

How to rename, copy and move spreadsheets in Excel

Instructions on how to rename, copy and move spreadsheets in Excel. 1. How to change the name of the worksheet (sheet) in Excel - Method 1: + Double-click the worksheet name - when the selected worksheet name is entered, enter the new name of the worksheet: + After entering the name

The following article provides detailed instructions for you to rename, copy and move spreadsheets in Excel.

1. How to rename a worksheet (sheet) in Excel

- Method 1:

+ Double-click the worksheet name -> when the selected worksheet name is entered, enter the new worksheet name:



+ After entering the name of the worksheet to change, press **Enter** -> the worksheet name has been changed:

Danh sách nhân viên bán hàng				
Excel.net.vn				
Tên NV	Ngày bán	Số lượng	Doanh thu	
Phan Hằng	12/1/2016	245	67800000	
Mạnh Cường	5/1/2016	267	56700000	
Oanh Thu	1/2/2016	125	56790000	
Phan Hằng	2/2/2016	126	49420000	
Thu Lan	12/1/2016	268	43915000	
Mạnh Cường	12/1/2016	123	38410000	
Mạnh Cường	2/3/2016	643	32905000	

Worksheet name: DS_Nhân viên

- Method 2:

+ Right-click the name of the worksheet to be renamed -> **Rename:**

Danh sách nhân viên bán hàng				
Excel.net.vn				
Tên NV	Ngày bán	Số lượng	Doanh thu	
Phan Hằng	12/1/2016	245	67800000	
Mạnh Cường		267	56700000	
Oanh Thu		125	56790000	
Phan Hằng		126	49420000	
Thu Lan		268	43915000	
Mạnh Cường		123	38410000	
Mạnh Cường		643	32905000	

Worksheet name: Nha_SX

+ After selecting **Rename** enter a new name for the worksheet -> press **Enter** -> get the results:

Danh sách nhân viên bán hàng				
Excel.net.vn				
Tên NV	Ngày bán	Số lượng	Doanh thu	
Phan Hằng	12/1/2016	245	67800000	
Mạnh Cường	5/1/2016	267	56700000	
Oanh Thu	1/2/2016	125	56790000	
Phan Hằng	2/2/2016	126	49420000	
Thu Lan	12/1/2016	268	43915000	
Mạnh Cường	12/1/2016	123	38410000	
Mạnh Cường	2/3/2016	643	32905000	

DS_Nhân viên

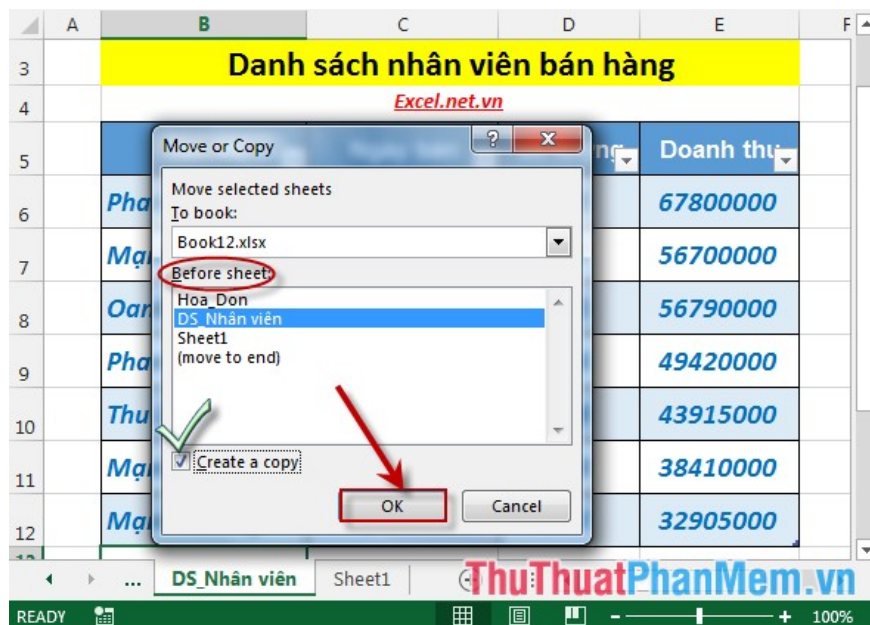
2. Copy the spreadsheet.

Step 1: Right-click the name of the worksheet to copy -> **Move or Copy** .

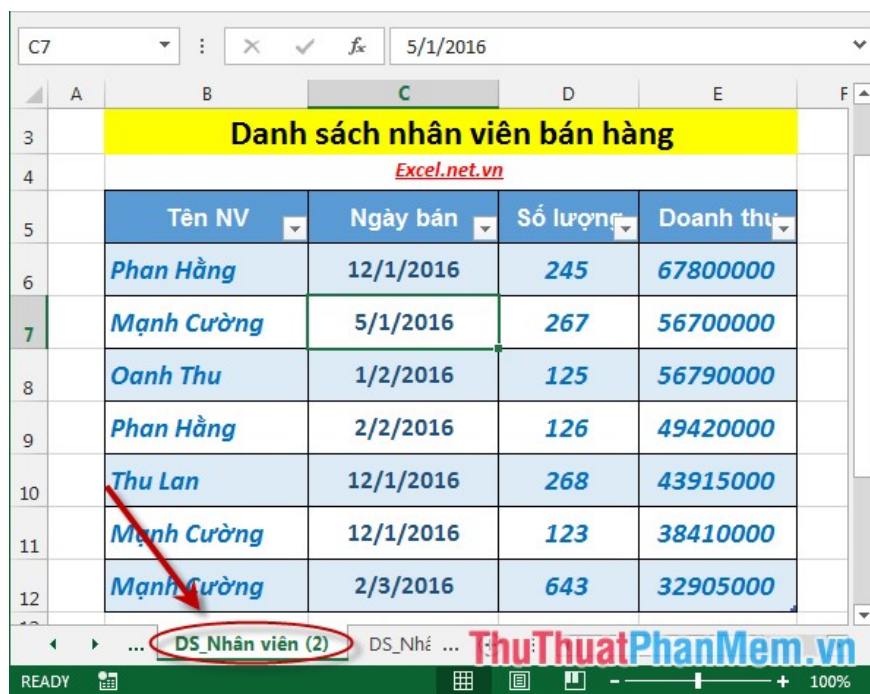
Danh sách nhân viên bán hàng				
Excel.net.vn				
Tên NV	Ngày bán	Số lượng	Doanh thu	
Phan Hằng	12/1/2016	245	67800000	
Mạnh Cường		267	56700000	
Oanh Thu		125	56790000	
Phan Hằng		126	49420000	
Thu Lan		268	43915000	
Mạnh Cường		123	38410000	
Mạnh Cường		643	32905000	

DS_Nhân v

Step 2: The **Move or Copy** dialog box appears -> select the location to place the worksheet to be copied in the **Before sheet** section (for example, choose to **preorder the employee sheet**) -> select the **Create a copy section** -> **OK** :



- After selecting Sheet **DS_NO duplicated staff** is located in front of the old sheet and named as shown:

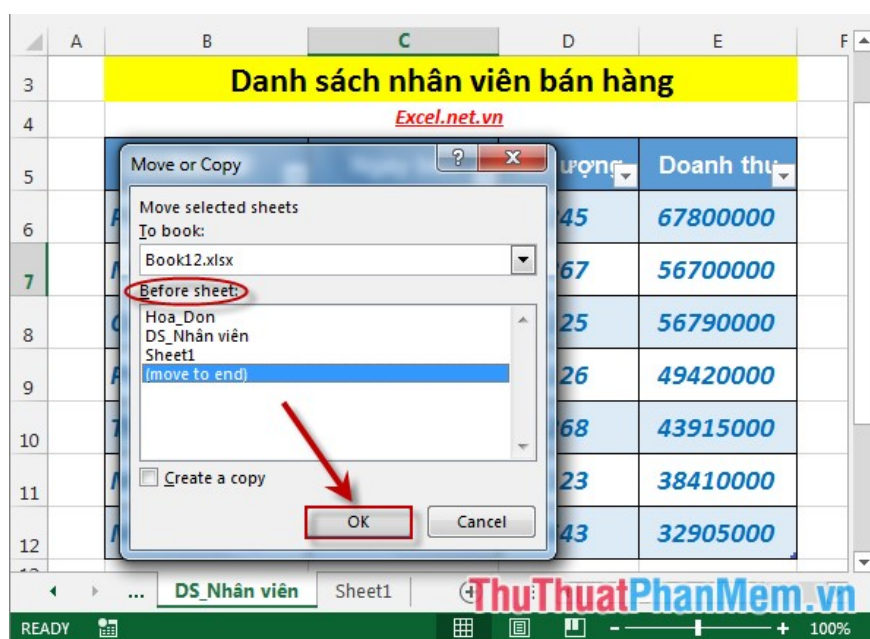


3. Move the worksheet (sheet).

Step 1: Right-click the name of the worksheet to copy -> **Move or Copy** .



Step 2: The **Move or Copy** dialog box appears -> select the location of the worksheet to be copied in the **Before sheet** section (for example, choose the last position of the **Sheet tab (move to end)**) -> **OK**:



After clicking **OK** the new sheet is moved to the bottom of the **sheet tab** :

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<i>Excel.net.vn</i>				
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Mạnh Cường	5/1/2016	267	56700000	
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Mạnh Cường	12/1/2016	123	38410000	
Mạnh Cường	2/3/2016	643	32905000	

The above is a detailed guide on how to rename, copy and move spreadsheets in Excel.

Good luck!

You finished reading the article "**How to rename, copy and move spreadsheets in Excel**" 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.