

Complete guide to Excel 2016 (Part 9): Working with multiple spreadsheets

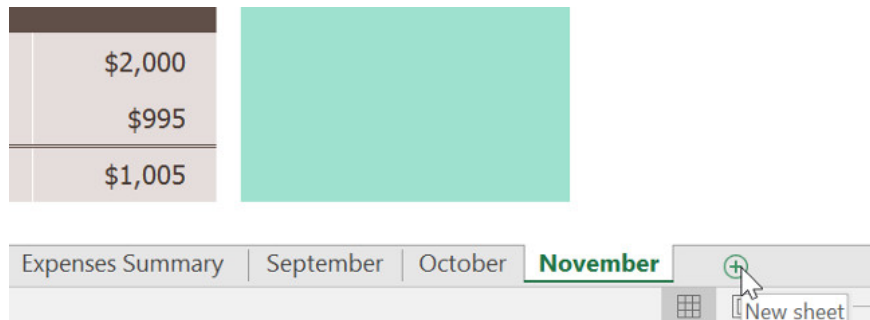
Excel Workbook file is a collection of spreadsheet types (can contain from 1 to 255 spreadsheets) such as: data, graphs, Macro, . and often related to each other.

By default, each workbook file contains at least one spreadsheet. When working with a large amount of data, you can create multiple spreadsheets to make it easier to organize spreadsheets and find content. Besides, you can also group spreadsheets to quickly add information to multiple spreadsheets at the same time. Join TipsMake.com to learn **how to work with multiple spreadsheets on Excel 2016 !**

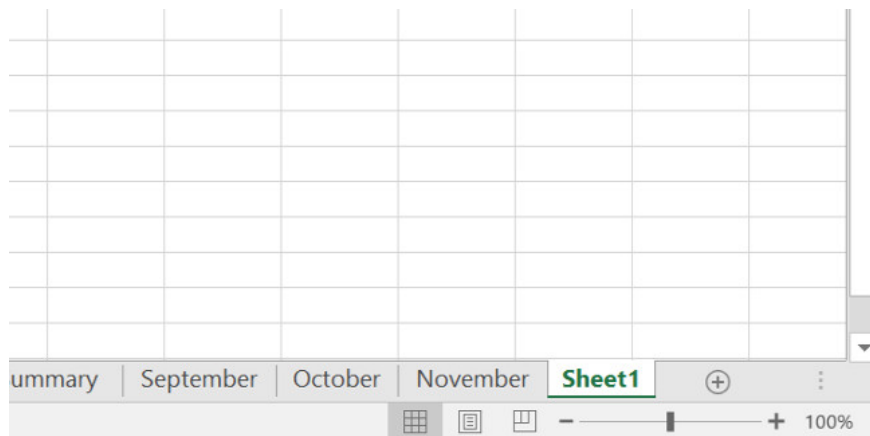
Watch the video below to learn more about using multiple spreadsheets:

Insert a new spreadsheet

1. Locate and select the **New sheet** button in the bottom right corner of the Excel window.



2. A new spreadsheet will appear.

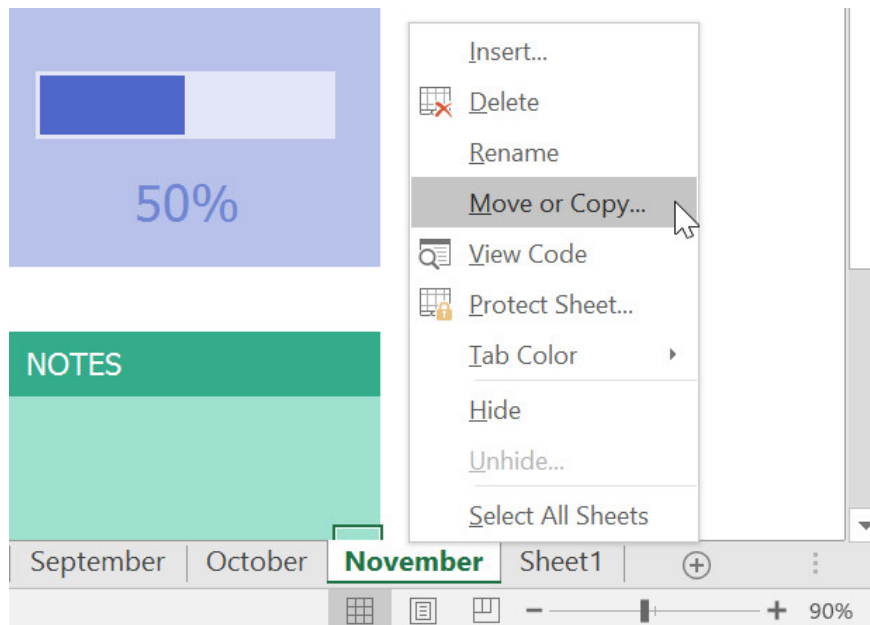


1. By default, any new workbook file that you create on Excel will contain a spreadsheet, called **Sheet1** . To change the default number of spreadsheets, go to **Backstage view** , click **Options** , then select the number you want to include in each new workbook.

Copy an Excel spreadsheet

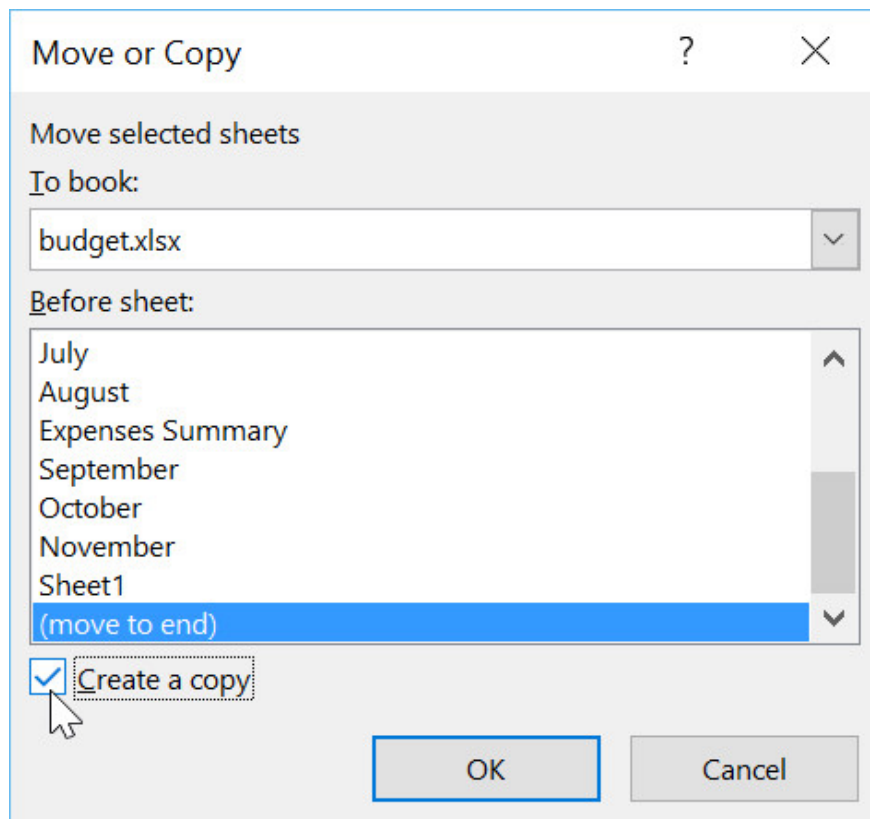
If you need to copy the contents of a spreadsheet to another spreadsheet, Excel allows you to copy an existing worksheet.

1. Right-click the spreadsheet you want to copy, then select **Move or Copy** from the spreadsheet menu.

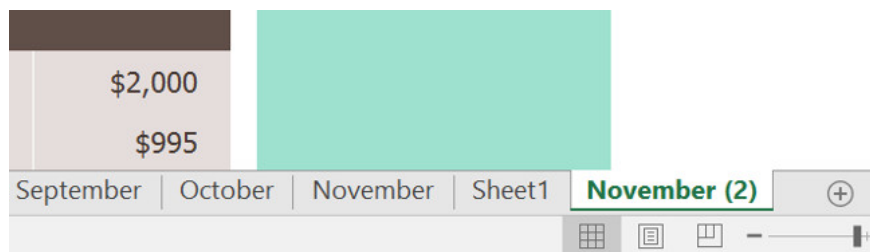


2. The **Move or Copy** dialog box will appear. Select where the spreadsheet will appear in the **Before sheet** field ∴. In the example, we will select (**move to end** - to move to the end) to place the spreadsheet to the right of the existing spreadsheet.

