

Tips with spreadsheets (sheet) in Excel

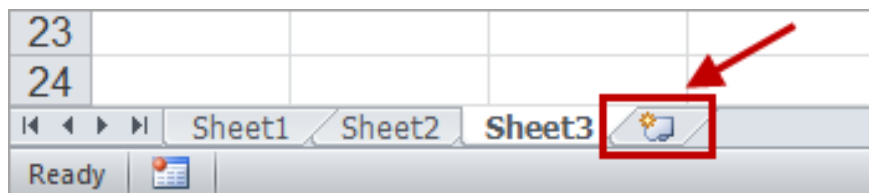
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In Excel spreadsheets to manage Excel data using Sheet tabs, you can easily add, delete, rename or customize the settings as you like for the worksheets in Excel worksheet.

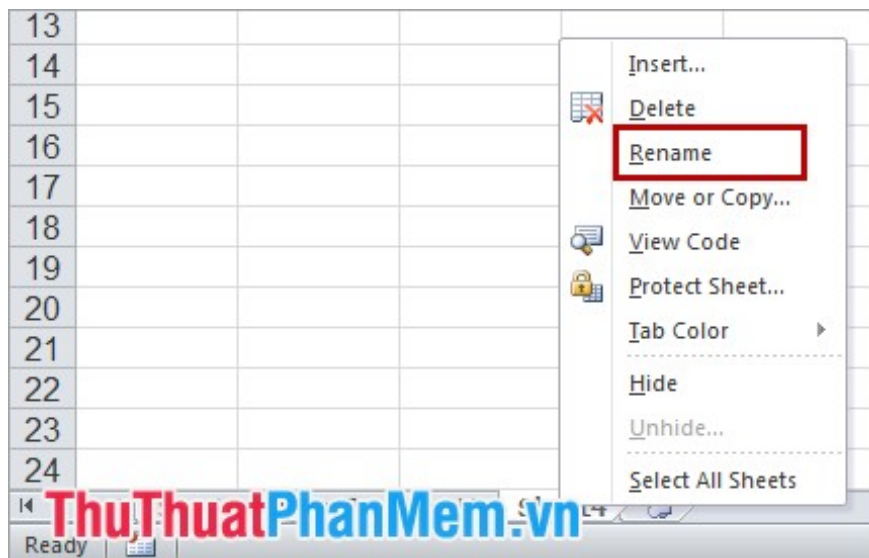
Here are some basic tips when working with sheets in Excel you should know.

Add a new sheet

To add a new Sheet to work, click on the **Insert WorkSheet** icon (or the key combination **Shift + F11**).

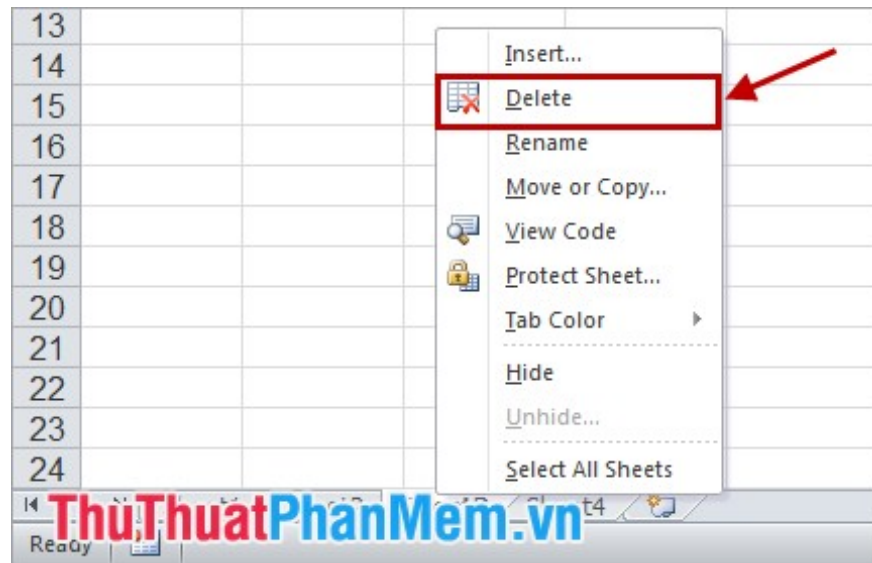


Right-click on the newly created Sheet and select **Rename** to rename the Sheet.



