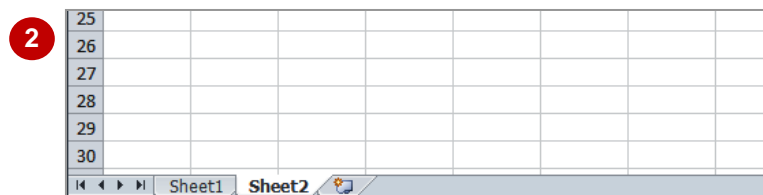
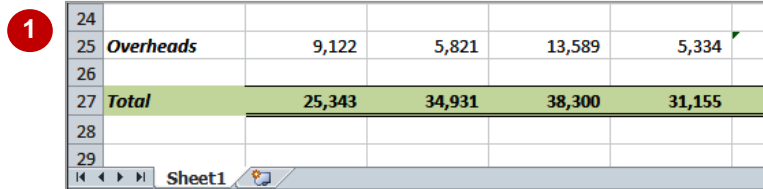
This sheet is named Sheet3 and is inserted before the currently selected sheet. Now let's delete a sheet...

4 Right-click on the **Sheet3** worksheet tab to display the shortcut menu

5 Select **Delete** to remove the worksheet

As the worksheet contains no data, the sheet is deleted immediately. If a worksheet contains data, Excel will ask you to confirm your actions...

6 Repeat steps **4** and **5** to delete **Sheet2**



For Your Reference...

To **insert** a **worksheet**:

1. Click on the **Insert Worksheet** icon **OR**
2. Press **Shift** + **F11**

To **delete** a **worksheet**:

1. Right-click on the worksheet tab and select **Delete**

Handy to Know...

- Alternatively, to insert a worksheet between existing worksheets, right-click on the worksheet tab before which you want to insert a new sheet and select **Insert** to display the **Insert** dialog box. Select **Worksheet** and click on **[OK]**. This method also enables you to insert other objects.

COPYING A WORKSHEET

Just as you can copy the contents of cells and ranges within a worksheet, you can **copy worksheets** within a workbook. This technique is ideal for replicating layouts. For example, if you

have a budget workbook that contains data for several departments, you can create a worksheet for the first department and then copy it to create identical worksheets for other departments.

Try This Yourself:

Same File Continue using the previous file with this exercise, or open the file *E824 Worksheets_2.xlsx*...

1 Click on **Sheet1** to select it
Let's copy this worksheet...

2 On the **Home** tab, click on **Format** in the **Cells** group to display the menu

3 Select **Move or Copy Sheet** in **Organise Sheets** to display the **Move or Copy** dialog box

4 Click on **Create a copy** until it appears with a tick, then click on **[OK]**

The new worksheet is named Sheet1 (2). Let's create a template from this worksheet...

5 Select the range **B7:E9** and press **[Del]** to clear it

6 Repeat step 5 to clear the ranges **B14:E23**, **G7:J9** and **G14:J23**, then press **[Ctrl] + [Home]**

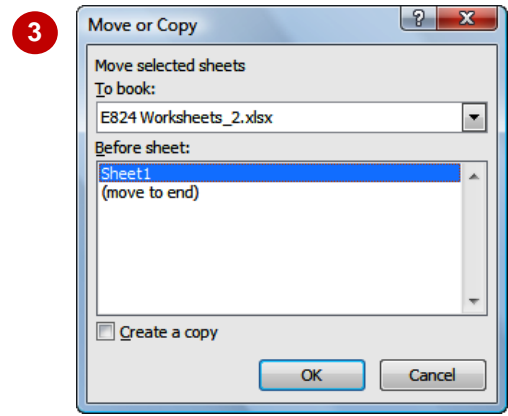
Now let's copy the template...

7 Repeat steps 2 to 4 three times to create three copies of the worksheet

The final worksheet should be named Sheet1 (5)

24					
25	Overheads	9,122	5,821	13,589	5,334
26					
27	Total	25,343	34,931	38,300	31,155
28					
29					

1



24					
25	Overheads	9,122	5,821	13,589	5,334
26					
27	Total	25,343	34,931	38,300	31,155
28					
29					

4

24					
25	Overheads	-	-	-	-
26					
27	Total	-	-	-	-
28					
29					

7

For Your Reference...

To **copy a worksheet**:

1. Click on the worksheet tab to copy
2. On the **Home** tab, click on **Format** in the **Cells** group
3. Click on **Create a copy** until it is ticked
4. Click on **[OK]**

Handy to Know...

- To place a copy of the selected worksheet **after** the existing worksheets, click on **(move to end)** in the **Move or Copy** dialog box.
- To copy a worksheet to another workbook, open the workbook before copying. It will then appear in the **Move or Copy** dialog box.

RENAMING A WORKSHEET

By default, Excel provides three worksheets in each new workbook. These are named **Sheet1**, **Sheet2** and **Sheet3**. These names are fine if you are not planning to share the workbook, but

worksheet tab names make it much easier to understand the purpose of a worksheet. You can also adjust the horizontal scroll bar to make room for longer, more meaningful worksheet names.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file E824 Worksheets_3.xlsx...

1 Move the mouse pointer to the bar between the sheet names and the horizontal scroll bar

The pointer will change to a double-headed arrow...