3. Select the box next to **Create a copy** , and then click **OK** .



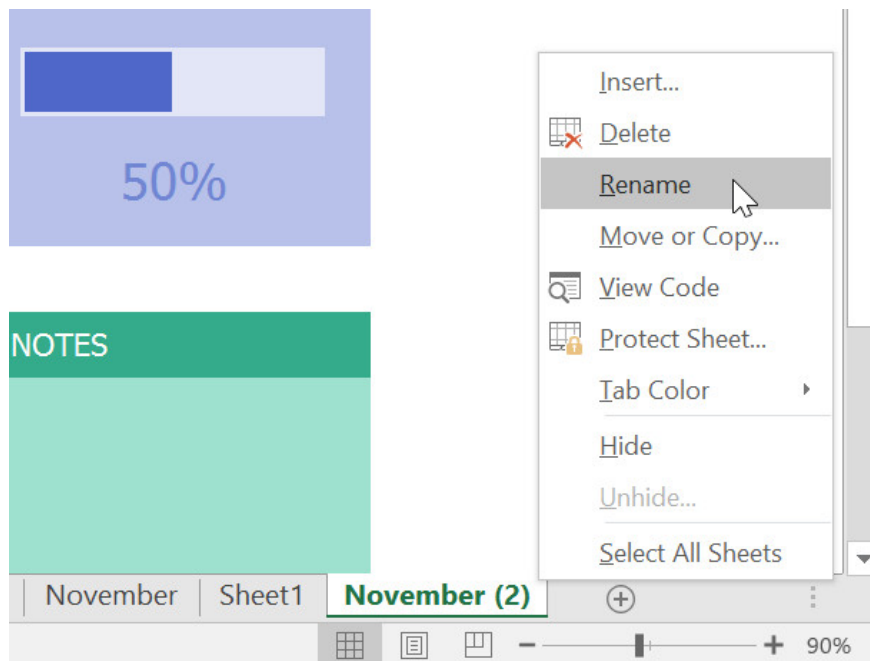
4. Spreadsheet will be copied. It will have the same title as the original workbook, as well as the **version number** (**version number**). In the example, we copied the **November** spreadsheet, so our new workbook was named **November (2)** . All content from the November spreadsheet has also been copied to the new spreadsheet.



1. You can also copy a spreadsheet to a completely different spreadsheet. You can choose any currently open workbook from the **To book:** drop-down menu.