Delete the sheet

When not using any Sheet, you just need to right-click the sheet name and select **Delete** to delete the Sheet.



Change the size of the Sheet tab display

By default the tabs display small Sheet tabs, you can increase its size by the following actions:

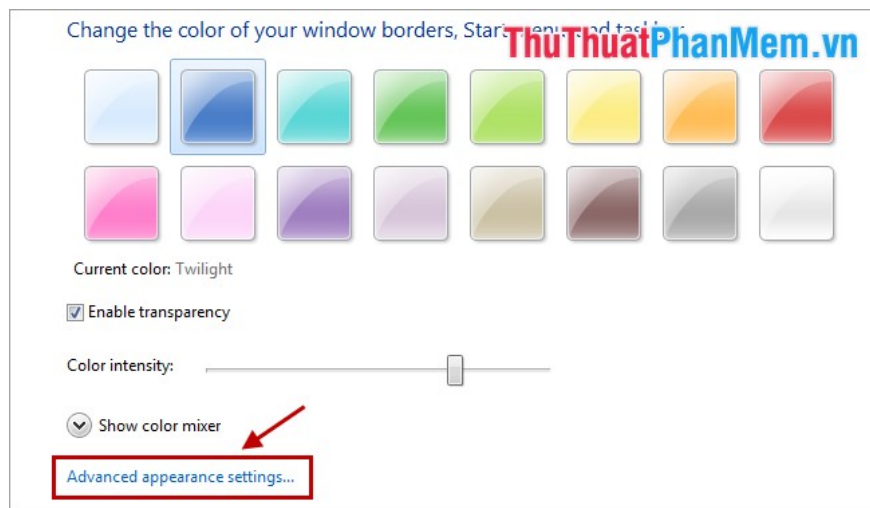
Step 1: On the Desktop, right-click -> **Personalize** .



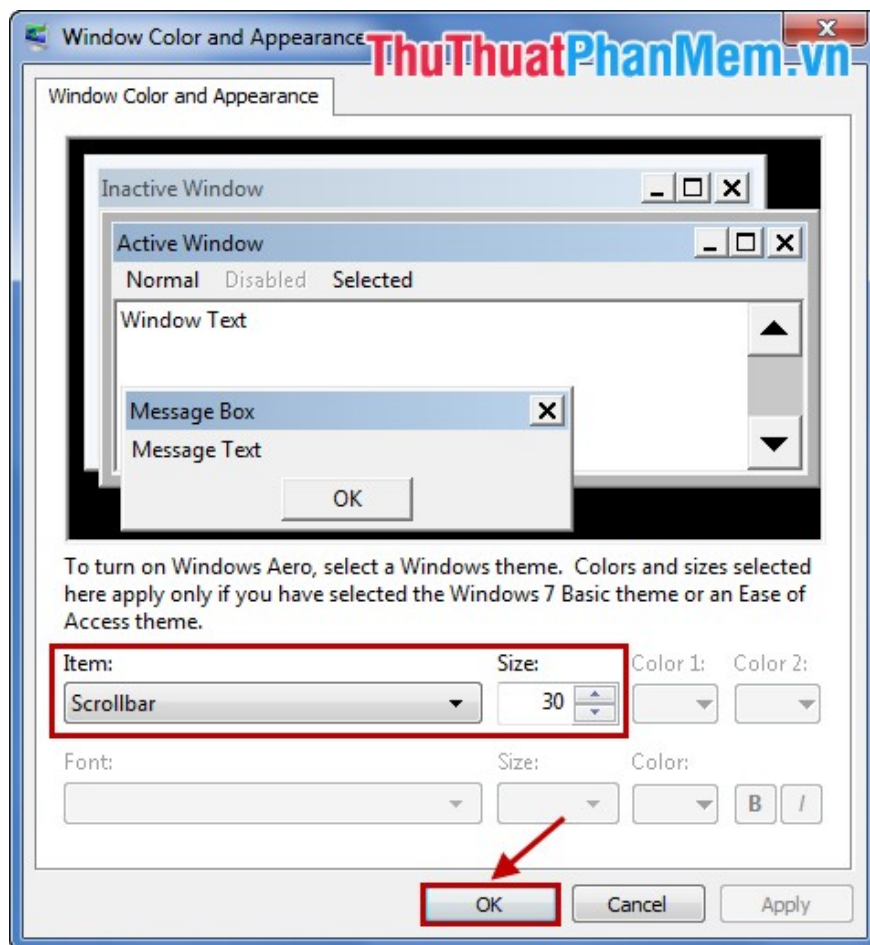
Step 2: Choose **Window Color**.



