

note**Changing the default number of worksheets created in new workbooks**

When you open a new blank workbook in Excel 2016, one new worksheet is automatically created called *Sheet1*.

In older versions of Excel (Excel 2010 and earlier), three worksheets were created called *Sheet1*, *Sheet2* and *Sheet3*.

This is a change for the better as it keeps things neater. Most of my workbooks only need one worksheet.

But if you long for the “good old days” here’s how you can make Excel 2016 mimic Excel 2010 (and earlier versions) at start-up:

1. Click:

File→Options→General→
When creating new workbooks
→Include this many sheets:

2. Enter the number of sheets required:

Lesson 1-9: View, move, add, rename, delete and navigate worksheet tabs

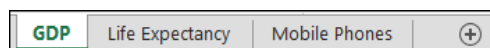
When you save an Excel file onto your hard disk, you are saving a single workbook containing one or more worksheets. You can add as many worksheets as you need to a workbook.

There are two types of worksheet. *Regular* worksheets contain cells. *Chart* sheets, as you would expect, each contain a single chart. If you progress to the *Essential Skills* course in this series you’ll exploring charts in depth.


1 Open *The Wealth of Nations* from your sample files folder (if it isn’t already open).

2 Move between worksheets.

Look at the tabs in the bottom left corner of your screen. Notice that this sample workbook contains three worksheets. Click on each tab in turn to view each worksheet.

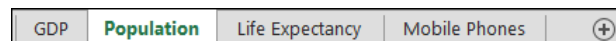


3 Add a new worksheet and name it: **Population**

Click the *New Sheet* button (the circle with a plus sign inside it next to *Mobile Phones*).  A new tab appears named *Sheet1*.

1. Double-click the *Sheet1* tab.

2. Type the word **Population** followed by the <Enter> key.

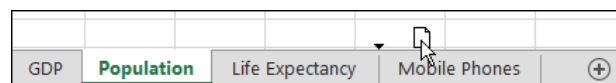


4 Move a worksheet’s tab.

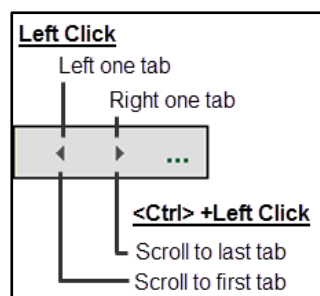
1. Click on the *Population* tab (you may have to do this twice).

2. Hold the mouse button down and drag to the left or right. As you drag you’ll notice an icon of a page and a black arrow showing you where the tab will be placed.

3. Release the mouse button to move the tab to the location of your choice.



5 Understand the tab scroll buttons.



Because this workbook only has four tabs, there's no need to use the tab scroll buttons (in fact, they don't do anything and are grayed out when all tabs are visible).

When there are more tabs than will fit on the screen the *tab scroll buttons* are used to move between tabs.

6 Move between worksheets using the keyboard.

You can move between worksheets using only the keyboard by pressing the <Ctrl>+<PgUp> and <Ctrl>+<PgDn> keyboard shortcuts to cycle through all the tabs in your workbook.

7 Change tab colors.

1. Right-click on any of the tabs and choose *Tab Color* from the shortcut menu.
2. Choose any color.

It is best practice to choose a color from the top block of *Theme Colors* rather than one of the *Standard Colors*.

If you progress to the *Essential Skills* course in this series you'll learn to use Themes and will then understand why the use of theme colors is best practice.

3. Repeat for the other tabs on the worksheet.

8 Delete a worksheet.

Right click on the *Population* tab and select *Delete* from the shortcut menu.

9 Delete several worksheets at the same time.

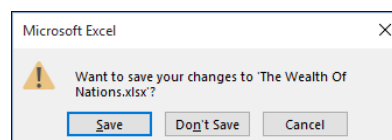
1. Hold down the <Ctrl> key.
2. Click each tab that you want to delete in turn. Don't select them all as it isn't possible to delete every worksheet in a workbook.
3. Right click any of the selected tabs and select *Delete* from the shortcut menu.

Don't worry about the missing tabs. You're going to close the workbook without saving it so you won't overwrite the original workbook.

10 Close the workbook without saving it.

1. Click: File→Close.

A dialog is displayed:



2. Click *Don't Save* so that you don't over-write the workbook.

Because you haven't saved the workbook it will remain in its original state when you next open it.