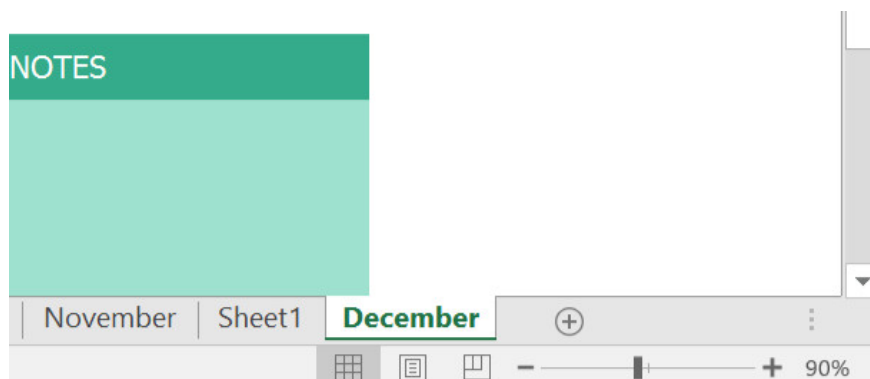
Rename the Excel 2016 worksheet

1. Right-click the worksheet that you want to rename, then select **Rename** from the spreadsheet menu.



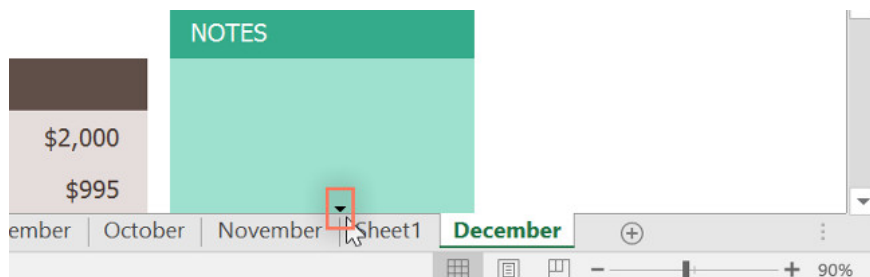
2. Enter the desired name for the spreadsheet.

