COMPUTER

Lecture 6

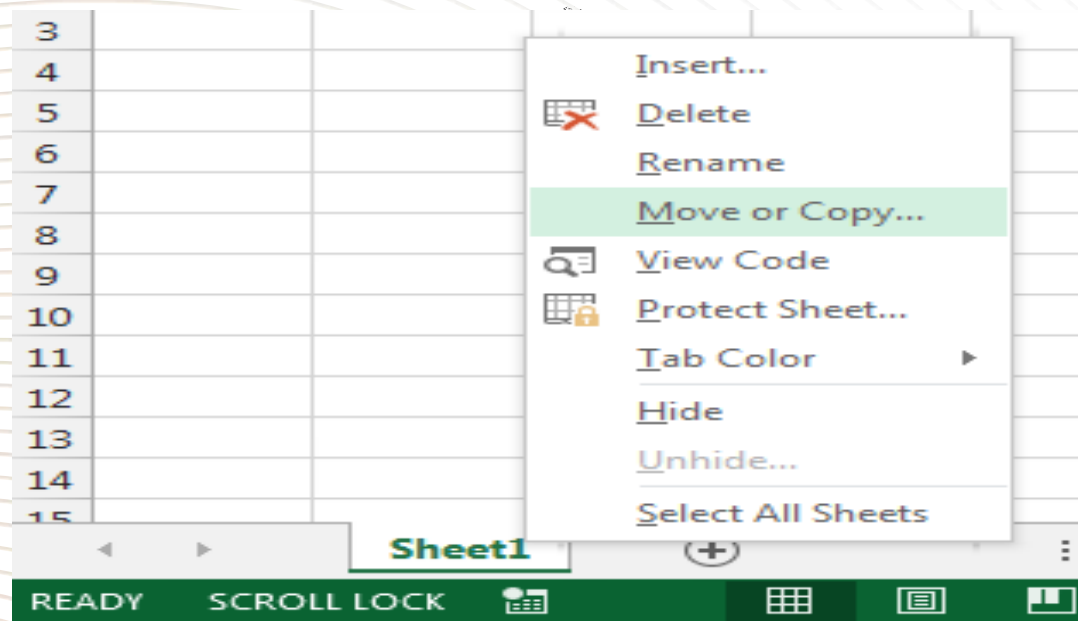**Second stage**

2021/2020

Assistant Lecture : Saif Salah Kareem
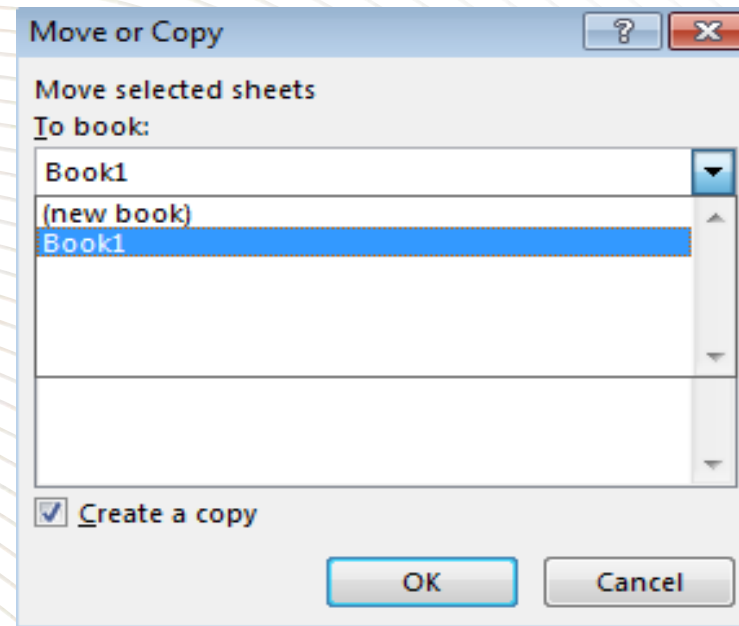
Microsoft Excel

To copy a worksheet

If you need to duplicate the content of one worksheet to another, Excel allows you to copy an existing worksheet.

1_Right-click the worksheet you want to copy, then select Move or Copy from the worksheet menu.

