

Lesson 5-2: Inserting and Deleting Worksheets

Figure 5-3

Deleting a selected worksheet.

Figure 5-4

Delete confirmation dialog box.

Figure 5-5

The Insert dialog box.

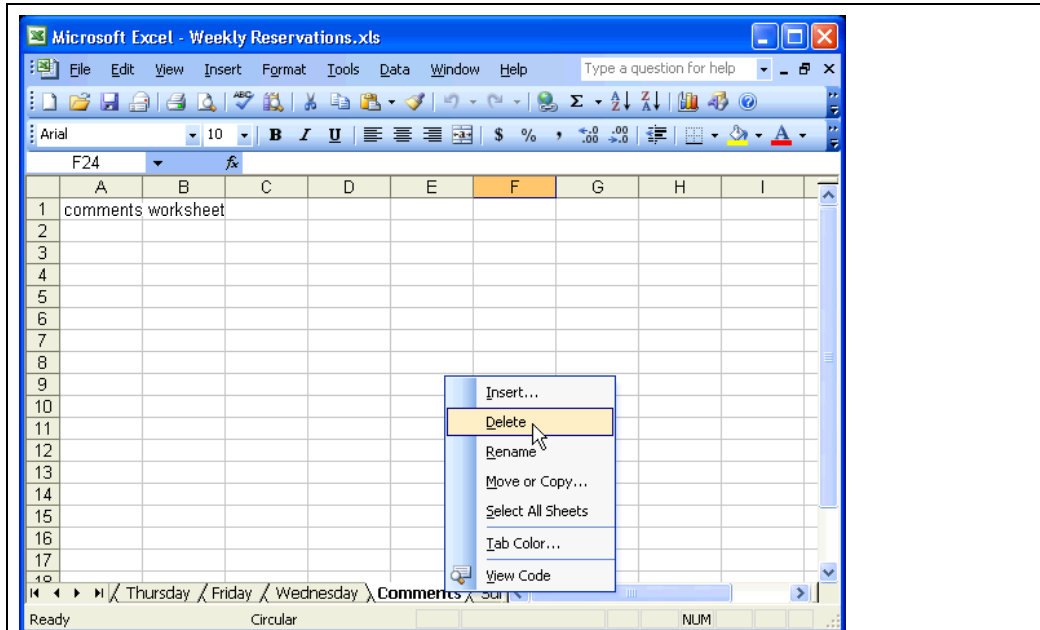


Figure 5-3

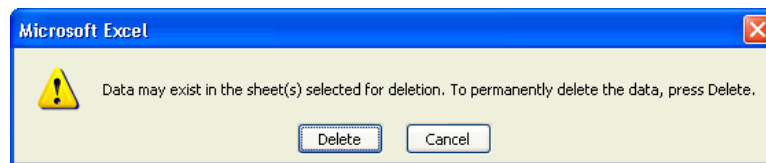


Figure 5-4

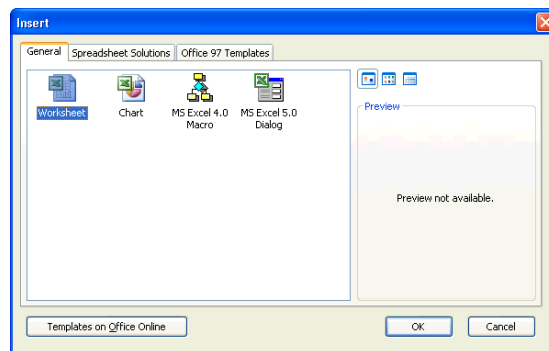


Figure 5-5

An Excel workbook contains three blank worksheets by default. You can easily add and delete worksheets to and from a workbook, and you'll learn how to do it in this lesson.

1. Right-click the **Comments worksheet tab.**

A shortcut menu appears with commands to insert, delete, rename, move or copy, select all sheets, or view the Visual Basic code in a workbook, as shown in Figure 5-3.

2. Select **Delete from the shortcut menu.**

A dialog box appears warning you that the selected sheet will be permanently deleted, as shown in Figure 5-4.

3. Click **Delete to confirm the worksheet deletion.**

The Comments worksheet is deleted from the workbook.

4. Delete the **Foreign, Domestic, Receipts, and Summary worksheets from the workbook.**

There are several worksheets that you need to add to the Weekly Reservations workbook—a worksheet for Monday’s reservations and another to summarize the entire week. Inserting a new worksheet to a workbook is just as easy as deleting one.

5. Select **Insert → **Worksheet** from the menu.**

Excel inserts a new worksheet tab labeled Sheet1 to the left of the selected sheet. You can also insert worksheets using a right mouse button shortcut menu.

6. Right-click any of the worksheet tabs and select **Insert from the shortcut menu.**

The Insert dialog box appears, as shown in Figure 5-5.

7. Verify that the **Worksheet option is selected and click **OK**.**

Excel inserts another worksheet tab labeled Sheet2 to the left of the Sheet1.

8. Save your work.
 **Quick Reference**
To Add a New Worksheet:

- Right-click on a sheet tab, select **Insert** from the shortcut menu, and select **Worksheet** from the Insert dialog box.

Or...

- Select **Insert** → **Worksheet** from the menu.

To Delete a Worksheet:

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

Or...

- Select **Edit** → **Delete Sheet** from the menu.