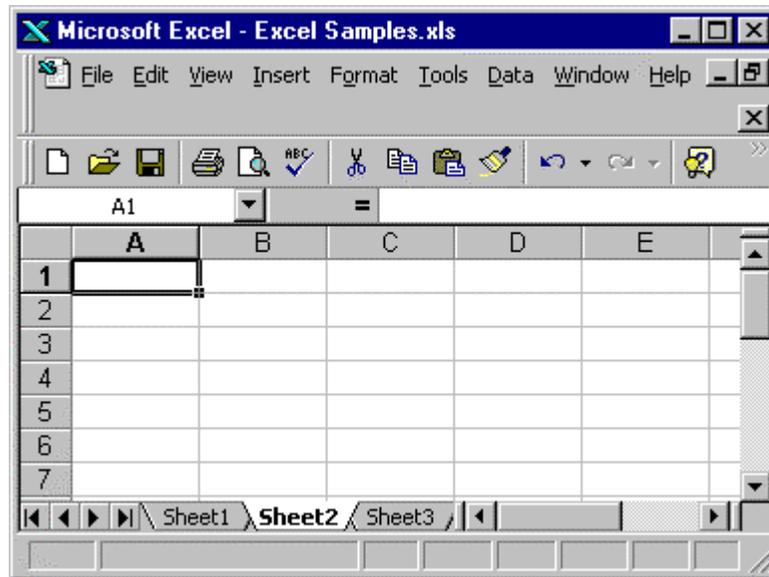


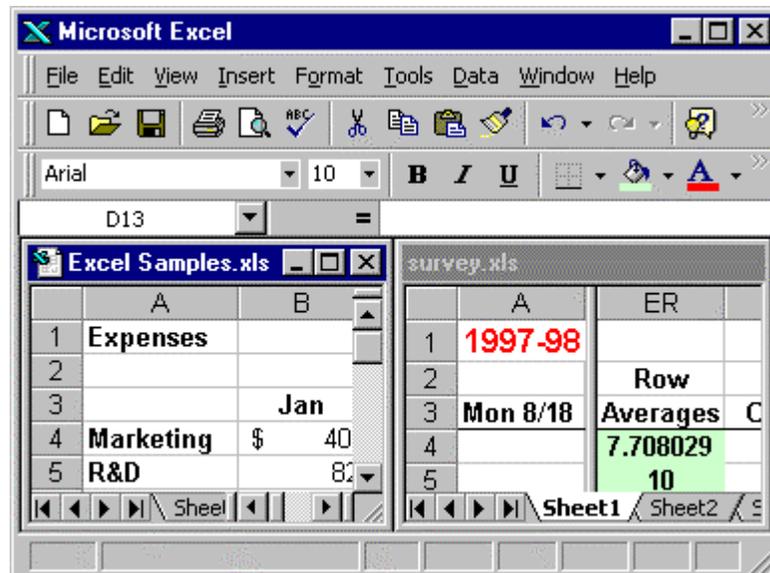
I. Workbook Organization

The Workspace

Excel's workspace is the window that holds the Excel menus, toolbars, status area, and workbook documents.



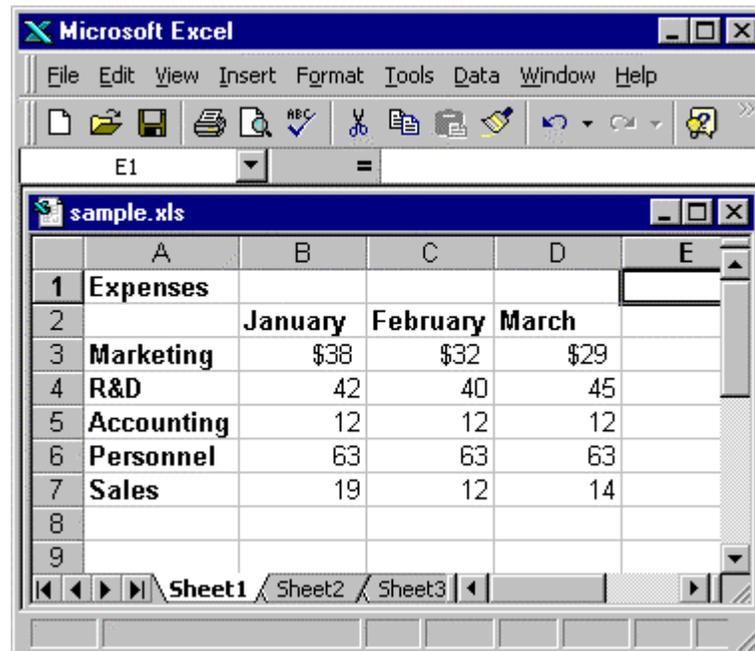
You can have more than one workbook open at the same time. You can have more than one view of the same worksheet document visible at the same time. Use *Window, New Window* to get a second worksheet view.