Microsoft Excel

2_ The Move or Copy dialog box will appear. Choose where the sheet will appear in the before sheet: field. In our example, we'll choose (move to end) to place the worksheet to the right of the existing worksheet

3_ Check the box next to Create a copy, and then click OK

Microsoft Excel

- The worksheet will be copied. It will have the same title as the original worksheet, as well as a version number.

- To move a worksheet

- Sometimes you may want to move a worksheet to rearrange your workbook.

1. Select the worksheet you wish to move. The cursor will become a small worksheet icon.

2. Hold and drag the mouse until a small black arrow appears above the desired location

Microsoft Excel

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Microsoft Excel

• Create a new Blank Workbook

• Excel files are called workbooks. Whenever you start a new project in Excel, you'll need to create a new workbook. There are several ways to start working with a workbook in Excel 2010. You can choose to create a new workbook—either with a blank workbook or a predesigned template—or open an existing workbook.
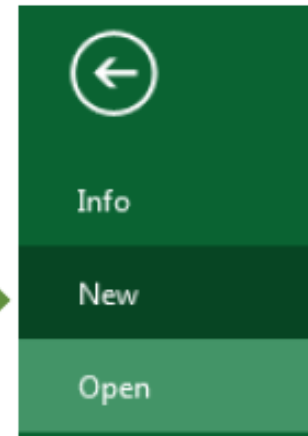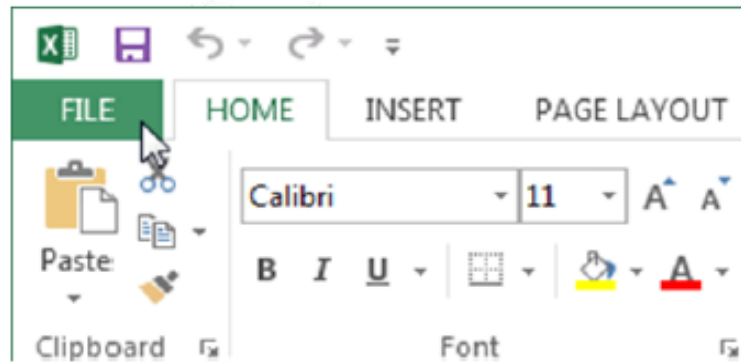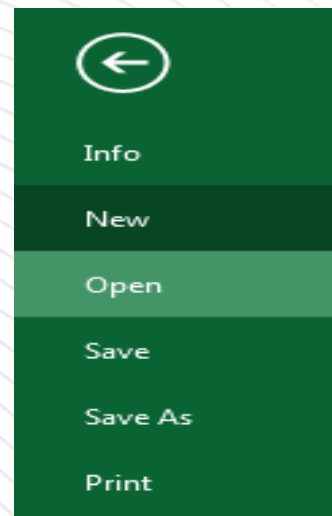
Microsoft Excel

• Create a new blank workbook

1. Select the File tab. backstage view will appear
2. Select New, then click Blank workbook.
3. A new blank workbook will appear.

The Excel Interface

- Open an existing workbook

• In addition to creating new workbooks, you'll often need to open a workbook that was previously saved.

1_ Navigate to Backstage view, and then click Open.

2_ Select Computer, and then click Browse.

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3_The Open dialog box will appear. Locate and select your workbook, then click Open
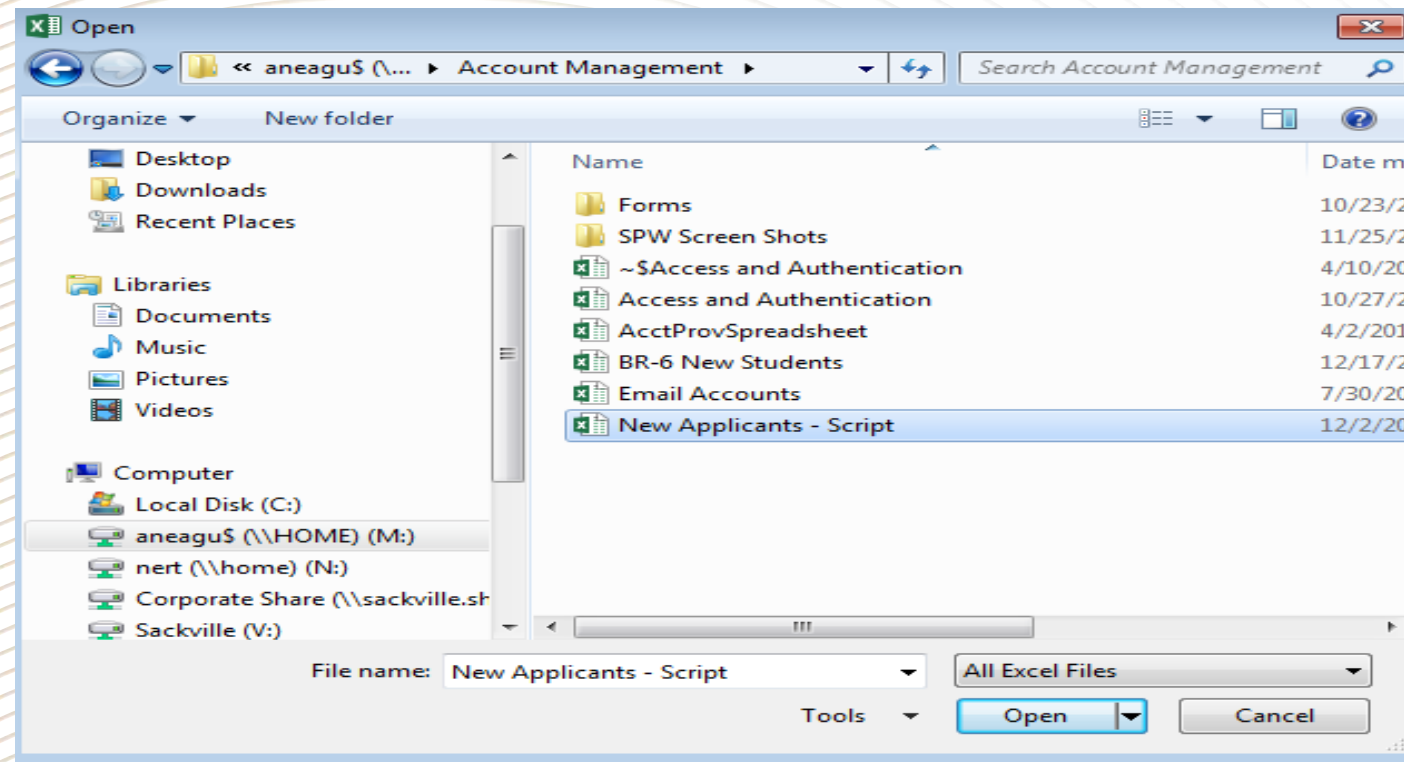
- Saving and Sharing Workbooks

Whenever you create a new workbook in Excel, you'll need to know how to save it in order to access and edit it later. As with previous versions of Excel, you can save files locally to your computer. But unlike older versions, Excel 2010 also lets you save a workbook to the cloud using OneDrive. You can also export and share workbooks with others directly from Excel.

• Excel offers two ways to save a file: Save and Save As. These options work in similar ways, with a few important differences:

1. Save: When you create or edit a workbook, you'll use the Save command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time. After that, you can just click the Save command to save it with the same name and location.

2. Save As: You'll use this command to create a copy of a workbook while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.

- To save a workbook

- It's important to save your workbook whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost. You'll also need to pay close attention to where you save the workbook so it will be easy to find later

1_Locate and select the Save command on the Quick Access Toolbar.
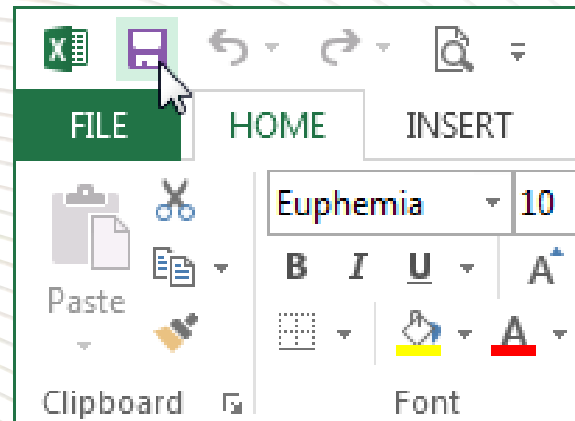
2_If you're saving the file for the first time, the Save As pane will appear in Backstage view.

3_You'll then need to choose where to save the file and give it a file name. To save the workbook to your computer, select Computer, and then click Browse. Alternatively, you can click OneDrive to save the file to your OneDrive.
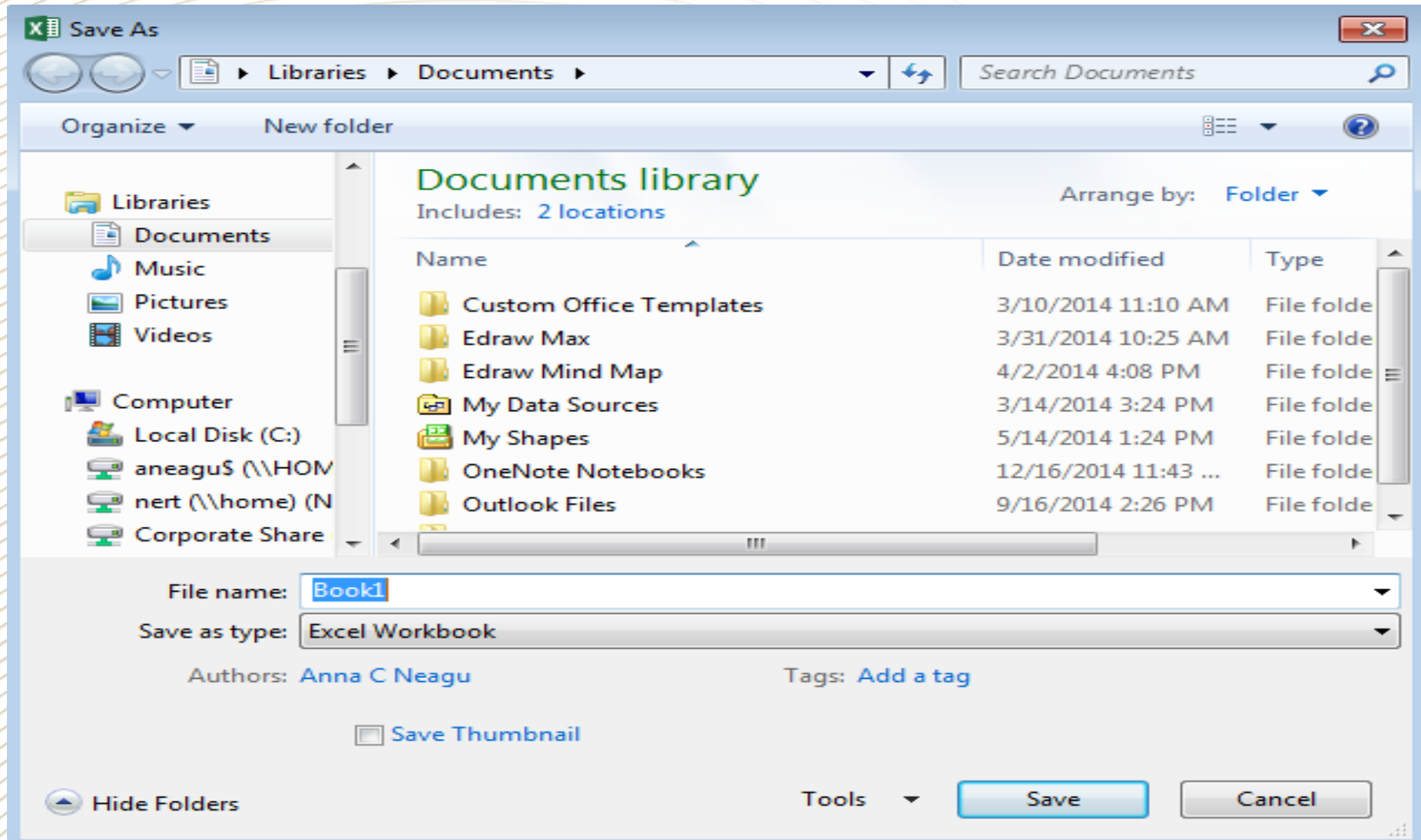
4_The Save As dialog box will appear. Select the location where you wish to save the workbook.

5_Enter a file name for the workbook, then click Save.

6_The workbook will be saved. You can click the Save command again to save your changes as you modify the workbook.

- Using Save As to make a copy

If you want to save a different version of a workbook while keeping the original, you can create a copy. For example, if you have a file named "Sales Data" you could save it as "Sales Data 2" so you'll be able to edit the new file and still refer back to the original version.

To do this, you'll click the Save As command in backstage view. Just like when saving a file for the first time, you'll need to choose where to save the file and give it a new file name.

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