



Workbooks and worksheets


Create a new workbook

Click the New button  or choose File | New and then choose Blank Workbook from the task pane.

Open an existing workbook

Click the Open button  or choose File | Open, then use the Open dialog box to locate and open the desired file.

Save a workbook

Click the Save button  or choose File | Save and then, in the Save As dialog box, name the file and select a storage location.

Save a copy of a workbook

Choose File | Save As and then, in the Save As dialog box, name the file and select a storage location.

Add a new worksheet

Choose Insert | Worksheet or press [Shift][F11].

Delete a worksheet

Choose Edit | Delete Sheet.

Rename a worksheet

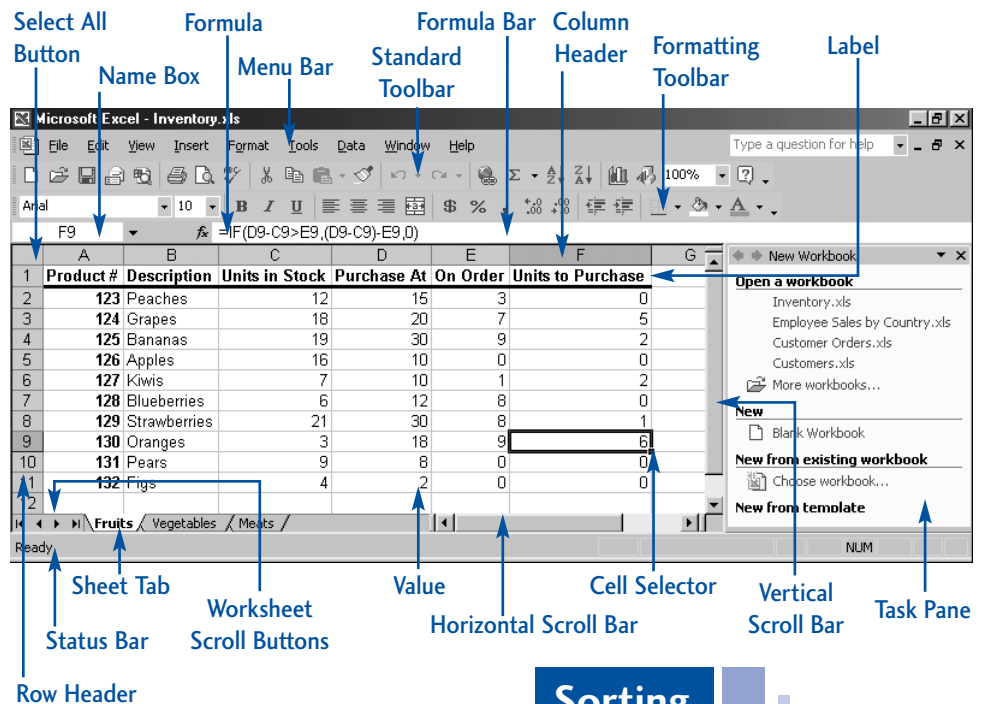
Double-click on the worksheet tab, then key in the new name. Press [Enter] to save the new tab name.

Change the order of worksheets

Click on the worksheet tab to select it and then drag it to a new position.



Copy a worksheet to another workbook

Open the worksheet that you'll be copying the sheet to. Next, open the workbook you'll be copying from and select the worksheet you wish to copy. Choose Edit | Move Or Copy Sheet. The Move Or Copy dialog box is displayed. Select the workbook to which you'll be copying the sheet in the To Book box. Select the sheet after the space you wish to copy to in the Before Sheet box. Select the Create A Copy check box and click OK.



Sorting

Basic sorts

1. Select a cell in the column you wish to base your sort upon.
2. Click the Sort Ascending  or Sort Descending  button. Excel sorts the data according to your choice.

Sort by multiple columns

1. Select the range that you wish to sort.
2. Select Data | Sort. The Sort dialog box is displayed.
3. Choose the first column that you wish to sort by from the first Sort By dropdown list.
4. Choose whether you'll sort ascending or descending for this column.
5. Choose additional columns to sort by from the additional Then By dropdown lists, and then choose whether you'll sort ascending or descending for these columns.
6. Choose Header Row if your data selection includes a header row. Choose No Header Row if it doesn't.
7. Click OK. Excel sorts the data according to your selections.

Freezing panes

Freeze the top horizontal pane

1. Select the row beneath the row(s) you wish to freeze.
2. Choose Window | Freeze Panes.

Freeze the left vertical pane

1. Select the column to the right of the column(s) you wish to freeze.
2. Choose Window | Freeze Panes.

Freeze both the horizontal and vertical panes

1. Select the cell beneath and to the right of the column(s) and row(s) you wish to freeze.
2. Choose Window | Freeze Panes.

Unfreeze frozen panes

Choose Window | Unfreeze Panes.