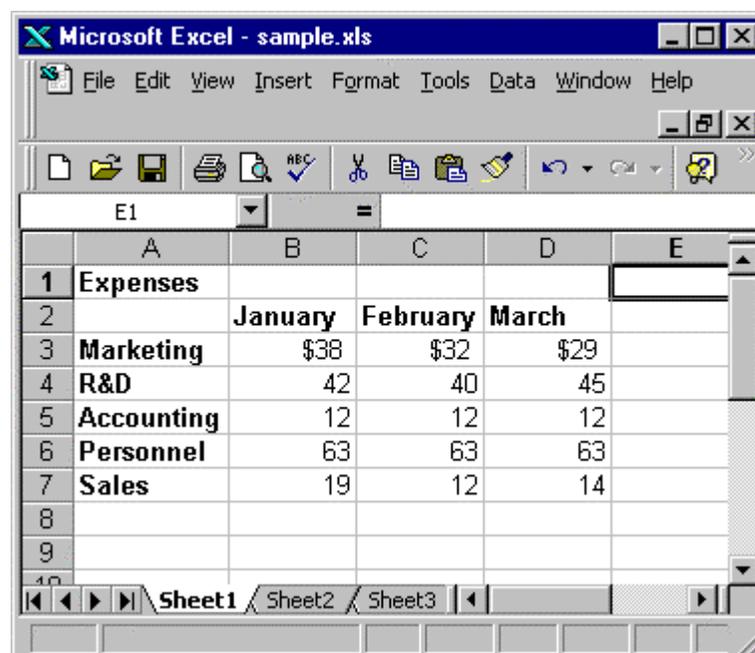
Use *Window, Arrange, Tile* to see multiple sheets or books at the same time.

The Document Window

A workbook may be displayed in a document window within the Excel workspace. A document window is distinct from the workspace window, as in the illustration below. Here, both the workspace window and the document window have their own unique title bar.

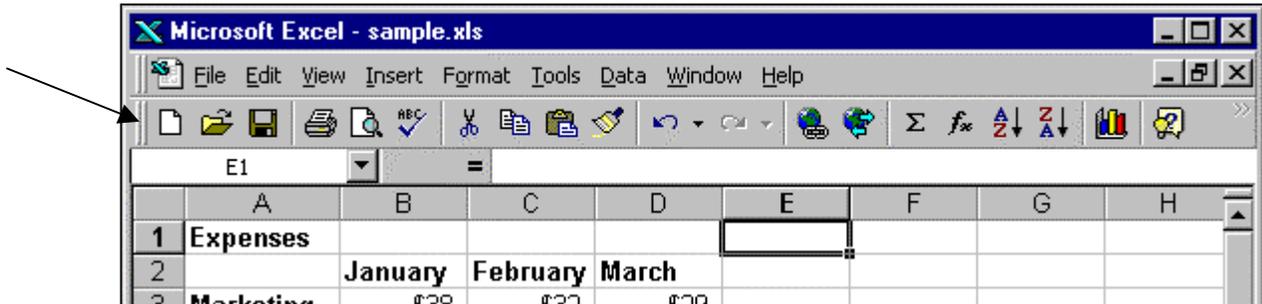


Clicking the expand button at the upper-right-hand corner of the document window merges the document window with the workspace window. With this arrangement, they share title bars. You get a little more screen space as a result.



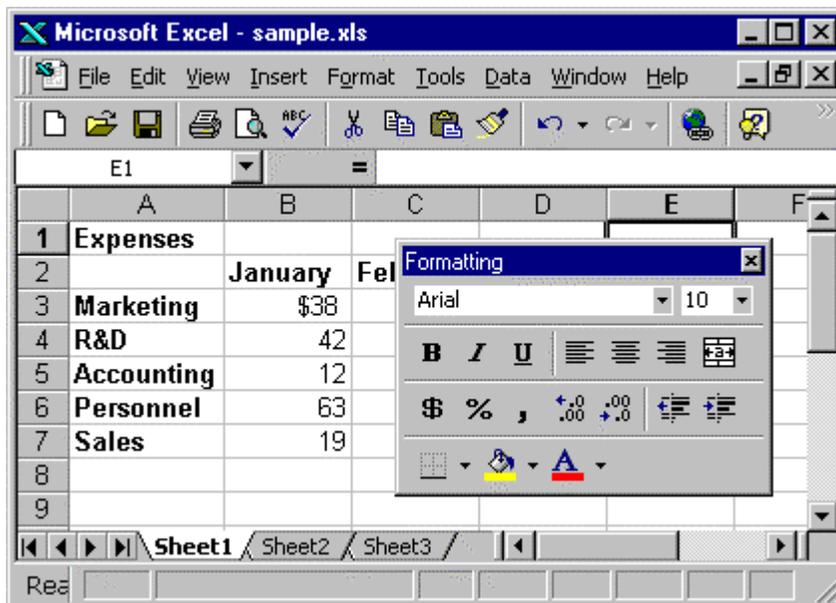
Toolbars

Excel has thirteen preconfigured toolbars. You can customize any toolbar or construct your own. Toolbar buttons are shortcuts to commands also on the menus. Excel usually opens with at least the Standard toolbar visible right below the menus.