2 Click and drag the bar across to the right, to the end of column **G** then release the mouse button

3 Double-click on **Sheet1 (5)** to select the worksheet tab name – this will also place it into edit mode

4 Type **Comms** then press

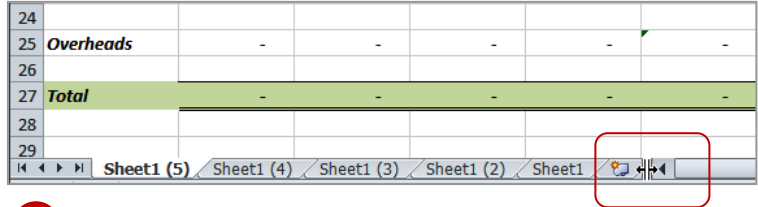
5 Repeat steps **3** and **4** to rename the other worksheets:

Sheet1 (4) **Admin**

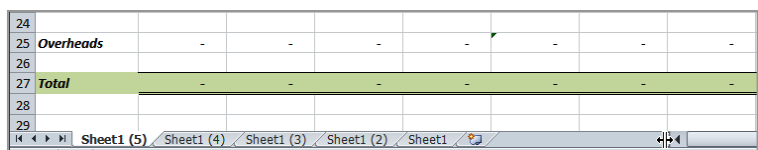
Sheet1 (3) **Shop**

Sheet1 (2) **IT**

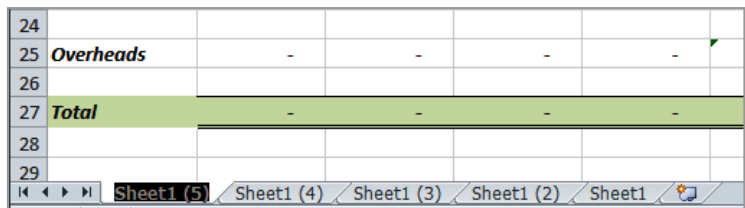
Sheet1 **Maintenance**



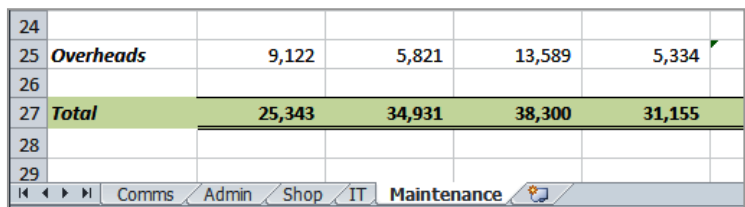
1



2



3



5

For Your Reference...

To **rename worksheets**:

1. Double-click on a worksheet name
2. Type the new name
3. Press

Handy to Know...

- You can also rename a worksheet by right-clicking on the worksheet tab to display the shortcut menu. Then click on **Rename**.
- A worksheet tab name can contain up to 31 characters including spaces.

MOVING A WORKSHEET

Moving a worksheet refers to the process of changing the order of the worksheets in the workbook. There are times when you may want to reorganise the worksheets in a workbook to


match the business hierarchy, or to retain a chronological order. Worksheets can be dragged into position, one or more at a time, or moved via the **Move or Copy** dialog box.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E824 Worksheets_4.xlsx*...

1 Click on the **Admin** worksheet tab to select the worksheet
Let's move it before Comms...

2 On the **Home** tab, click on **Format**  in the **Cells** group, then select **Move or Copy Sheet**

3 Ensure that **Comms** is selected in **Before sheet**, then click on **[OK]**

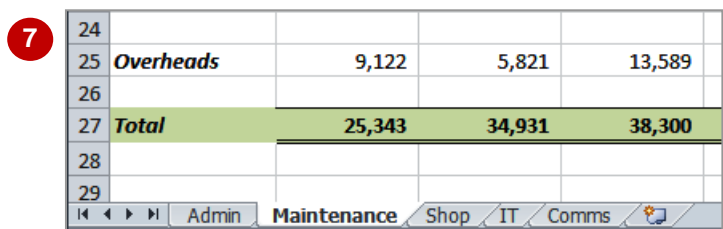
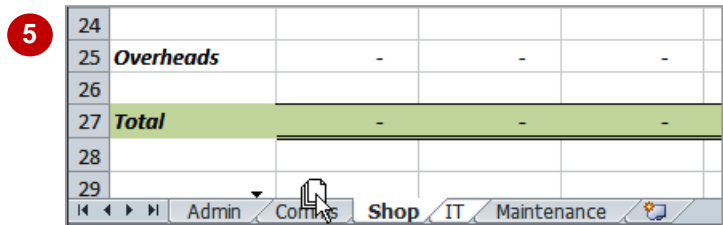
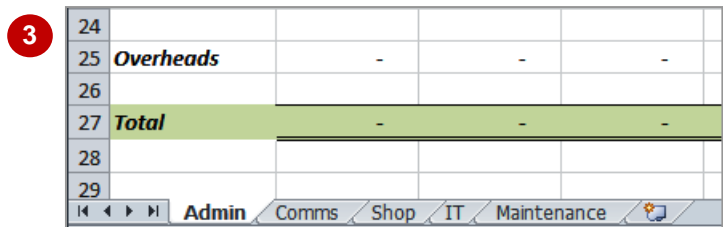
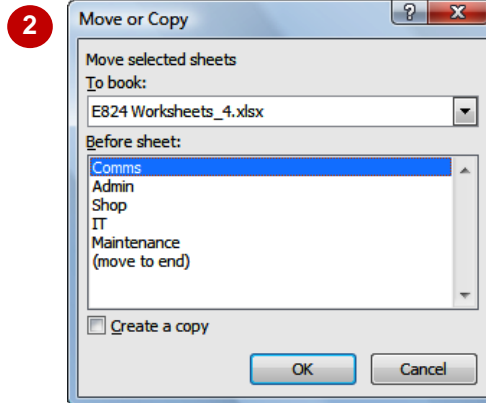
You can also move sheets by dragging them into place...

