

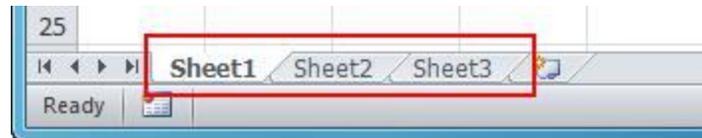
Exploring your Workbook

Now that we are familiar with the basic concepts of workbooks, worksheets, cells, and file formats, it is time to learn how to explore and navigate your workbooks in greater detail.

In this lesson, you will learn how to switch between worksheets in a workbook, how to select cells in a worksheet, how to move around in a worksheet, how to use the active cell, and how to use Excel's zoom feature.

Using Worksheets

A workbook is a collection of one or more worksheets. By default, new files created in Excel have three worksheet tabs:



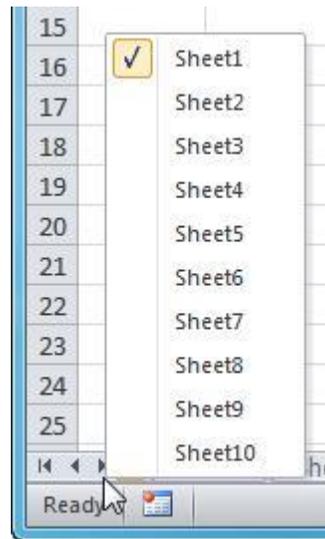
You can easily switch between worksheets by clicking the worksheet tab you want to view. The name of the worksheet that you are presently working with will be in bold type. In the image shown above, Sheet1 is the worksheet that is currently being used.

You can also use the worksheet navigation buttons just to the left of the worksheet tabs to switch between worksheets. These commands are useful if you have more worksheets than space on your screen:

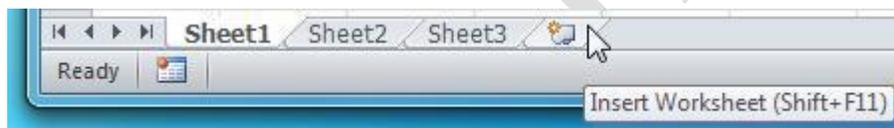


From left to right, these buttons will go to the **first** worksheet, go to the **previous** worksheet tab, go to the **next** worksheet tab, and go to the **last** worksheet.

Right-click any of the four commands to jump to a specific worksheet:

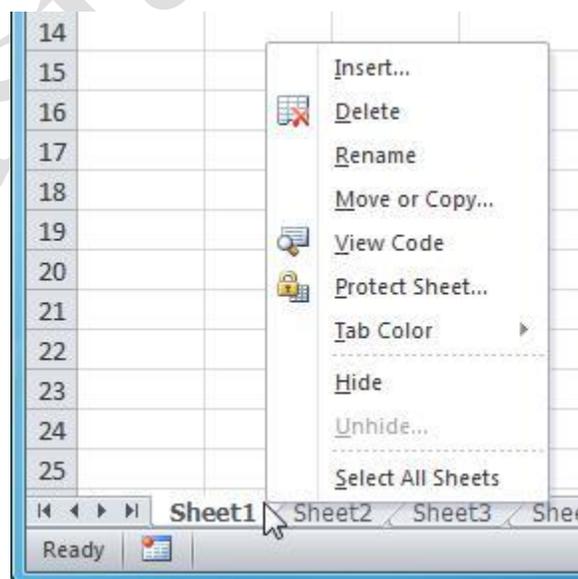


To add more worksheets to your workbook, click the new tab command:



A new worksheet will be added to the list of tabs.

If you right-click on any worksheet tab, you will see a menu with several **worksheet management options**:



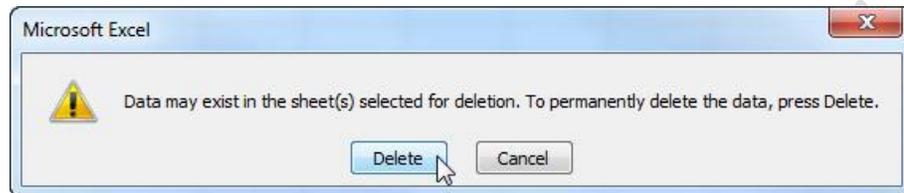
Let's quickly go over these options:

Insert

Inserts a new worksheet; the same as clicking Insert Worksheet command.