3. Click anywhere outside the spreadsheet tab or press **Enter** on the keyboard. The spreadsheet will be renamed.

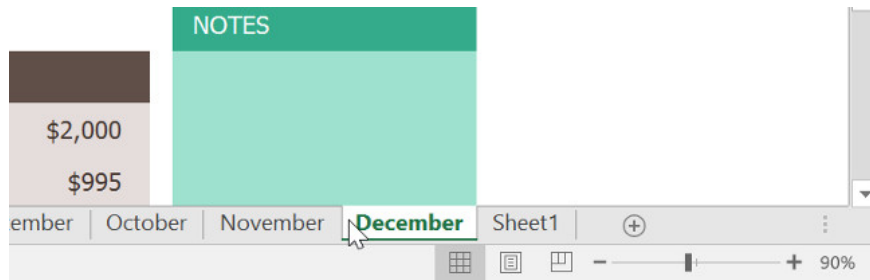


Move the Excel 2016 spreadsheet

1. Click and drag the spreadsheet you want to move until the small black arrow appears above the desired position.

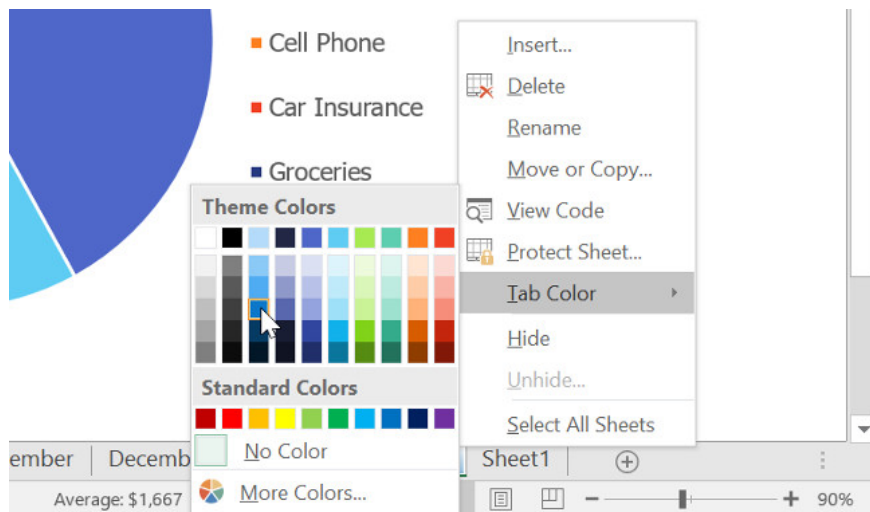


2. Release the mouse. Spreadsheets will be moved.

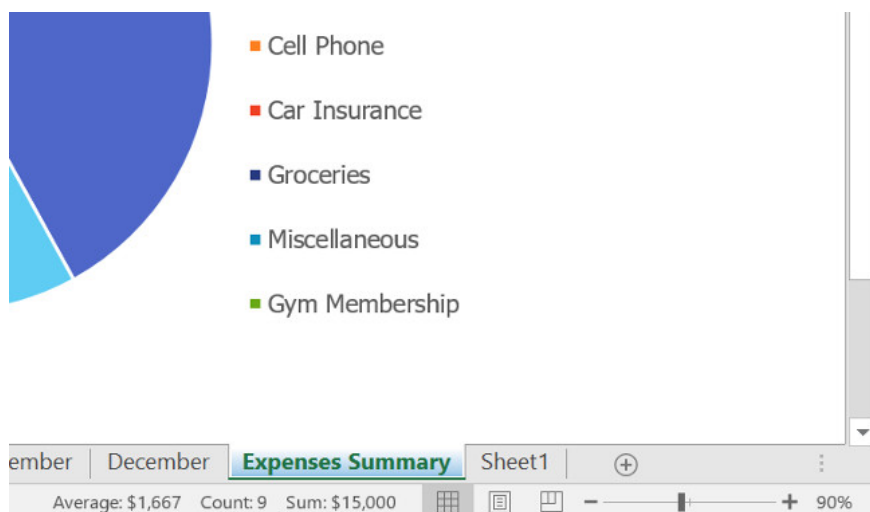


Change the Excel 2016 spreadsheet tab color

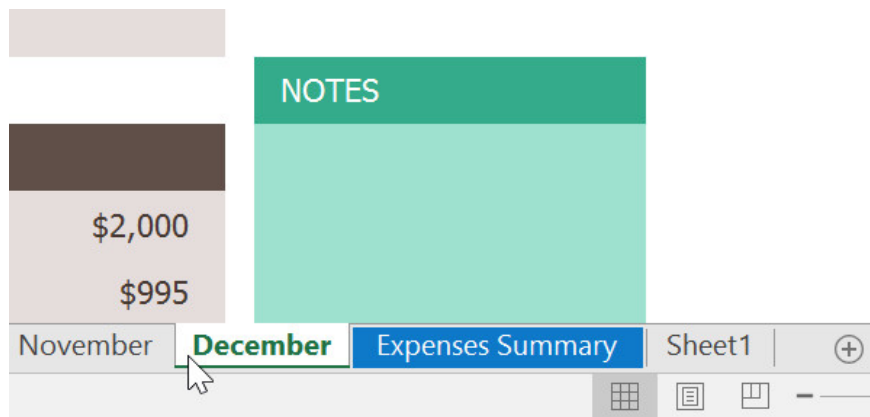
1. Right-click the spreadsheet tab you want and hover over **Tab Color** (Tab Color). The color menu will appear.
2. Select the desired color.



3. The spreadsheet tab color will be changed.

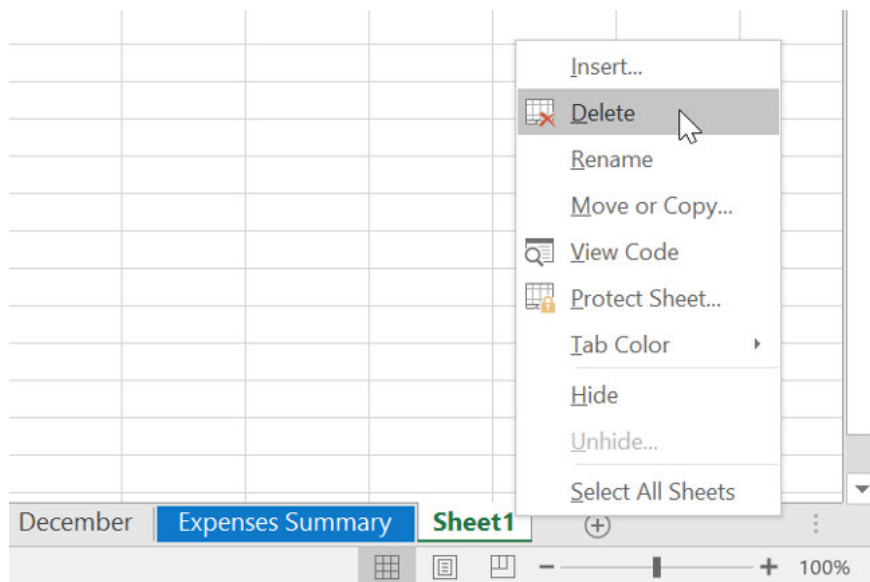


1. The tab color of the spreadsheet is less changed when selecting a spreadsheet. Choose another worksheet to see how colors will appear when the spreadsheet is not selected.