4 Click on the **Shop** tab to select the worksheet, then hold down **[Ctrl]** and click on the **IT** tab
This selects both worksheets...

5 Move the mouse pointer over either tab and drag to the left until the small black arrow appears between **Admin** and **Comms**


6 Release the mouse button to move the worksheets

7 Repeat steps **5** and **6** to move the **Maintenance** worksheet between **Admin** and **Shop**



For Your Reference...

To **move a worksheet**:

1. Select the worksheet(s)
2. Drag the worksheet(s) into place **OR**
2. On the **Home** tab, click on **Format**  then select **Move or Copy Sheet**
3. Click on a sheet in **Before sheet** and click on **[OK]**

Handy to Know...

- You can select a continuous range of worksheets by clicking on the first worksheet tab in the range, then holding down **[Shift]** and clicking on the last worksheet tab in the range. Holding **[Ctrl]** enables you to select a non-continuous range of worksheets.

HIDING A WORKSHEET

Hiding a worksheet is good, for example, if you want to hide lookup tables or special calculations so that the user is not distracted by the detail or tempted to make any unnecessary changes. You

might like to hide specific departmental worksheets so that they are not visible to other departments. One worksheet in a workbook, however, must always be visible.

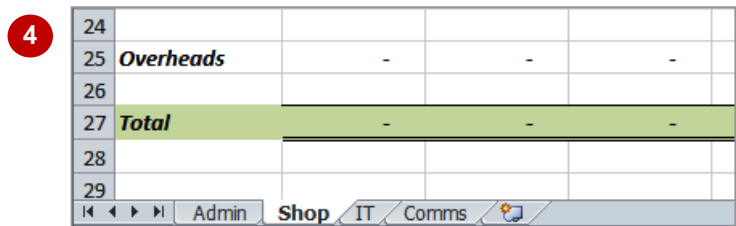
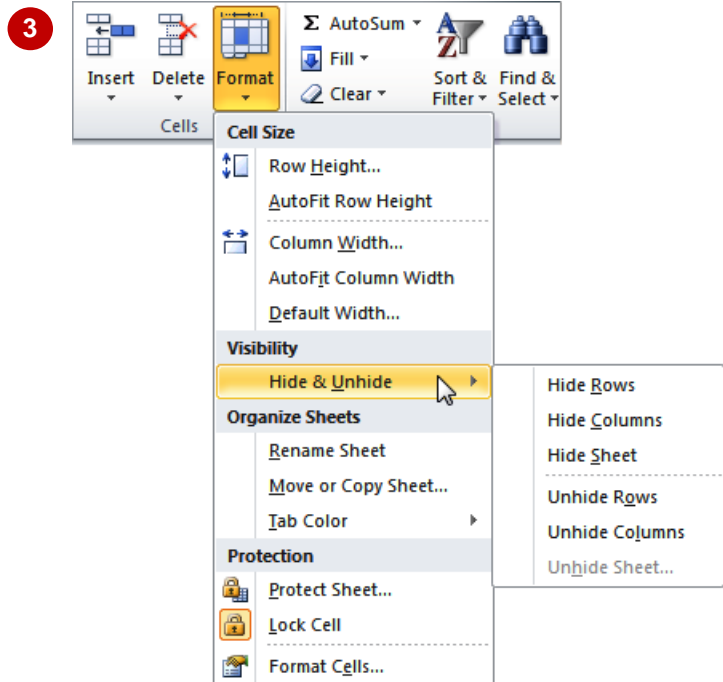
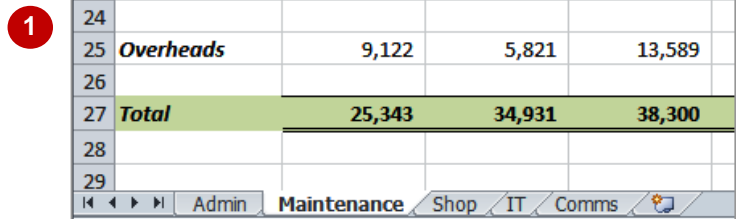
Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E824 Worksheets_5.xlsx...*

- 1 Click on the **Maintenance** worksheet tab to select the worksheet
Note that there are currently five worksheet tabs visible...
- 2 On the **Home** tab, click on **Format** in the **Cells** group to display the menu
- 3 Select **Hide & Unhide** in **Visibility** to display the submenu
- 4 Select **Hide Sheet**

The worksheet disappears and Shop becomes the active tab



For Your Reference...

To **hide** a **worksheet**:

1. Click on the worksheet tab
2. On the **Home** tab, click on **Format** in the **Cells** group
3. Select **Hide & Unhide** in **Visibility**
4. Select **Hide Sheet**

Handy to Know...

- If you want to hide more than one worksheet simultaneously, you can select multiple sheets by clicking on the first sheet in the range and then holding either **Shift** or **Ctrl** and clicking on the other sheets. You can then hide the sheets as normal.

