Quick Guide: Adding a Worksheet to a Workbook

Adding a Worksheet to a Workbook
By default, Excel provides three worksheets in a newly opened workbook. This guide will teach how add a worksheet to workbooks.

Step 1
To add another worksheet, click on the new worksheet tab to the right of the last worksheet.

Step 2
To add a worksheet in between two existing worksheets, select the left worksheet and right click. At the top of the shortcut menu, click Insert.

More Information
For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, http://www.butler.edu/it/cat, contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

Bibliography

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