Delete Excel 2016 spreadsheet

1. Right-click the worksheet that you want to delete, then select **Delete** from the spreadsheet menu.



2. The spreadsheet will be deleted from your spreadsheet.



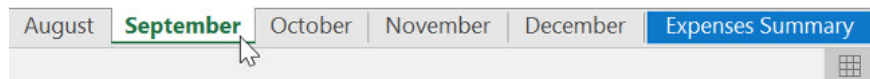
1. If you want to prevent specific worksheets from being edited or deleted, you can protect them by right-clicking on the desired worksheet and selecting **Protect Sheet** from the spreadsheet menu.

Group and un-group spreadsheets in Excel 2016

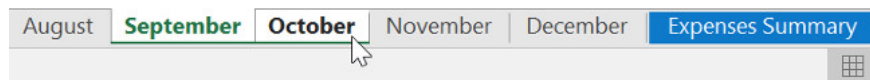
You can work with each spreadsheet individually or multiple spreadsheets at the same time. Spreadsheets can be combined into one group. Any changes made to a spreadsheet in the group will be made for each spreadsheet in the group.

Group of spreadsheets

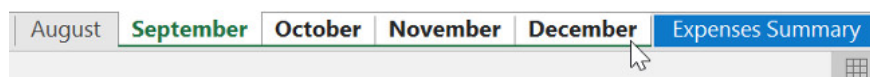
1. Select the first worksheet that you want to include in the spreadsheet group.



2. Press and hold the **Ctrl** key on the keyboard. Select the next worksheet you want in the group.



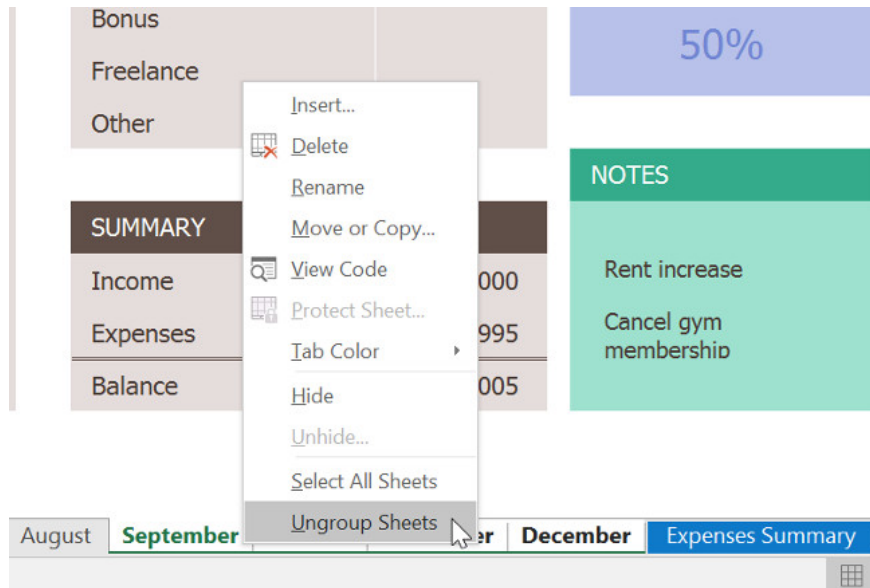
3. Continue to select the worksheets until all the tables you want to group are selected, then release the **Ctrl** key. Spreadsheets are now grouped.



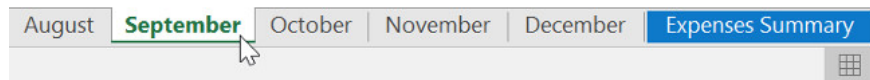
While spreadsheets are grouped, you can navigate to any spreadsheet in the group. Any changes made to a spreadsheet will appear on each spreadsheet in the group. However, if you select a spreadsheet that is not in the group, all of your spreadsheets will become separated spreadsheets.

Grouping spreadsheets

1. Right-click a worksheet in the group, then select **Ungroup Sheets** from the spreadsheet menu.



2. The spreadsheet will be split into groups. Also, simply click on any spreadsheet that is not in the group to separate all spreadsheets.



Having fun!

You finished reading the article "**Complete guide to Excel 2016 (Part 9): Working with multiple spreadsheets**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.