Delete

Deletes the current worksheet. You will be asked to confirm your choice:

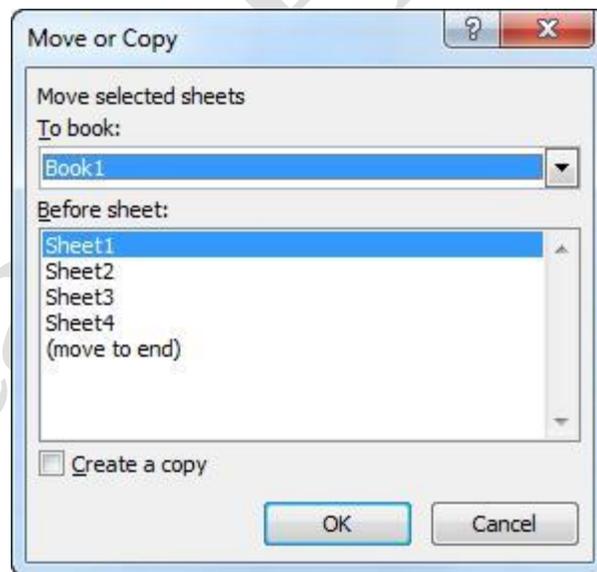


Rename

Renames the current worksheet.

Move or Copy

This command lets you move the current worksheet to a currently open workbook or a new workbook. You can also copy the worksheet and paste it somewhere within the same workbook:

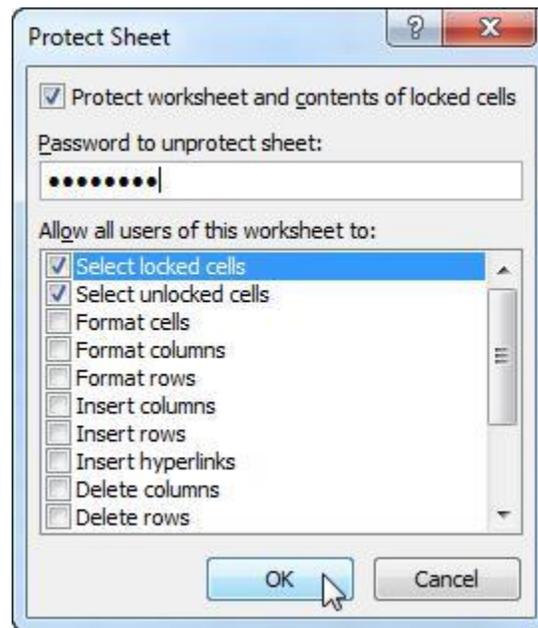


View Code

If any macros are assigned to this worksheet, click this command to view and edit the code in Microsoft Visual Basic for Applications. Macro code is beyond the scope of this manual.

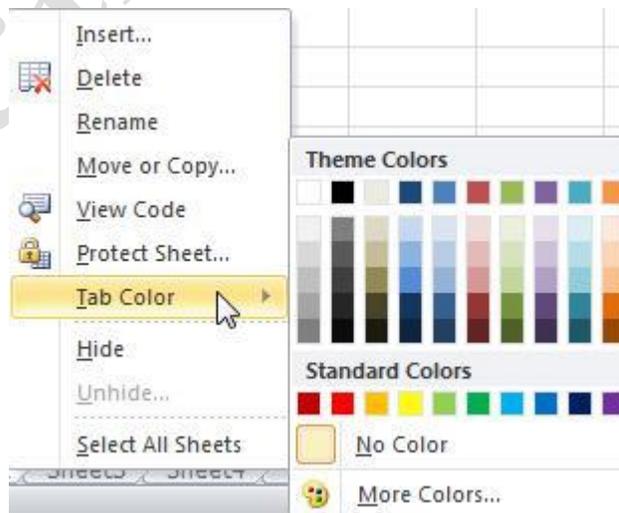
Protect Sheet

If a workbook is going to be distributed to others, you might want to lock certain portions of the data to prevent accidental/intentional disruption of your work. You can also assign a password to allow others to edit your work:



Tab Color

You can color tabs in your workbook to help differentiate between the data that might be contained within:



Hide/Unhide

Right-click a tab and click Hide to remove it from view. The data is still available, just hidden from view. To show hidden worksheets, right-click any tab and click Show. A dialog will appear and allow you to choose which worksheet(s) to make visible again.