Step 3: Choose **Advanced appearance settings**.



Step 4: In the **Window Color and Appearance** window , select **Scrollbar** in **Item** , edit the size in **Size** . Then click **OK** .



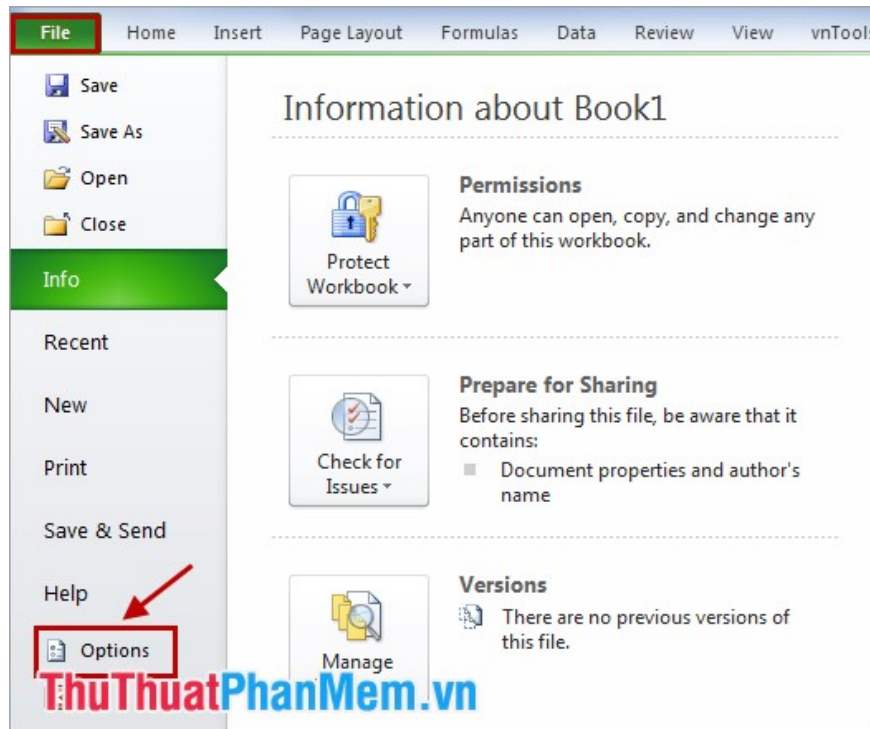
The following results:



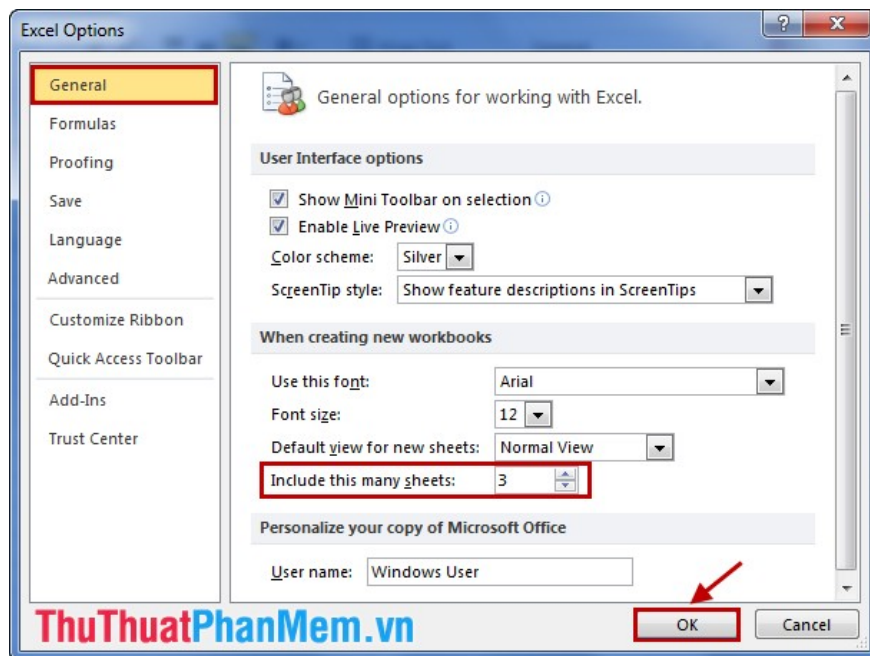
Change the number of sheets displayed by default

By default, Microsoft Excel displays a maximum of 3 sheets when you open an Excel workbook. To change the number of default sheets, you can follow these steps:

Step 1: Select **File** -> **Options** .



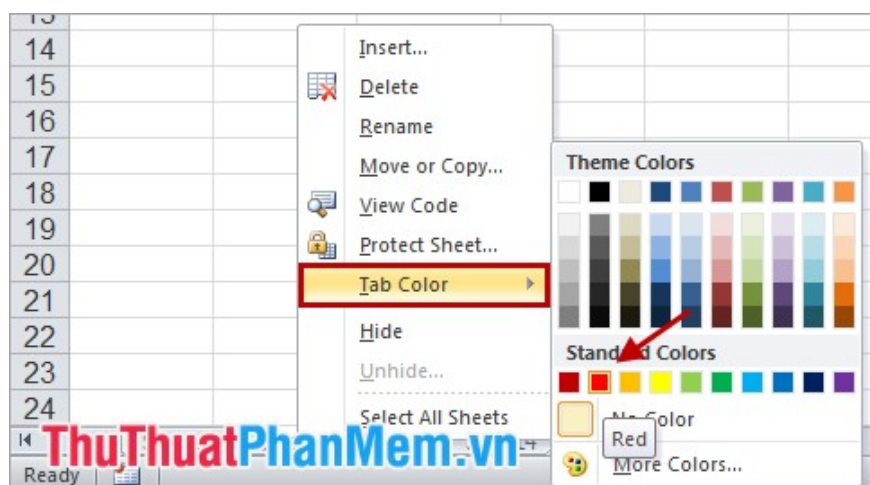
Step 2: In the **General** tab , enter the number of sheets to display by default in the box *Include this many sheets* in the **When creating new workbooks** section . Then click **OK** .