UNHIDING A WORKSHEET

Although it is possible to hide worksheets in a workbook, you must always keep at least one worksheet visible. It is not obvious by simply looking at a workbook if any worksheets are

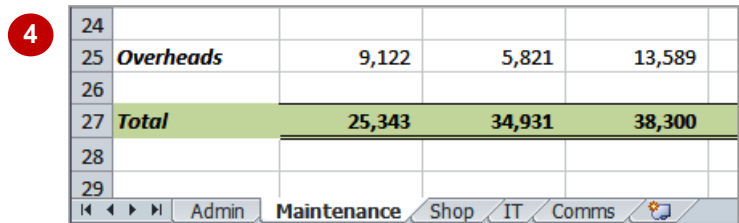
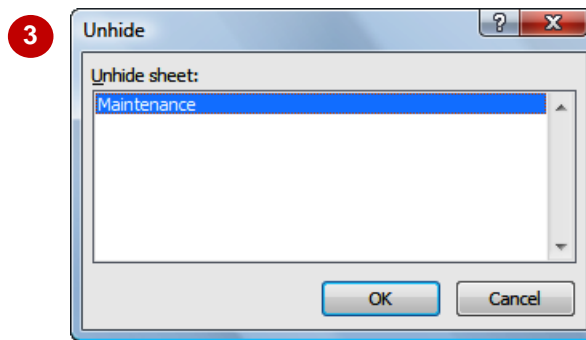
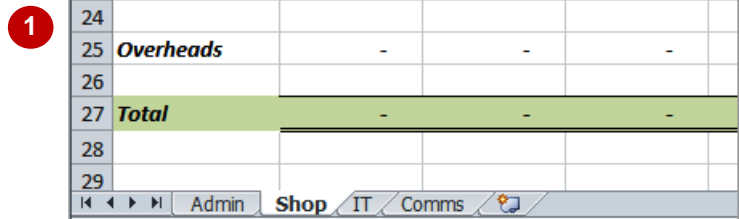
hidden, but by displaying the **Unhide** dialog box all the hidden worksheets will be listed. It is then a simple matter of selecting the worksheet that you want to make visible again.

Try This Yourself:

Same File Continue using the previous file with this exercise, or open the file *E824 Worksheets_6.xlsx...*

- 1 Look at the worksheet tabs – notice that there are currently 4 tabs visible
- 2 On the **Home** tab, click on **Format** in the **Cells** group to display the menu
- 3 Select **Hide & Unhide** in **Visibility**, then select **Unhide Sheet** to display the **Unhide** dialog box
- 4 Ensure that **Maintenance** is selected in **Unhide sheet**, then click on **[OK]**

The Maintenance worksheet tab is redisplayed and becomes the active worksheet



For Your Reference...

To **unhide** a **worksheet**:

1. On the **Home** tab, click on **Format**
2. Select **Hide & Unhide** in **Visibility** then select **Unhide Sheet**
3. Click on the worksheet name then click on **[OK]**

Handy to Know...

- It is not possible to unhide more than one worksheet at a time.
- You can also right-click on a worksheet tab to display the shortcut menu and select **Unhide** to display the **Unhide** dialog box.

COPYING A WORKSHEET TO ANOTHER WORKBOOK



You can **copy worksheets to other workbooks** as required. For example, you might need to keep records for six different divisions – rather than send each division the entire set of records,

you can copy their worksheet to another workbook and send them their data only. If worksheets exist in the other workbook, you will need to determine the order in which to place the copied worksheet.

Try This Yourself:

Same File

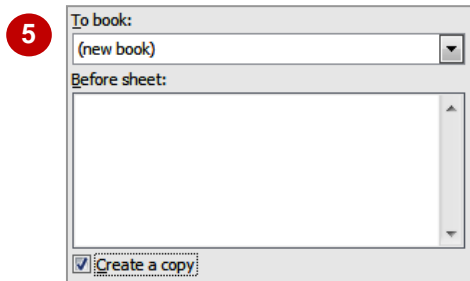
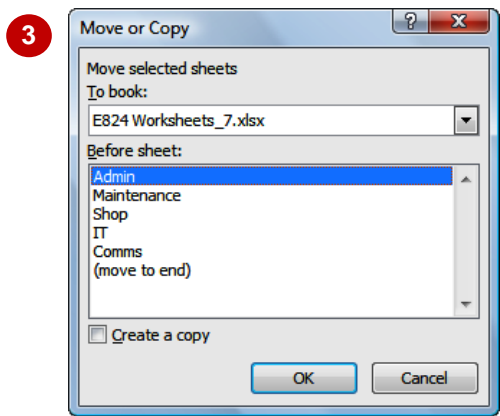
Continue using the previous file with this exercise, or open the file *E824 Worksheets_7.xlsx...*

- 1 Click on the **Maintenance** worksheet tab to select the worksheet
Let's copy this completed data to another workbook...
- 2 On the **Home** tab, click on **Format**  in the **Cells** group to display the menu
- 3 Select **Move or Copy Sheet** in **Organise Sheets** to display the **Move or Copy** dialog box
- 4 Click on the drop arrow  for **To book** and click on **(new book)**
- 5 Click on **Create a copy** until it appears with a tick
This will create a new workbook as well as making a copy of the worksheet...
- 6 Click on **[OK]**
A new workbook will be created and Maintenance will be the only worksheet in the workbook...
- 7 Save the new workbook as **Maintenance.xlsx**

1

24				
25	Overheads	9,122	5,821	13,589
26				
27	Total	25,343	34,931	38,300
28				
29				

Admin Maintenance Shop IT Comms




6

24				
25	Overheads	9,122	5,821	13,589
26				
27	Total	25,343	34,931	38,300
28				
29				

Maintenance

For Your Reference...