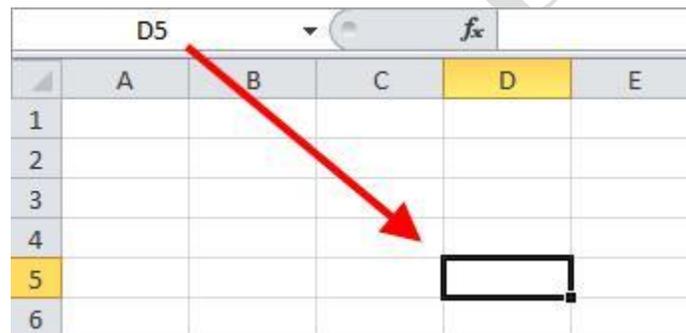
Select All Sheets

This will select all sheets and allow you to perform actions on all sheets at once.

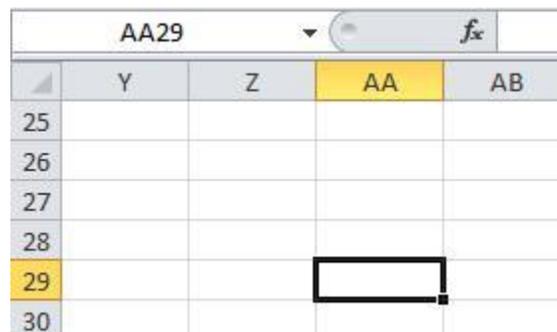
Using these options, you can clearly label each worksheet:

**The Active Cell**

The active cell is a name given to whichever cell you are currently working with. When you click a cell in a worksheet, it becomes enhanced with a thicker border. As you can see in the image below, the row and column headers are shaded orange, and the cell reference is shown in the Name Box. In this image, cell D5 (the one with the thick border) is the active cell:

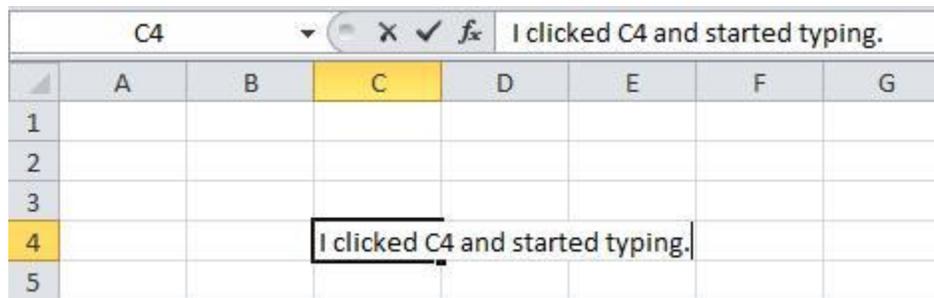


If you type a cell reference into the Name Box and then press Enter, that cell will become highlighted as the active cell. For example, try typing "aa29" into the Name Box and then press Enter (capital letters for the column headings are not required):



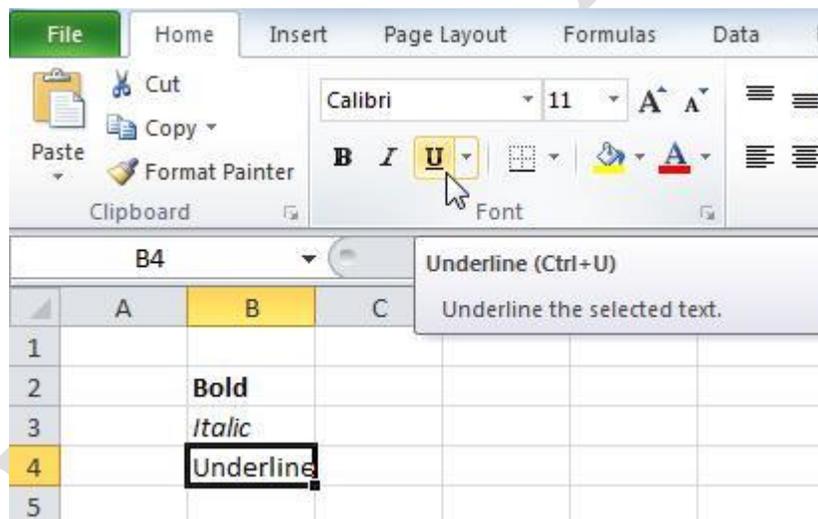
As you can see, the column heading AA (the 27th column) comes after Z.