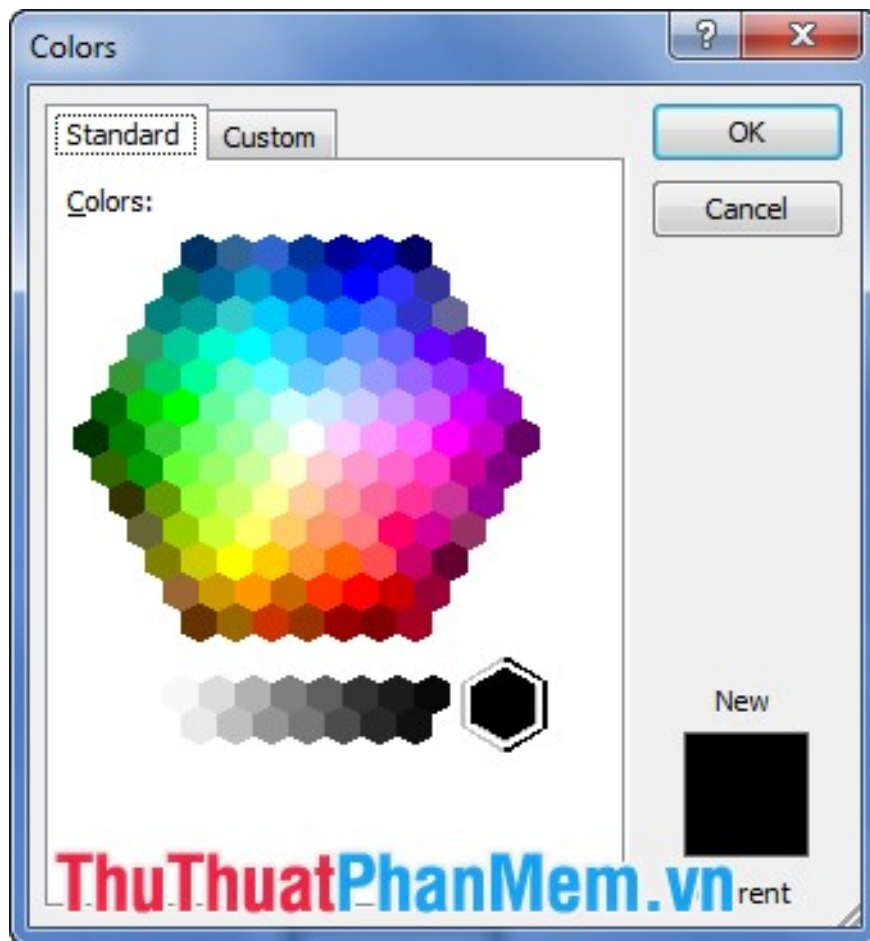
Then you restart Excel, the default Sheet number will display exactly as you have set.

Change the sheet color card

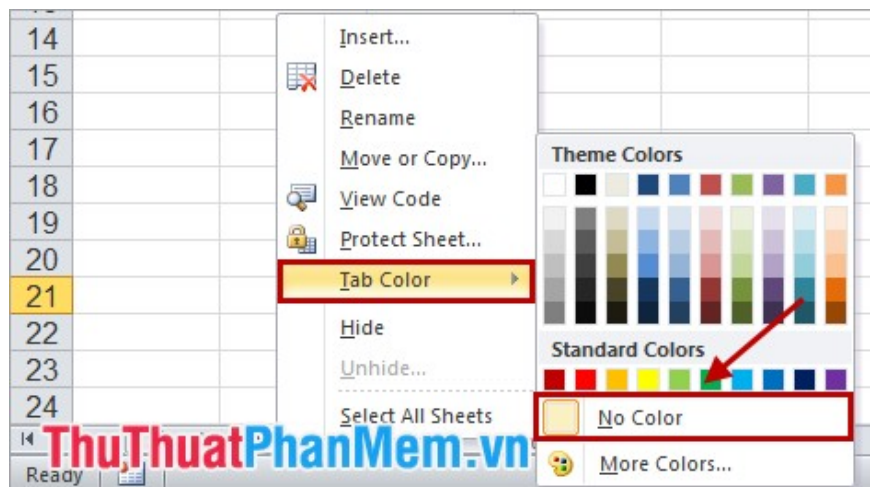
Many sheets in an Excel file, you want to change the default color of the sheets to classify the sheets and make it easy to search. To change the default color, right-click on the Sheet you want to change color -> **Tab Color** -> Choose the color you want to change.



You can choose **More Colors** to choose more colors.



If you want to remove the color, select right -> **Tab Color** -> **No Color** .



Copy the format of a sheet

With different data but the format of the sheets is the same, instead of having to format each sheet in turn, you can copy the format of the sheet.

Step 1: Select the Sheet containing the standard format that you want to copy to other sheets.

For example, select Sheet4.