To **copy a worksheet** to another **workbook**:

1. Select the worksheet to copy
2. On the **Home** tab, click on **Format**  then select **Move or Copy Sheet**
3. Select the **Book** and position
4. Click on **Create a copy** and click on **[OK]**

Handy to Know...

- To copy a worksheet into an existing workbook, make sure that you open the destination workbook to ensure that it is listed in **To book** in the **Move or Copy** dialog box.

MOVING A WORKSHEET TO ANOTHER WORKBOOK



You can **move worksheets to other workbooks** as required. For example, you might need to summarise the records for six different divisions and, rather than send management the entire set

of records, you can move the summary worksheet to another workbook and send just the summary. The moved worksheet will retain any links that exist in formulas to cells in the other workbook.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E824 Worksheets_8.xlsx...*

- 1 Click on the **Notes** worksheet tab in *E824 Worksheets_8.xlsx* to select the worksheet
- 2 On the **Home** tab, click on **Format**  in the **Cells** group
- 3 Select **Move or Copy Sheet** to display the **Move or Copy** dialog box
- 4 Click on the drop arrow  for **To book** and click on **Maintenance.xlsx**
- 5 Click on **(move to end)** in **Before sheet**
- 6 Click on **[OK]**

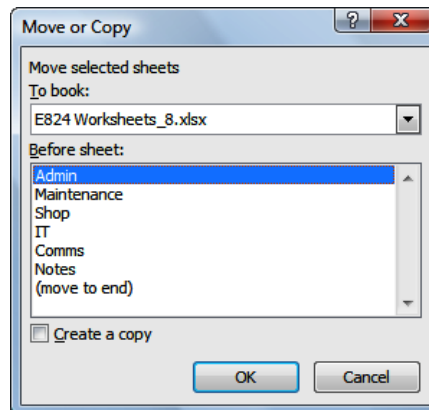
This will place the worksheet after the existing worksheet (Maintenance) in the destination workbook...

The Maintenance.xlsx workbook will be displayed with the Notes worksheet active. The Notes worksheet will no longer exist in the source document: E824 Worksheets_8.xlsx

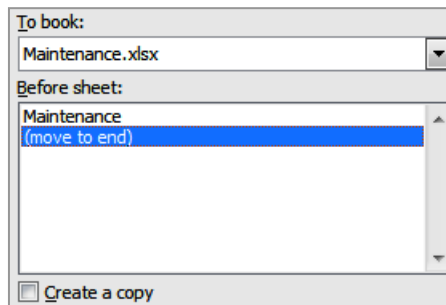
1



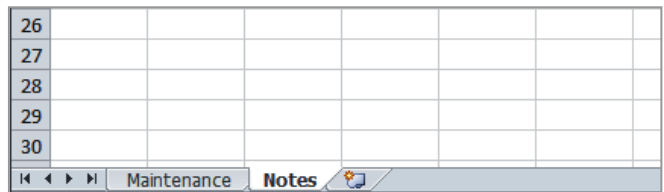
3



5




6



For Your Reference...

To **move a worksheet** to another **workbook**:

1. Select the worksheet to move
2. On the **Home** tab, click on **Format**  then select **Move or Copy Sheet**
3. Select the **Book** and position
4. Click on **[OK]**

Handy to Know...

- You can move more than one worksheet at the same time. Click on one worksheet tab to select the worksheet, then hold down **Ctrl** and click on the worksheet tabs for the other sheets that you want to move. Move the selected sheets as normal.

CHANGING WORKSHEET TAB COLOURS

To make it easier for you to distinguish worksheets, Excel enables you to **colour code worksheet tabs**. This enables you, for example, to quickly distinguish between different financial

years, departments or months. The **active sheet** will be underlined in the selected colour, while inactive tabs will display a solid colour background.

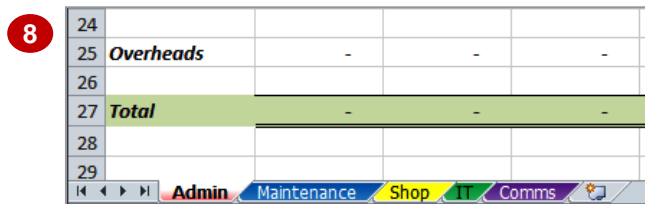
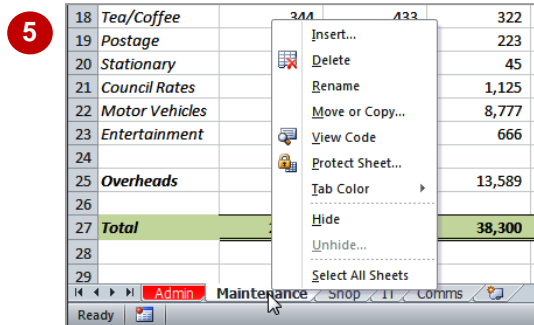
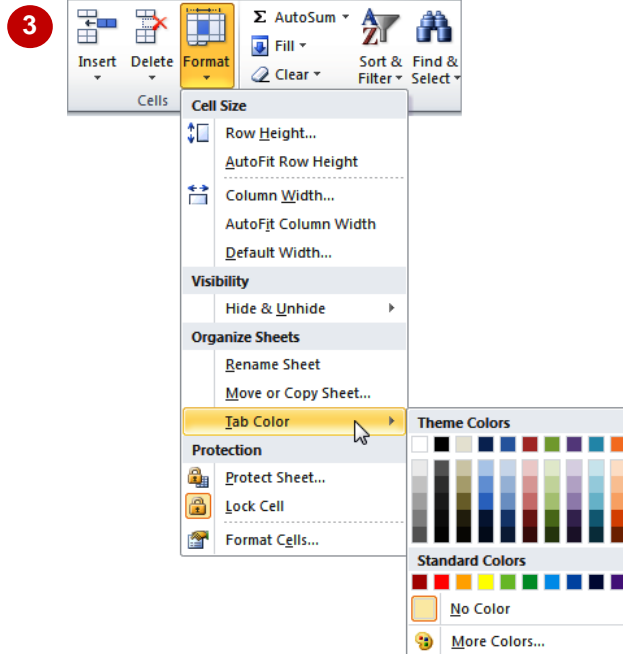
Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E824 Worksheets_9.xlsx...*