You can enter text or a number directly into the active cell; simply click somewhere and type:

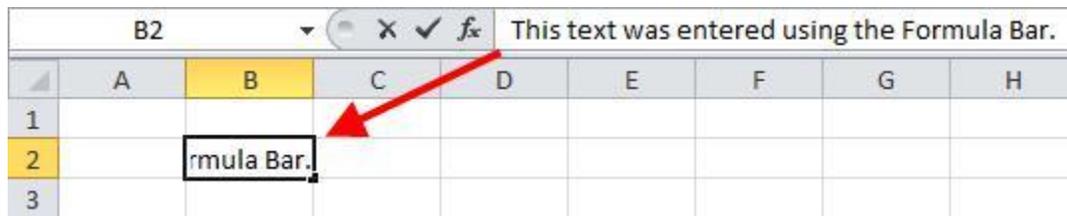


As you can see, the text appears to be written over cells D4 and E4. However, those cells are still technically empty. We will explore cell sizes and boundaries later in this manual.

If you use some of the text formatting commands on the Home tab (such as bold, italics, or underline), the formatting will be applied to the active cell. If there is already data in the active cell, the formatting option you choose will be applied to this data. Here we have applied bold and italic text effects to cells B2 and B3 respectively, and are about to apply Underline formatting to B4:



You can enter text or numerical data into the active cell by clicking inside the Formula Bar and typing. Notice again how all that we typed seems to be flowing behind cell A2, when in fact all the text is contained within B2. We will explore more about cell sizes later.



Be careful when typing information into the active cell:

- If you click a cell that already contains information and start to type, you will erase all the data that was in that cell. Whatever you type will overwrite the old information.
- To edit or append data in a cell that already contains information, click the cell to make it active, and then make your changes in the Formula Bar.

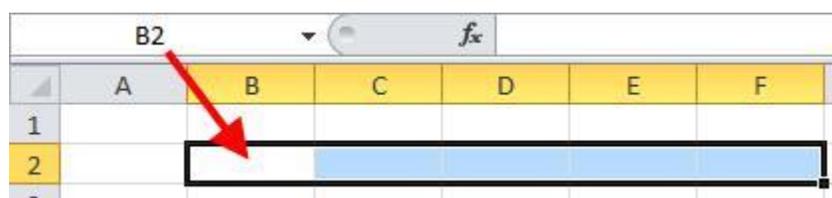
Selecting Cells

Selecting a single cell is easy: just click it. That cell will become the active cell. You can also select groups of cells or multiple individual cells using the Shift and Ctrl keys, as well as the column/row headers.

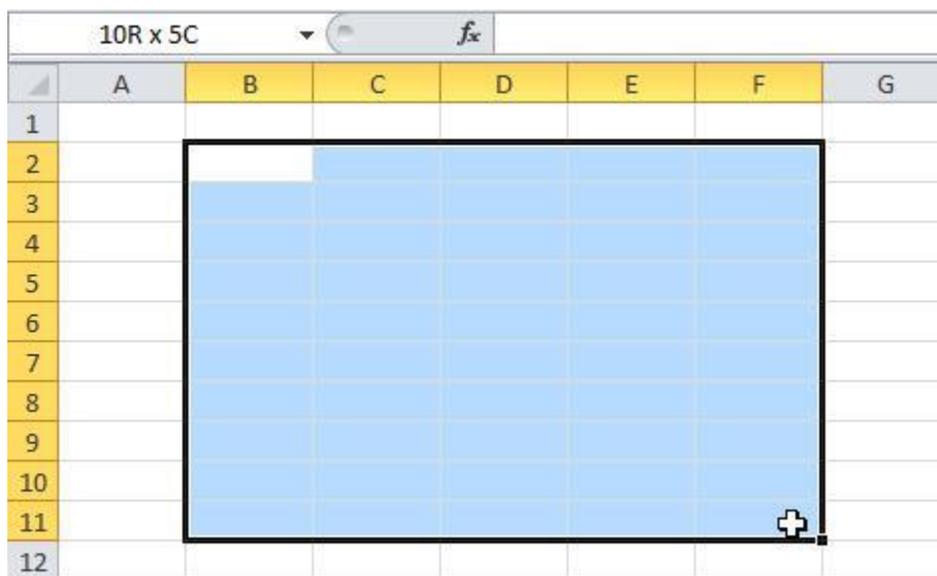
To select a group of cells, place your mouse pointer over a cell and then click and hold the left mouse button. Drag the mouse in any direction to select rows, columns, or a combination of each. Notice that as you drag your mouse, the Name Box will show you how many rows/columns you are selecting:



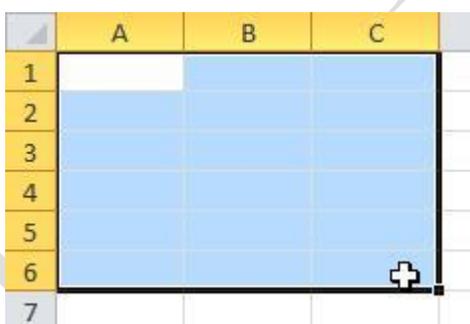
Here, the cells from one row and five columns are being selected. When you release the mouse button, all the cells will be selected but only the first cell in the click and drag operation will be marked as the active cell:



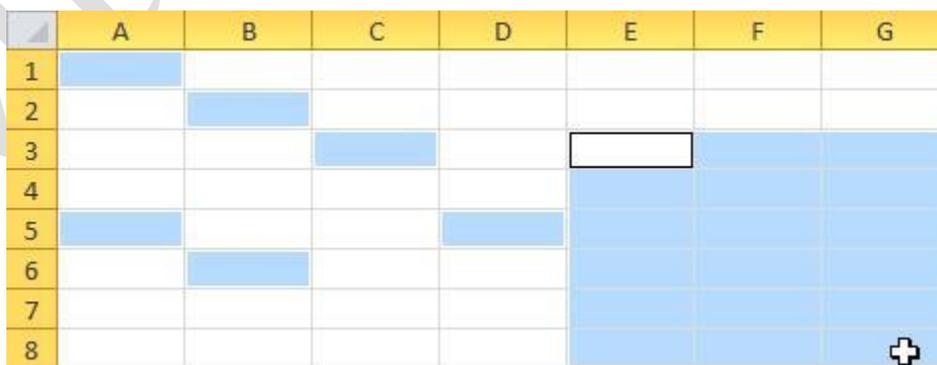
Here, 10 rows and 5 columns worth of cells are being selected:



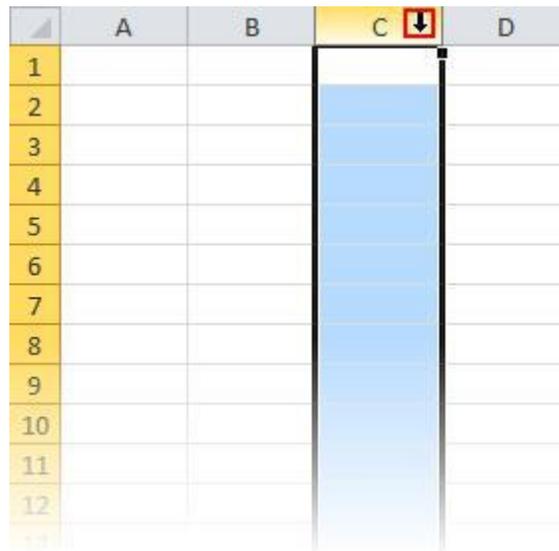
If you click a cell, press and hold Shift, and then click some other cell, the cells in between will become selected, based on where you clicked. For example, if you clicked A1 to make it the active cell, held Shift, and then clicked C6, the following cells will be selected:



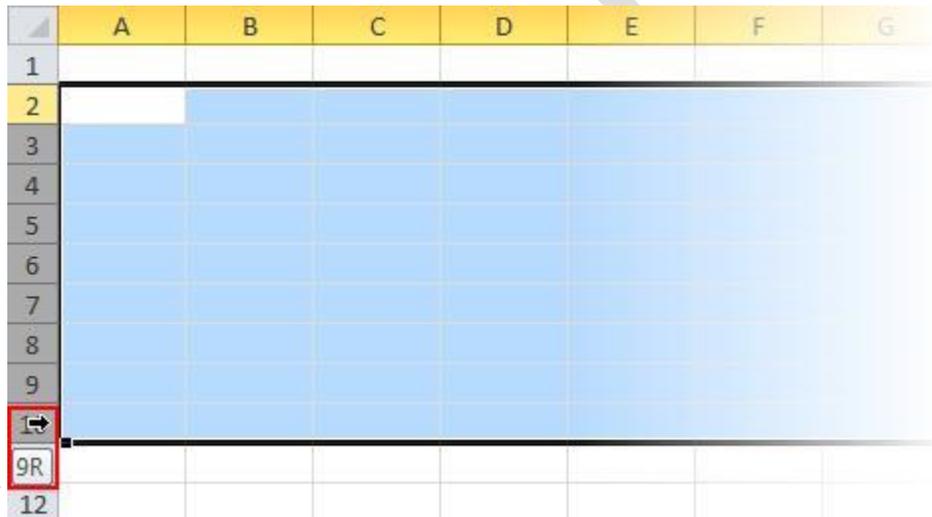
To select multiple individual cells, select the first cell, press and hold Ctrl, and then click other cells. You can also click and drag to select multiple cells while Ctrl is being held down:



To select an entire row/column of cells, move your mouse over a row/column header. The mouse pointer will turn into an arrow. Then click the header to select that row/column:



Click and drag multiple row or column headings to select multiple rows/columns:



Exploring a Worksheet

Now that we are familiar with the concept of worksheets, the active cell, and selecting multiple cells, let's learn some alternate ways of moving around a worksheet that involve more than just the mouse and scroll bars.

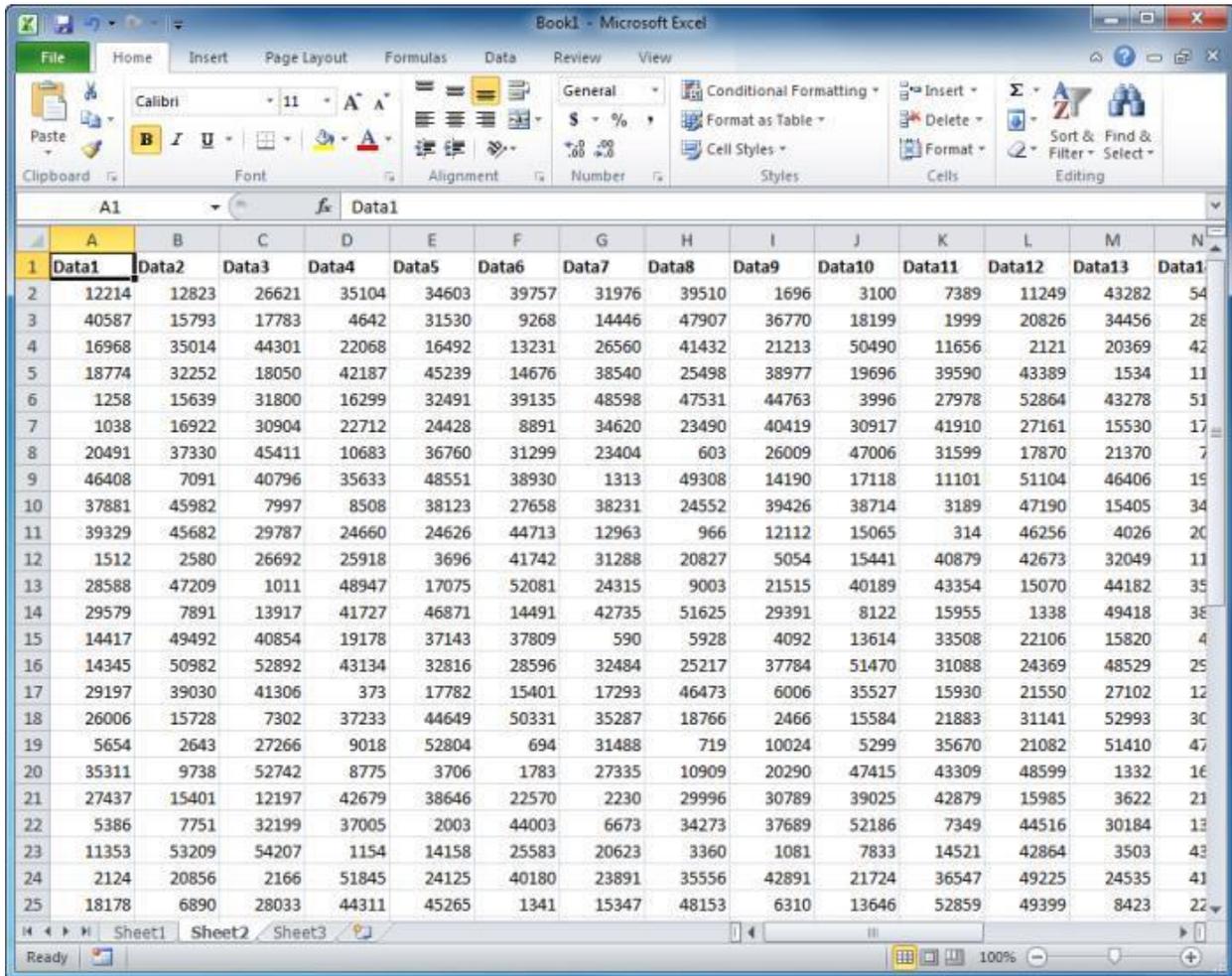
- Arrow keys** Press Up, Down, Left, or Right to move the active cell selection box in that direction.
- Page Up & Page Down** Press Page Up to move the active cell up one screen's worth of cells. Press Page Down to move the active cell down the same amount.
- Ctrl + arrow keys** Press Ctrl + Up, Down, Left, or Right to move to the respective outside edge of the worksheet. (Be warned, Excel worksheets are very large!)
- Shift + arrow keys** Press and hold Shift while pressing Up, Down, Left, or Right to select multiple adjacent cells in that direction.
- Ctrl + Home & End** Ctrl + Home will take you to cell A1, while Ctrl + End will take you to the bottom right-most cell that contains any data (i.e. the end of whatever data is in the worksheet).

Using Zoom

A single Excel worksheet can contain more than 1000000 rows and 16000 columns, totaling more than 16 billion cells per worksheet. While it is unlikely you will ever deal with spreadsheets that are that large, you will very likely deal with spreadsheets that are larger than your screen. To help you view your data, you can use the Zoom feature to change the viewing scale of a worksheet. By default, Excel opens workbooks at 100% zoom. You can see this number in the status bar:



Consider the following spreadsheet, which contains quite a lot of data. At 100% Zoom, we won't be able to see all the data:

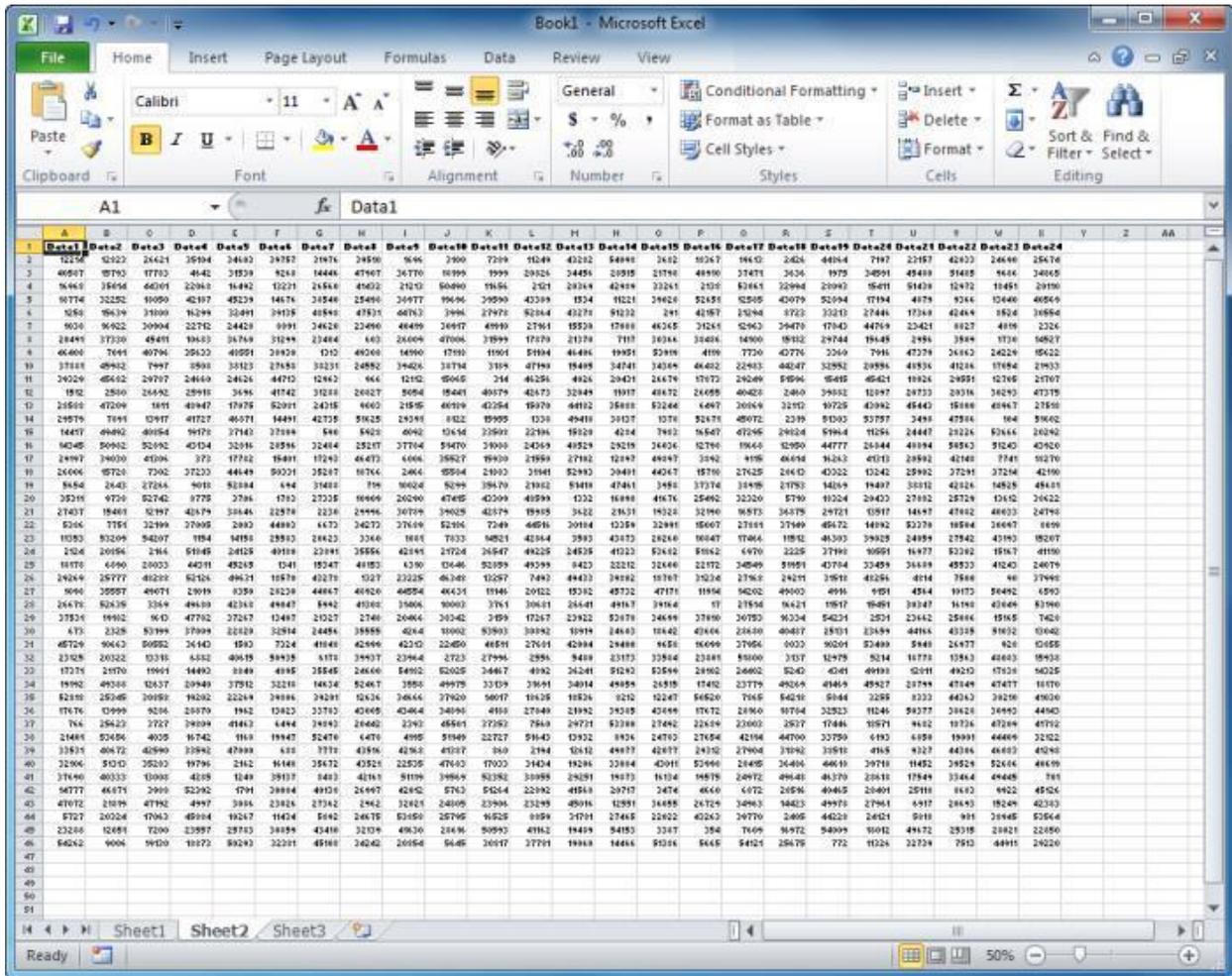


You could use the scroll bars to view all of the data, or you could use the zoom slider in the lower right corner of the screen. Drag the slider left toward the negative (-) command to decrease the zoom level, or right toward the (+) command to increase the zoom level.

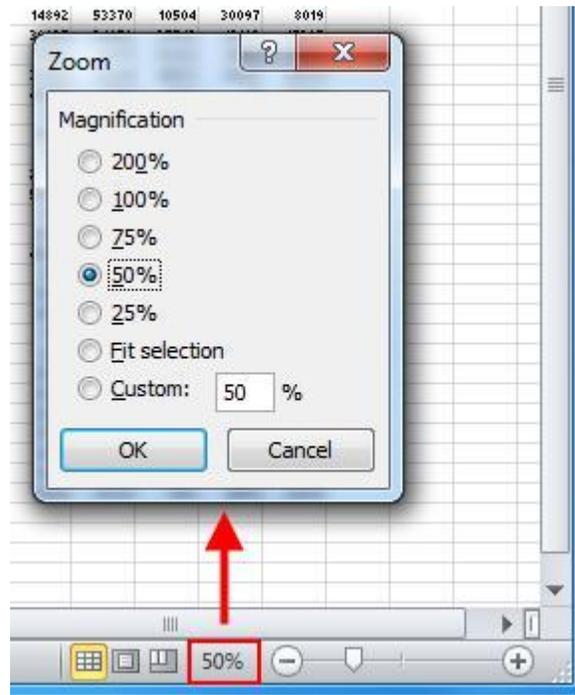
You can also click the (+) and (-) buttons to incrementally zoom in or out, 10% at a time:



Here is the same set of data at 50% zoom, which is small enough for us to see everything:



If you click the current zoom amount (for example, 50%), you can choose between common zoom levels or enter your own:



Choose one of the radio buttons or enter a custom amount, and then click OK.