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Session Six: Working With Multiple Worksheets and Workbooks

There are no big problems; there are just a lot of little problems.

Henry Ford (1863-1947)

American industrialist and pioneer of assembly-line production

Henry Ford knew that big problems are really just a lot of little problems bundled together.

Often you will find that a worksheet is getting over-complicated and difficult to work with. This session will give you the skills needed to quickly break one very complex worksheet into many smaller and easier to manage worksheets.

This session will also show you how to view different parts of large worksheets at the same time and how to create cross-worksheet formulas that summarize data from several different worksheets.

Session Objectives

By the end of this session you will be able to:

- View the same workbook in different windows
- View two windows side by side and perform synchronous scrolling
- Duplicate worksheets within a workbook
- Move and copy worksheets from one workbook to another
- Hide and unhide a worksheet
- Create cross worksheet formulas
- Understand worksheet groups
- Use find and replace