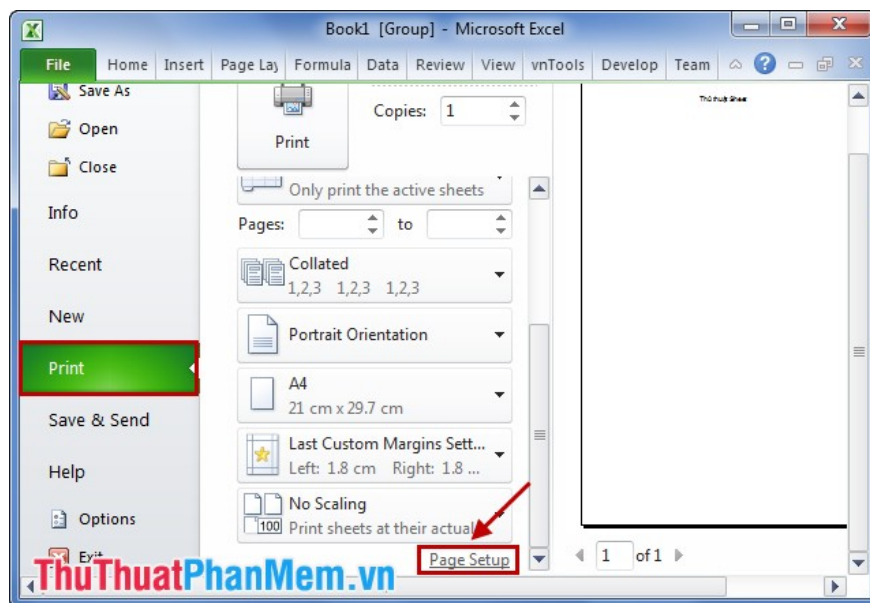


Step 2: Hold down **Ctrl** , then click on the Sheet to copy format.

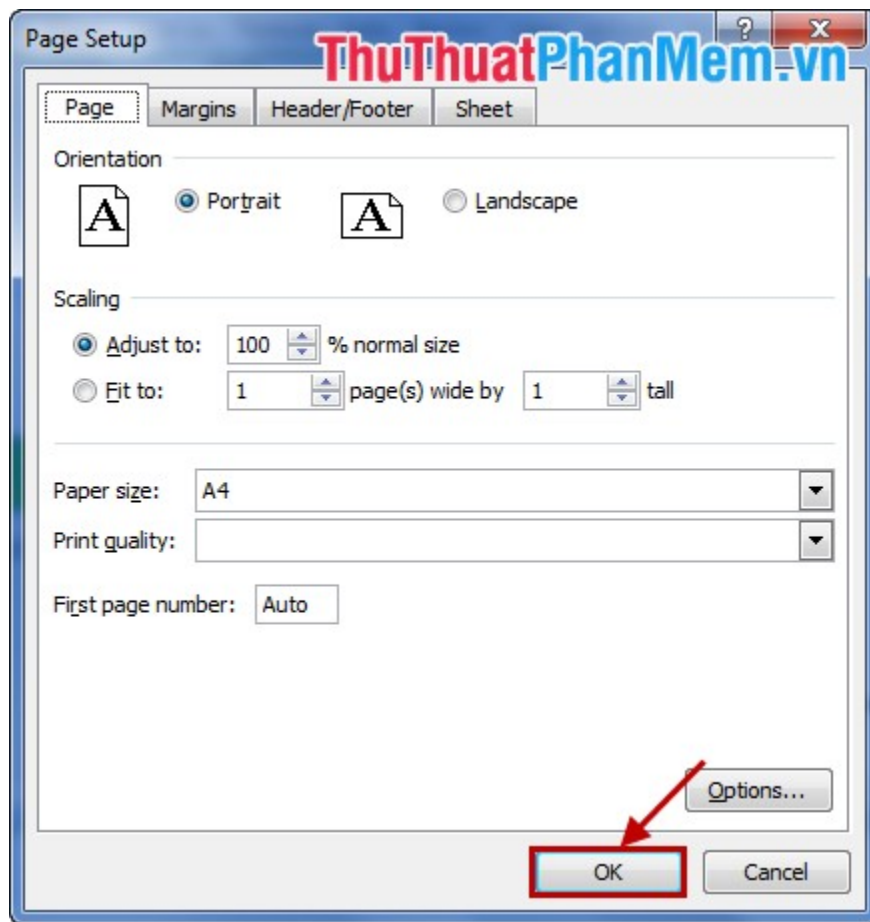
For example: Sheet3.



Step 3: Select **File -> Print -> Page Setup** .