- 1 Click on the **Admin** tab to select the worksheet
- 2 On the **Home** tab, click on **Format**  in the **Cells** group
- 3 Select **Tab colour** to display the colour palette
- 4 Click on **Red** in **Standard colours** to apply the colour to the tab
You can also use a shortcut to change worksheet tab colour...
- 5 Right-click on the **Maintenance** worksheet tab to display the shortcut menu
- 6 Select **Tab colour** then click on **Blue** in **Standard colours**
- 7 Repeat either technique to apply the following colours:

Shop	Yellow
IT	Green
Comms	Purple
- 8 Click on the **Admin** worksheet tab to view the results



For Your Reference...

To **change worksheet tab colour**:

1. Select the worksheet tab
2. On the **Home** tab, click on **Format** 
3. Select **Tab colour** and select a colour **OR**
 1. Right-click on the worksheet tab
 2. Select **Tab colour** and select a colour

Handy to Know...

- To apply the same colour to two or more sheets at once, select them first. Hold down **Shift** to select consecutive worksheets or hold down **Ctrl** to select non-consecutive worksheets.




GROUPING WORKSHEETS

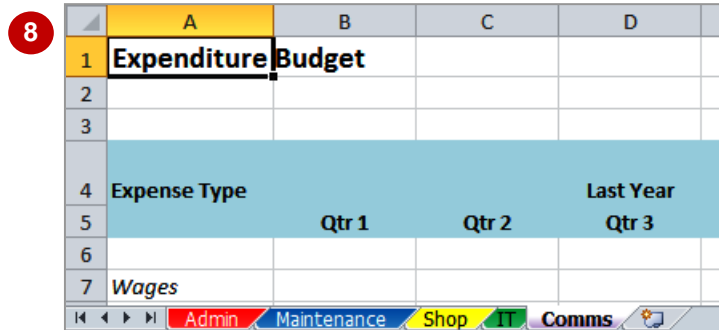
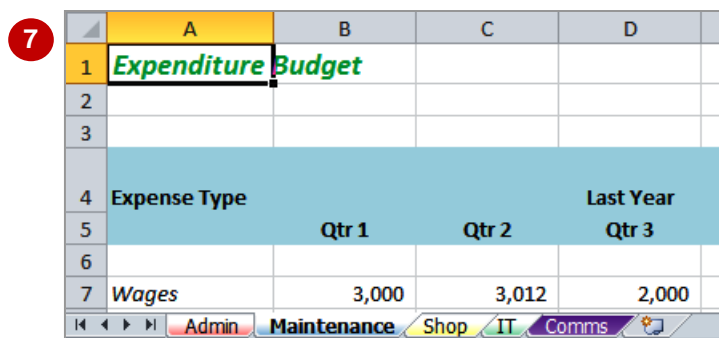
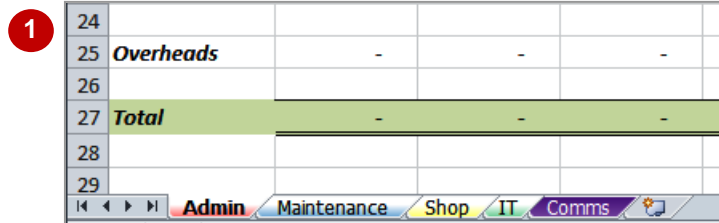
Worksheet **grouping** enables you to make the same change at once to all selected worksheets. This is ideal for situations where your worksheets have identical layouts or text. For example, if you

want to format or change the heading for multiple worksheets, you simply **group** the worksheets, make a change to one worksheet and the other worksheets will reflect the change also.

Try This Yourself:


Same File Continue using the previous file with this exercise, or open the file *E824 Worksheets_10.xlsx...*

- 1 Click on the **Admin** worksheet tab, hold down  then click on the **IT** worksheet tab to select the first four worksheets
- 2 Click on **A1** to select the cell
- 3 On the **Home** tab, click on **Format**  in the **Cells** group
- 4 Select **Format Cells** to display the **Format Cells** dialog box then click on the **Font** tab
- 5 Click on **Bold Italic** in **Font Style**, then click on the drop arrow  for **Colour** and click on **Green**
- 6 Click on **[OK]** to apply the changes
- 7 Click on the other worksheet tabs to see that the changes have transferred to all selected sheets
- 8 Click on the **Comms** worksheet tab to see that the changes have not been applied to this worksheet – this also deselects the group




For Your Reference...

To **group worksheets**:

1. Click on the first worksheet tab
2. Hold down  and click on the last worksheet tab

Handy to Know...

- You can also use  to group worksheets that are arranged non-consecutively in a workbook.
- To deselect a group, either click on the tab of a worksheet that is not in the group, or right-click on a tab and select **Ungroup Sheets**.

