

06 Worksheet Basics

Introduction

Every workbook contains at least one **worksheet** by default. When working with a large amount of data, you can create **multiple worksheets** to help organize your workbook and make it easier to find content.

Click the link below to view the video:

 **Link: [Worksheet Basics](#)**

Exercise 06

Complete the exercise below.

Create a new Excel File:

- Open the Excel Application > New > click **Blank Workbook**.
- Save the file in your Documents Folder:
File > Save As > My Documents
- Name your file: **Excel 06 YourFirstNameLastInitial BASICS**.
Click Save.
- Read the guidelines (this entire booklet) before starting your worksheets:**

Create your own Excel Workbook containing **4-6 Worksheets**

Your worksheets are to contain text only (no pictures) and must be different from the samples shown in this instruction sheet.

- Choose a topic of interest.

Example:

Inventory (products)

Statistics (geography, sports)

Schedules (day to day, travel)

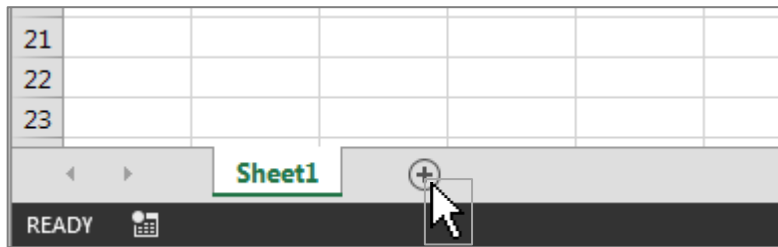
Lists (planner, checklists, menus)

- All of your **worksheets** in your **workbook** must contain:

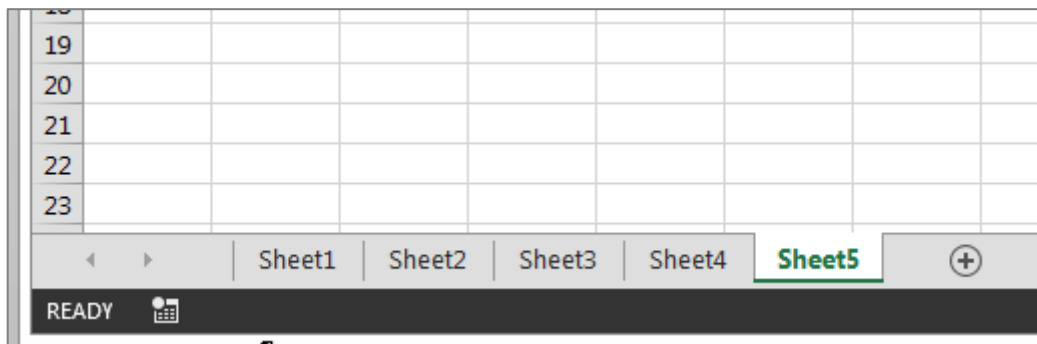
The diagram shows a table with a blue header row containing the text "To-Do List". Below the header is a table with two columns: "Task" and "Priority". The "Task" column contains "Task 1", "Task 2", "Task 3", and "Task 4". The "Priority" column contains "Normal", "High", "Low", and "Normal". Annotations with orange lines and brackets point to various parts of the table: "A Heading" points to the blue header row; "Sub Headings" points to the "Task" and "Priority" header row; "A Minimum of 4 rows" points to the four data rows; and "A Minimum of 2 Columns" points to the two columns of the data rows.