View, Toolbars displays a list of the preconfigured toolbars. Click to toggle them on and off.

Toolbars normally “dock” at the top or bottom of the display. But if you prefer you can drag and shape any toolbar to make it float in the workspace. In the illustration below the Formatting toolbar is floating over the displayed worksheet.



A quick way to turn toolbars on and off is to right-click any open toolbar in a grey area (not on a button). When you do this Excel shows a pop-up list of toolbars. Open toolbars have a check-mark next to their name. Turn the check mark on or off to toggle the toolbar on or off.

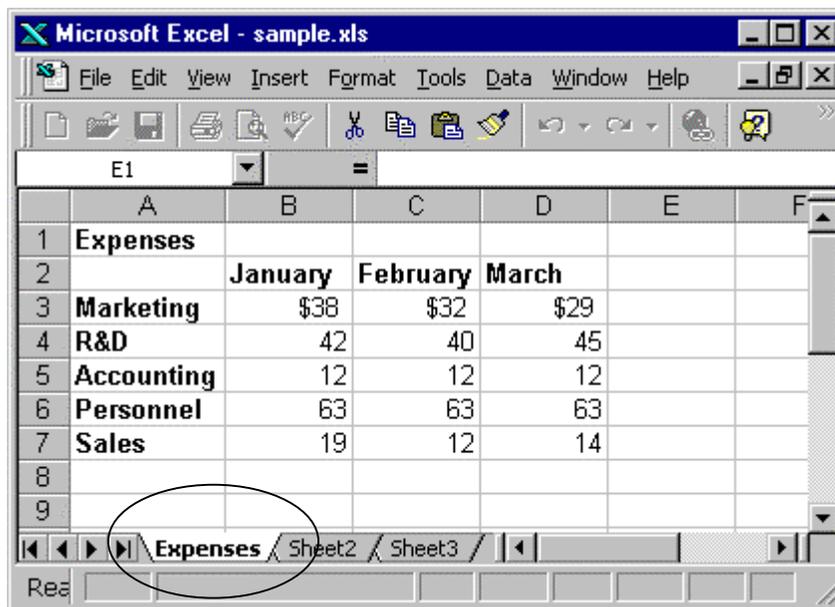
Worksheet tabs: adding, deleting, naming, reordering

When you open a new workbook Excel automatically provides you with one or more worksheets. Each worksheet is on its own tab. The number of tabs depends on how you have your Excel configured (*Tools, Options, General, Sheets in new workbook*).

Add a new worksheet tab with *Insert, Worksheet*.

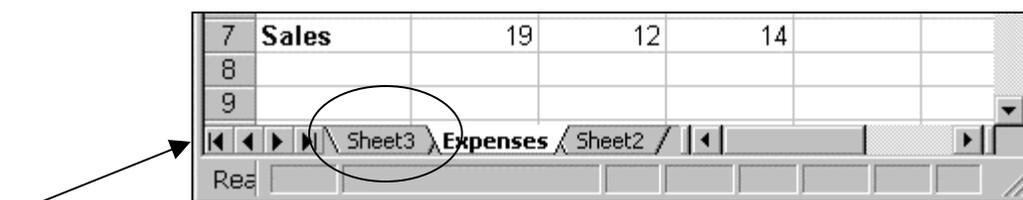
Delete a worksheet tab by making that worksheet current and clicking *Edit, Delete Worksheet*.

Name a worksheet tab with *Format, Sheet, Rename*. (Or, right-click the tab name.) The tab name appears in reverse video; enter a new name to replace the old one.



Reorder the sheets in your workbook with drag and drop. For example, to move "Sheet 3" to the left of the "Expenses Sheet" in the illustration above, point to the "Sheet 3" tab name, hold down the left mouse button, and drag to the left of the "Expenses Sheet" tab. Release the mouse button.

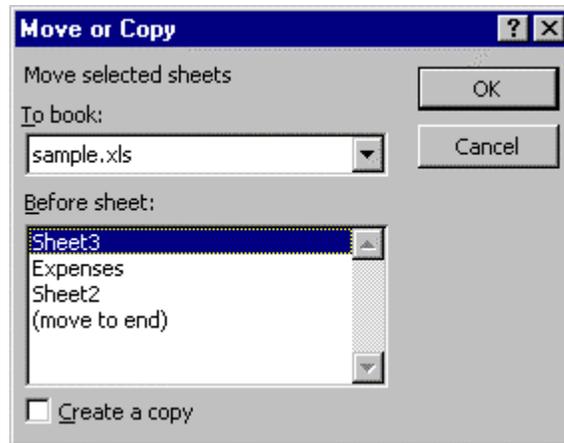
Use the left- and right-facing triangles to the left of the tabs to move through a view of all the worksheet tab names.



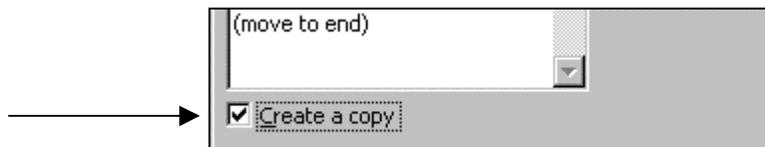
Copying and moving worksheets

Make the worksheet you want to move or copy the current worksheet. If you'll be dealing with more than one workbook (e.g., moving or copying from one workbook to another), make sure all workbooks are open.

From the menus select *Edit, Move or Copy Sheet* to open the “Move or Copy” dialog.



The default is to move the current worksheet. Click the “Create a copy” box at the bottom left of the dialog if you want to copy instead of move.

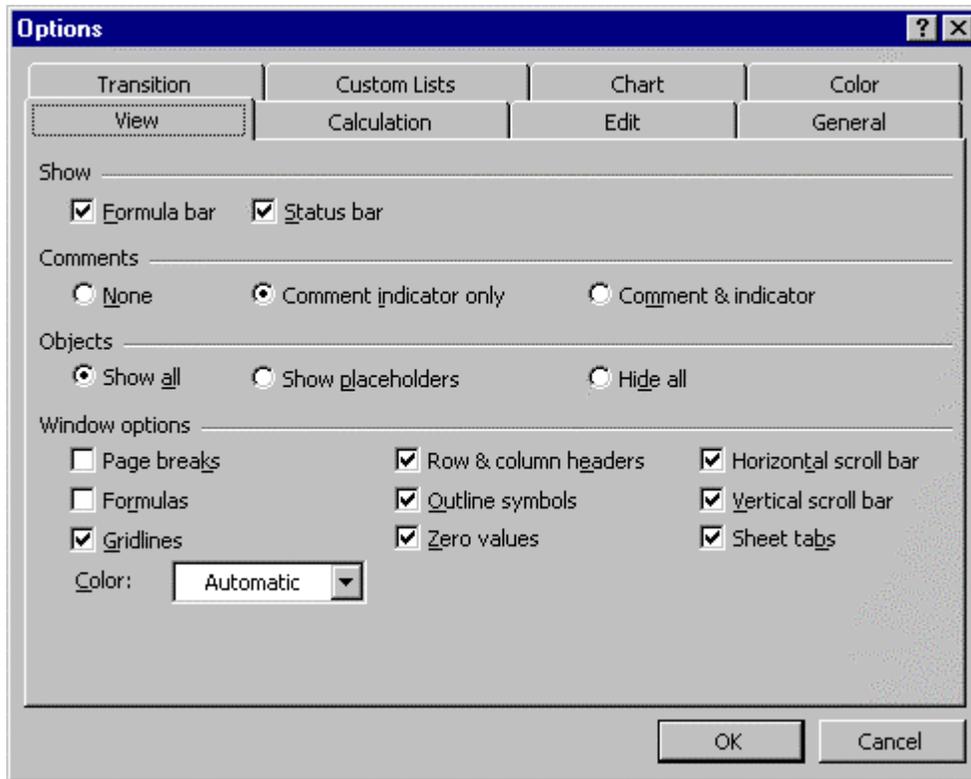


The default is to remain in the current workbook. Use the drop-down arrow to the right of the “To book” option to select another workbook as the target for the operation.

With “Before sheet” you can specify the location of the moved or copied worksheet relative to the other worksheets in the target workbook.

Configuring the Excel environment to suit you

Most of Excel's user preference information is stored in a big, multi-tabbed "Options" dialog box. Select *Tools, Options* to open this dialog.



Examples of some of the options you might want to set:

- | | |
|-------------|--|
| General | Number of sheets in a new workbook
Standard font and font size
User name (used on comments, change tracking, etc.) |
| Edit | Allow cell drag & drop
Allow editing directly in cells |
| View | How to view comments
Whether to display gridlines, row/col headers, zero values, etc. |
| Calculation | Manual or automatic workbook calculation
Number of iterations in a goal seek operation |
| Color | Chart marker fill colors |