HIDING ROWS AND COLUMNS

Rows and columns can be **hidden** from view for a number of reasons. Firstly, you may want to hide the cells that hold the detail values and just show the totals. You may want to protect

sensitive data, such as pay scales, from modification or the public eye. You can hide columns so that their contents are still accessible, but are not visible on the screen and do not print.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *E824 Worksheets_11.xlsx...*

1 Click on column header **B** then drag the mouse to column header **E** to select columns **B:E**

2 Hold down **Ctrl** and click on column headers **G, H, I** and **J**

3 On the **Home** tab, click on **Format** in the **Cells** group

4 Select **Hide & Unhide** then select **Hide Columns** to hide the columns

Now let's hide some rows...

5 Select rows **14:23** by dragging the mouse down the respective row headers

6 Hold down **Ctrl** and click on row headers **7, 8** and **9**

7 Repeat step **3**, then select **Hide & Unhide** and select **Hide Rows** to hide the rows

Now you can examine the totals without having to see the detail

1

	A	B	C	D	E
1	Expenditure	Budget 2009/2010			
2					
3					
4	Expense Type	2009			
5		Qtr 1	Qtr 2	Qtr 3	Qtr 4
6					
7	Wages	3,000	3,012	4,000	2,445
8	Raw Materials	12,963	25,632	22,445	23,232
9	Freight	258	466	266	144
10					
11	Direct Costs	16,221	29,110	26,711	25,821
12					

4

	A	F	K	L	M	N
1	Expenditure	Budget 2009/2010				
2						
3						
4	Expense Type	2009	2010	Yearly		
5		Total	Total	Average		
6						
7	Wages	12,457	10,929	11,693		
8	Raw Materials	84,272	106,975	95,624		
9	Freight	1,134	5,379	3,257		
10						
11	Direct Costs	97,863	123,283	110,573		
12						

7

	A	F	K	L	M	N
1	Expenditure	Budget 2009/2010				
2						
3						
4	Expense Type	2009	2010	Yearly		
5		Total	Total	Average		
6						
10						
11	Direct Costs	97,863	123,283	110,573		
12						
13		Total	Total			
24						
25	Overheads	33,866	25,934	29,900		
26						
27	Total	131,729	149,217	140,473		
28						

For Your Reference...

To **hide rows** or **columns**

1. Select the row/column header(s)
2. On the **Home** tab, click on **Format** in the **Cells** group, then select **Hide & Unhide**
3. Select **Hide Columns** or **Hide Rows**

Handy to Know...

- You can also hide a row or column by changing the row height or column width to zero.
- You can also hide a row or column by right-clicking on the selected row or column, then clicking on **Hide**.

UNHIDING ROWS AND COLUMNS

Rows or columns that have been hidden from view in a worksheet are still there – they just can't be seen. It is almost as if their relative row or column height has been shrunk to zero.

Unhiding rows and columns involves selecting the adjacent rows or columns and then using the **Hide & Unhide** command to see them again.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E824 Worksheets_12.xlsx...*

1 Examine the column and row headers in **Sheet1** – notice that there are several columns and rows currently missing (hidden)

Let's unhide them...

2 Click and drag the mouse pointer over column headers **A** to **L** to select the columns

Currently there are only four columns in this range as others are hidden in between...

3 On the **Home** tab, click on **Format**  in the **Cells** group

4 Select **Hide & Unhide**, then select **Unhide Columns** to unhide the columns

5 Click and drag the mouse pointer over row headers **6** to **24** to select the rows

There are currently rows hidden in this range...

6 Repeat step **3**, then select **Hide & Unhide** and select **Unhide Rows** to unhide the rows

All of the worksheet rows and columns should now be visible

1


	A	F	K	L	M
1	Expenditure Budget 2009/2010				
2					
3					
4	Expense Type	2009	2010	Yearly Average	
5		Total	Total		
6					
10					
11	Direct Costs	97,863	123,283	110,573	
12					
13		Total	Total		
24					
25	Overheads	33,866	25,934	29,900	
26					
27	Total	131,729	149,217	140,473	
28					

6

	A	B	C	D	E	F	G
1	Expenditure Budget 2009/2010						
2							
3							
4	Expense Type	2009					
5		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total	Qtr 1
6							
7	Wages	3,000	3,012	4,000	2,445	12,457	2,488
8	Raw Materials	12,963	25,632	22,445	23,232	84,272	5,644
9	Freight	258	466	266	144	1,134	58
10							
11	Direct Costs	16,221	29,110	26,711	25,821	97,863	8,190
12							
13		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total	Qtr 1
14	Telephones	567	655	554	433	2,209	334
15	Electricity	1,233	1,100	1,433	1,200	4,966	1,233

For Your Reference...

To **unhide rows** and **columns**:

1. On the **Home** tab, click on **Format**  in the **Cells** group
2. Select **Hide & Unhide**
3. Select **Unhide Columns** or **Unhide Rows**

Handy to Know...

- To quickly unhide all columns or all rows, press **Ctrl** + **A** to select all rows and columns and then unhide the rows or columns as usual.

FREEZING ROWS AND COLUMNS

When you lay out your data in rows and columns, it is most likely that your headings end up at the top or at the left of your data. If you have a large amount of data, you may find that when you

scroll across or down to particular cells, the headings scroll out of view. This problem can be resolved by **freezing** the rows and/or columns that hold the headings.