To-Do List	
Task	Priority
Task 1	Normal
Task 2	High
Task 3	Low
Task 4	Normal

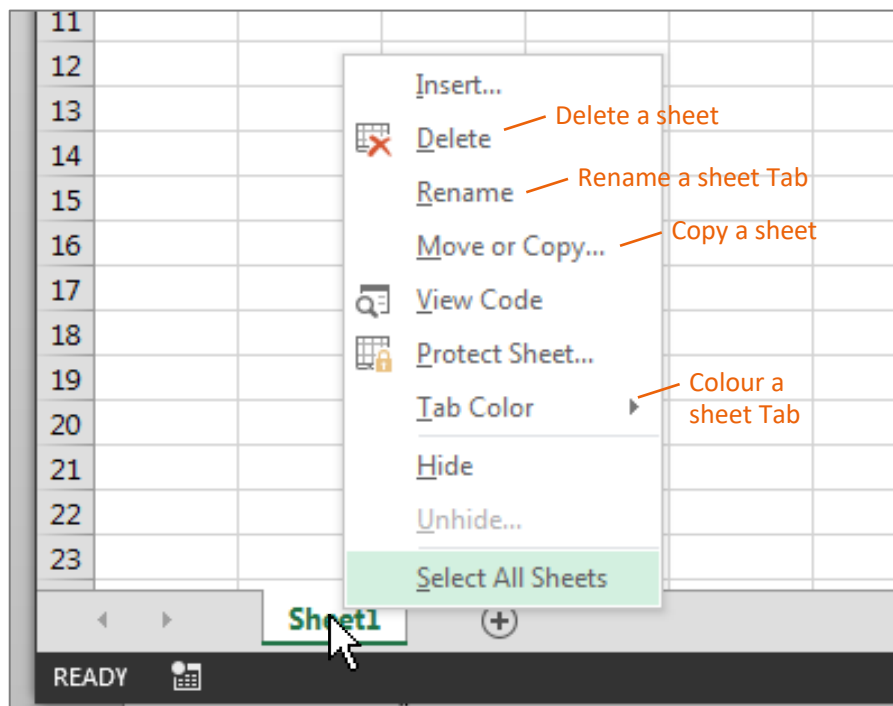
- To add a worksheet to a workbook, click the **plus sign** at the bottom of the worksheet.



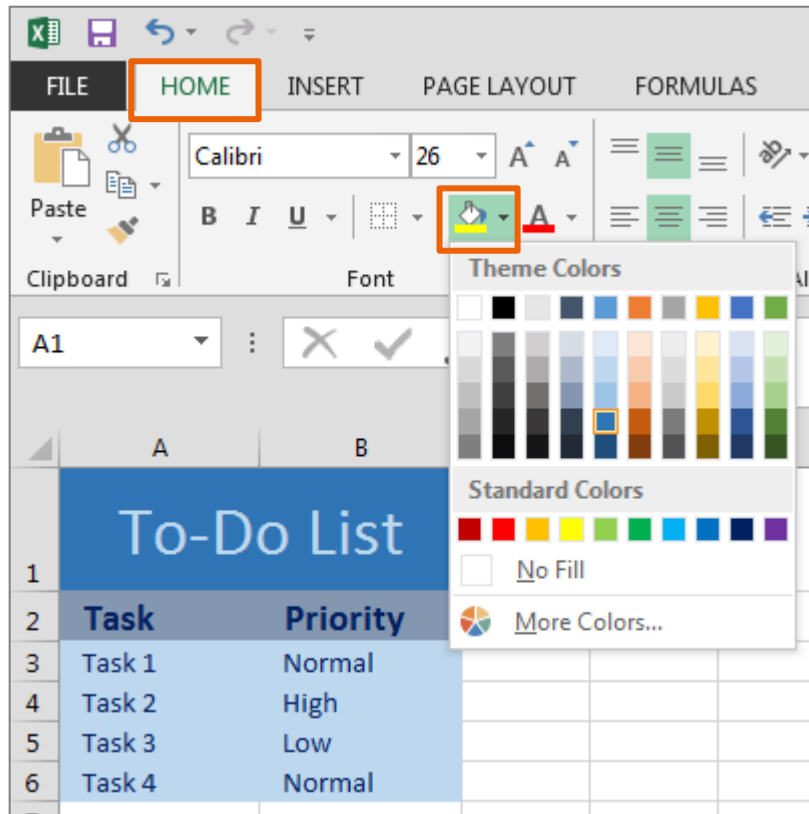
Example of 5 worksheets added to a workbook



- **Right clicking** on the sheet **Tab** allows you to:



- Format all your worksheets using **fill colours**.



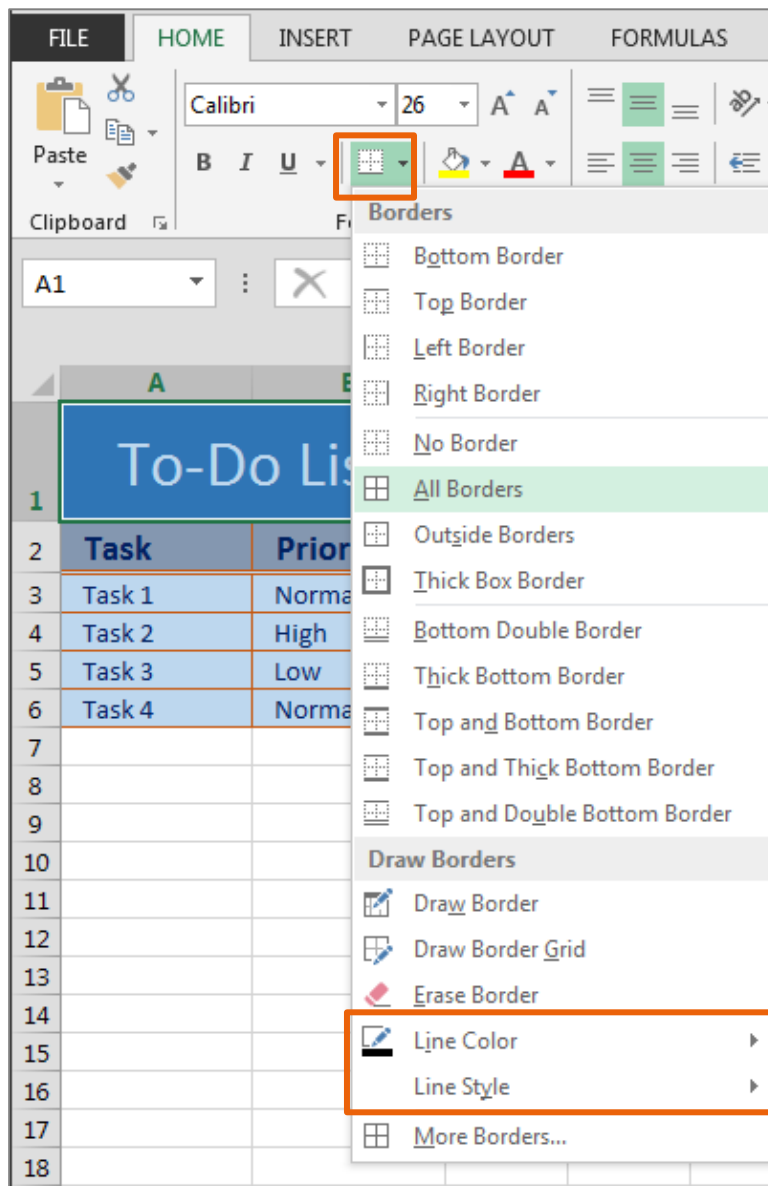
Choose a **variety of colours**

To-Do List	
Task	Priority
Task 1	Normal
Task 2	High
Task 3	Low
Task 4	Normal

or **keep it simple:**

To-Do List	
Task	Priority
Task 1	Normal
Task 2	High
Task 3	Low
Task 4	Normal

- Format all your worksheets using **Borders**.
Options include **border type** (single, double, dashed line etc) and **colour**.



- Choose **variety of lines** or **keep it simple**:

To-Do List	
Task	Priority
Task 1	Normal
Task 2	High
Task 3	Low
Task 4	Normal

To-Do List	
Task	Priority
Task 1	Normal
Task 2	High
Task 3	Low
Task 4	Normal

- Name each worksheet** to reflect the content of the worksheet.
By default, the worksheets are named *Sheet1*, *Sheet2* etc
 - To name a worksheet, **double click on the tab** at the bottom of the worksheet.
and type the **new name**
- OR
- Right click** your mouse on the tab and select **Rename** from the drop down menu.

Example: I chose to make my Workbook on Safe, Edible Plants in Manitoba.

	A	B	C
1	Edible Wild Berries of Manitoba		
2	Name	Taste	General Information
3	Bearberry	Mealy	Can be dried for storage
4	Black Currant	Tart	Dense in Nutrients, good for making jams
5	Blueberry	Sweet	Can be dried for storage, various uses
6	Bunchberry	Mild	Central seed edible
7	Chokecherry	Bitter/Sour	Cooking improves taste
8	Clammy Ground Cherry	Sweet/Sour	Can be dried for storage
9	Cloudberry	Sour/Bitter	High Benzoic acid, which acts as a preservative
10	Cranberry	Tart/Sour	Can be dried for storage
11	Crowberry	Bland	Taste improves with cooking
12	Elderberry	Bitter	Edible only if cooked
13	Gooseberry	Modest/Tart	Can be dried for storage, good for making jams
14	Hawthorn	Tasteless	Can be dried for storage, good for making jams
15	Raspberry	Sweet	Best eaten fresh, does not preserve well
16	Saskatoon Berry	Mild Sweet	Can be dried for storage, various uses
17	Stawberry	Sweet	Various uses
18	Sumak	Lemony	Eaten raw to quench thirst
19			
20			

Worksheet Tabs: Edible Wild Berries, Edible Wild Teas, Edible Wild Mushrooms

Worksheet Tabs

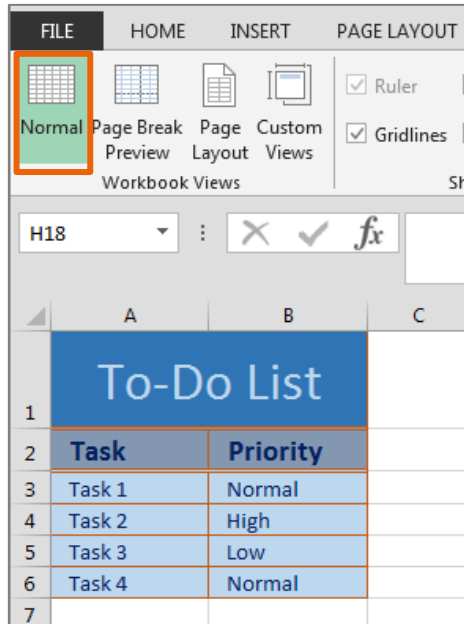
Worksheet 1: **Edible Wild Berries**

Worksheet 3: **Edible Wild Teas**

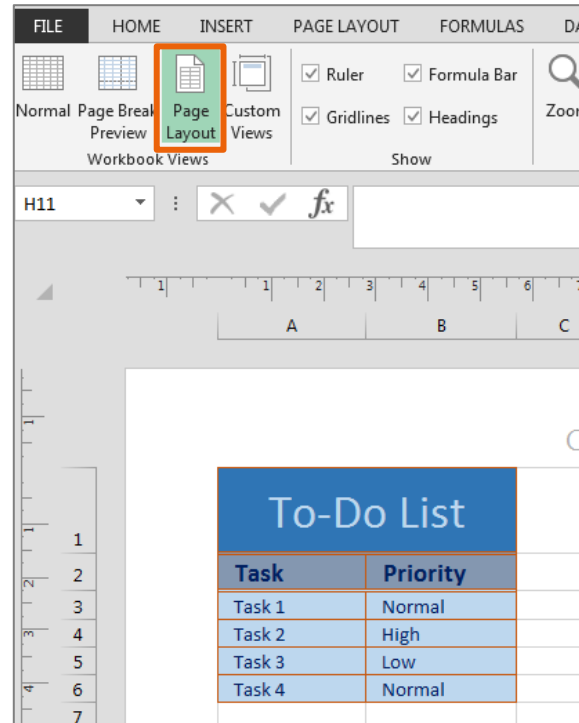
Worksheet 2: **Edible Wild Mushrooms**

- To see what your worksheet will look like printed, **click** Page Layout View:

Normal View:
Default view



Page Layout View:
See how your printed document will look



- You may also **change the view** by clicking the icons on the bottom of the window.



- Save your assignment and email it to your instructor.**