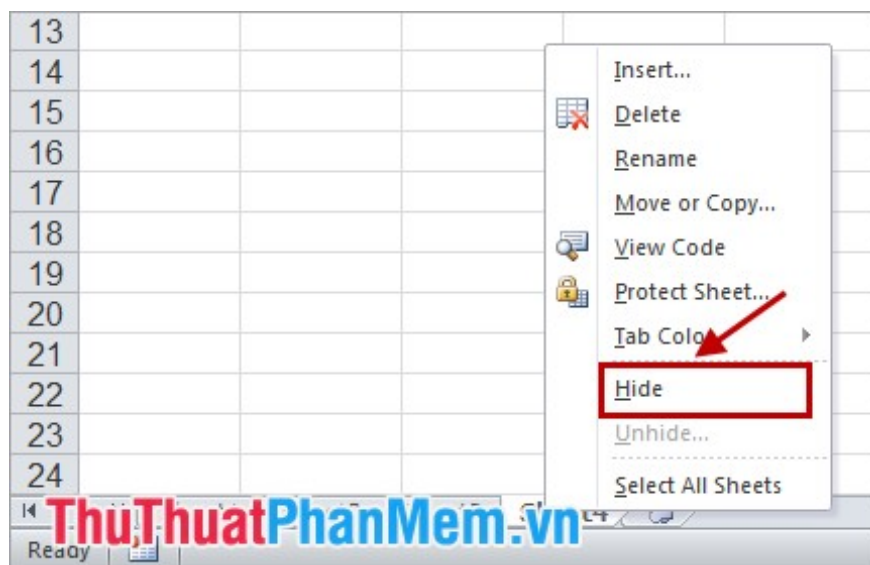
Then click **OK** , the format has been copied.



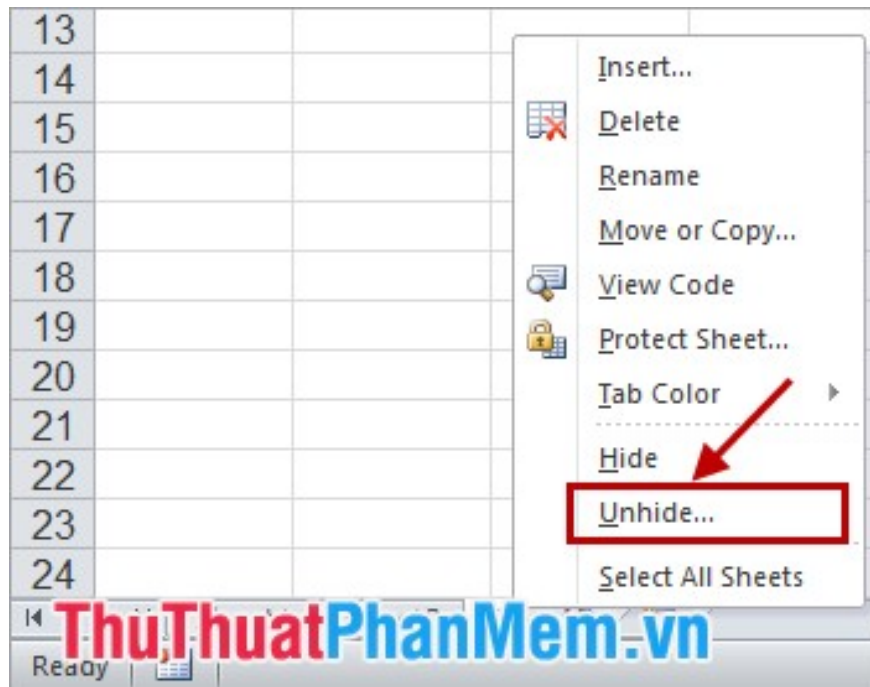
Hide the workspace in Sheet

To hide a sheet, right-click on the Sheet you want to hide and select **Hide**.

For example, want to hide Sheet4.



Want to display the hidden Sheet again, right-click any Sheet in Excel file and choose **Unhide** .



In the **Unhide** table , select the Sheet you want to display again and click **OK** .



Hopefully, with the above tips, you can manipulate more easily when working on the sheets of Excel spreadsheets. Good luck!

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