Try This Yourself:

Same File


Continue using the previous file with this exercise, or open the file E824 Worksheets_13.xlsx...

1 Spend a few moments examining the worksheet

Depending on your screen, it is likely that you won't be able to see all of the figures on the screen at once...

2 Click on **B6** to select the cell

This cell is below and to the right of the headings...


3 Click on the **View** tab then click on **Freeze Panes**  in the **Window** group and select **Freeze Panes**

Thin black lines appear above and to the left of the selected cell. This indicates that the areas above and to the left are frozen...

4 Scroll to the right until **Yearly Average** in column **L** appears next to column **A**

5 Scroll down until **Overheads** in row **25** is below row **5**

6 Press **Ctrl** + **Home** to move to **B6** – this is our temporary home cell

7 On the **View** tab, click on **Freeze Panes**  and select **Unfreeze Panes** to unfreeze the rows and columns

2

	A	B	C	D	E
1	Expenditure Budget 2009/2010				
2					
3					
4	Expense Type		2009		
5		Qtr 1	Qtr 2	Qtr 3	Qtr 4
6					
7	<i>Wages</i>	3,000	3,012	4,000	2,445
8	<i>Raw Materials</i>	12,963	25,632	22,445	23,232
9	<i>Freight</i>	258	466	266	144
10					

3


	A	B	C	D	E
1	Expenditure Budget 2009/2010				
2					
3					
4	Expense Type		2009		
5		Qtr 1	Qtr 2	Qtr 3	Qtr 4
6					
7	<i>Wages</i>	3,000	3,012	4,000	2,445
8	<i>Raw Materials</i>	12,963	25,632	22,445	23,232
9	<i>Freight</i>	258	466	266	144
10					

5

	A	L	M	N	O	P
1	Expenditure					
2						
3						
4	Expense Type		Yearly Average			
5						
25	<i>Overheads</i>	29,900				
26						
27	Total	140,473				
28						
29						

For Your Reference...

To **freeze** and **unfreeze panes**:

1. Click in the cell below and to the right of the area you want to freeze/unfreeze
2. On the **View** tab, click on **Freeze Panes**  in the **Window** group and select **Freeze Panes** or **Unfreeze Panes**

Handy to Know...

- If you want to freeze only the rows above the selected cell (leaving all columns unfrozen), select the cell in column **A** of that row – e.g. to freeze rows **1** to **6**, click on cell **A7**. The same applies to freezing only columns and leaving the rows unfrozen: select the cell in row **1**.

SPLITTING WINDOWS



When you **split a window**, you actually divide the screen into separate working areas. You are able to scroll to any part of the worksheet in any of the panes. This method is ideal if you want to

be able to modify figures and see the end result at the same time. You can split windows vertically or horizontally to form two panes, or both vertically and horizontally to form four panes.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E824 Worksheets_14.xlsx...*

- 1 Click on cell **F12**
- 2 On the **View** tab, click on **Split**  in the **Window** group
The window splits into 4 panes, with two sets of scroll bars...
- 3 Use the right horizontal scroll bar to move **Yearly Average** to the right of the vertical split bar
- 4 Use the lower vertical scroll bar to move **Overheads** to just below the horizontal split bar
- 5 Click on **D7**, type **5000** and press **Enter** - the total also changes
- 6 On the **View** tab, click on **Split**  to remove the splits
Let's try a single split...
- 7 Hover over the vertical split bar at the right edge of the horizontal scroll bar – the pointer changes to a double-headed arrow
- 8 Drag the split bar between columns **C** and **D** to create two panes
- 9 Double-click on the split bar to remove the split

	A	B	C	D	E	F	G
1	Expenditure Budget 2009/2010						
2							
3							
4	Expense Type					2009	
5		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total	Qtr 1
6							
7	<i>Wages</i>	3,000	3,012	4,000	2,445	12,457	2,488
8	<i>Raw Materials</i>	12,963	25,632	22,445	23,232	84,272	5,644
9	<i>Freight</i>	258	466	266	144	1,134	58
10							
11	Direct Costs	16,221	29,110	26,711	25,821	97,863	8,190
12							
13		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total	Qtr 1
14	<i>Telephones</i>	567	655	554	433	2,209	334
15	<i>Electricity</i>	1,233	1,100	1,433	1,200	4,966	1,233
16	<i>Water</i>	544	655	444	555	2,198	544

2

	A	B	C	D	E	L	M
1	Expenditure Budget 2009/2010						
2							
3							
4	Expense Type					2009	
5		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Yearly Average	
6							
7	<i>Wages</i>	3,000	3,012	4,000	2,445	11,693	
8	<i>Raw Materials</i>	12,963	25,632	22,445	23,232	95,624	
9	<i>Freight</i>	258	466	266	144	3,257	
10							
11	Direct Costs	16,221	29,110	26,711	25,821	110,573	
24							
25	Overheads	9,122	5,821	13,589	5,334	29,900	
26							
27	Total	25,343	34,931	40,300	31,155	140,473	
28							


4

	566	555	2,233	2,282
	5,217	6,292	25,934	29,900
	32,761	54,513	149,217	140,973

7

For Your Reference...

To **split a window** in four:

1. Click on the cell where you want the split
2. On the **View** tab, click on **Split** 

To **remove splits**:

1. On the **View** tab, click on **Split** 

Handy to Know...

- You can quickly create a horizontal split by dragging the horizontal split bar down into position. This split bar is located at the top of the vertical scroll bar.

NOTES:
