

# Working with Sheets

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A spreadsheet in Google Sheets can contain one or more worksheets. When working with a large amount of information, you can create multiple worksheets to help organize your spreadsheet and make it easier to find information.

In this lesson, you will learn how to create, rename, move, delete, and copy worksheets.

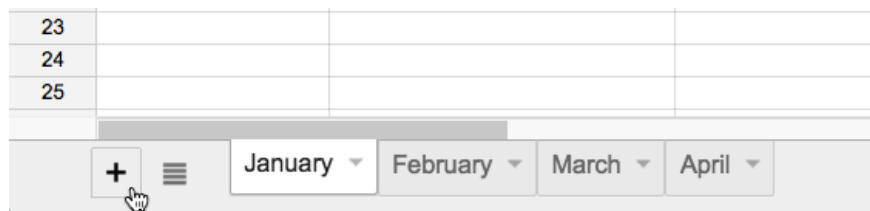
## Use multiple spreadsheets

When you create a new Google Sheets spreadsheet, it has one worksheet, named **Sheet1** by default. In the Sheets toolbar at the bottom of the window, you'll see a tab for each worksheet you have. To organize your spreadsheet and make navigation easier, you can create, rename, delete, move, and copy worksheets.

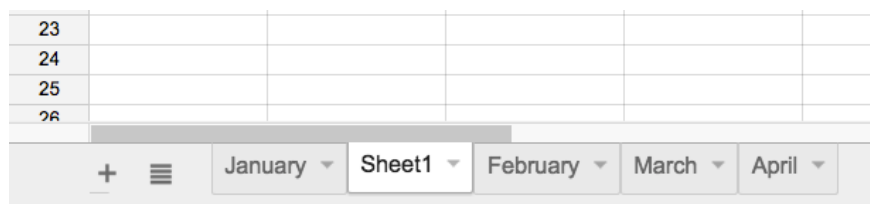
### How to create a new worksheet

In this example, the pages of the service log are sorted by month. A new worksheet in the log will be created so that data for the new month can be entered.

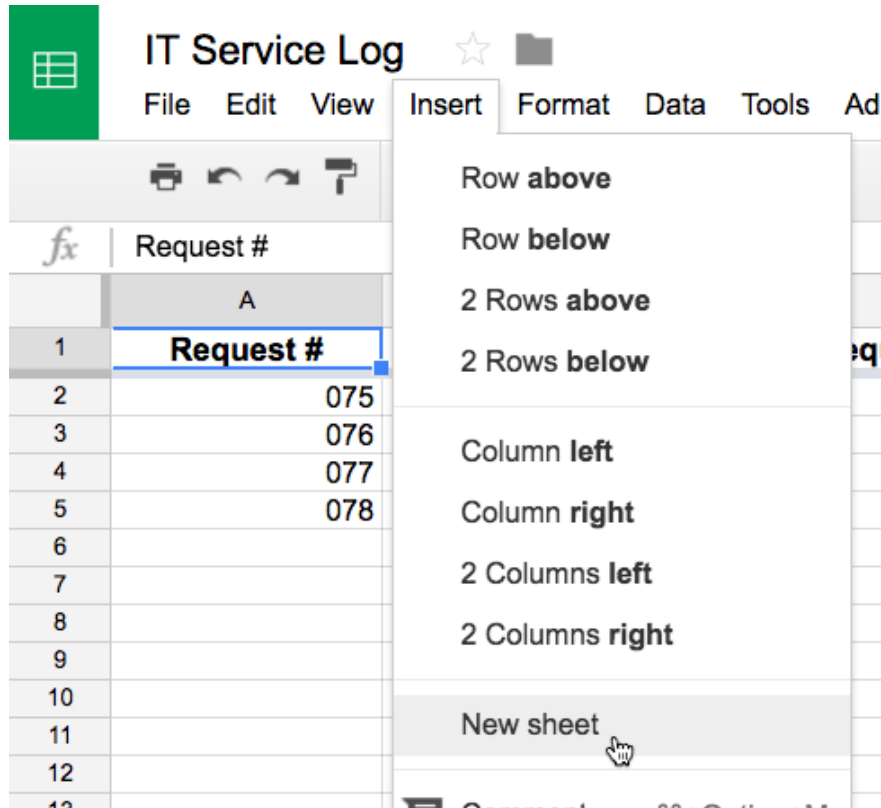
1. Click the **Add Sheet** command in the spreadsheet toolbar.



2. A new worksheet will appear on the worksheet toolbar.

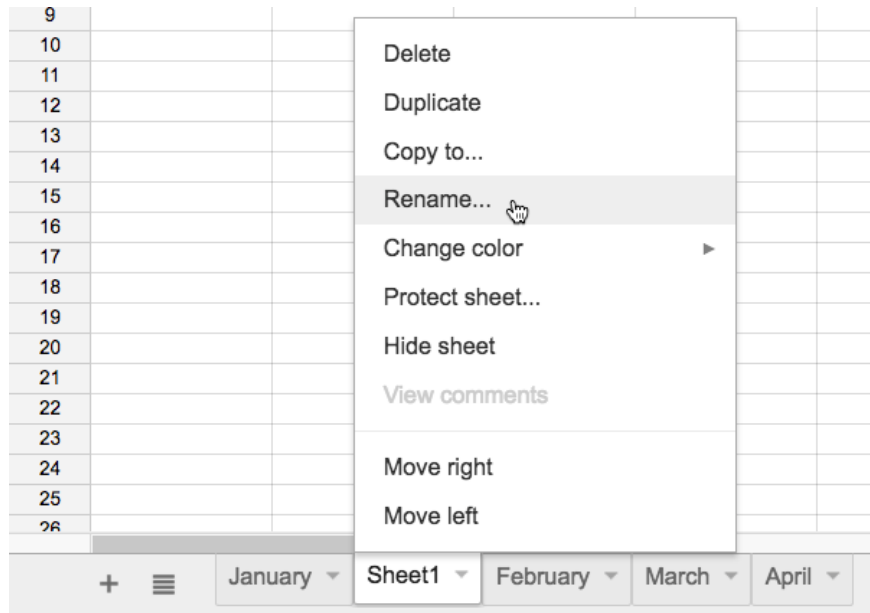


Alternatively, you can create additional sheets by clicking **Insert** and selecting **New sheet** from the drop-down menu.

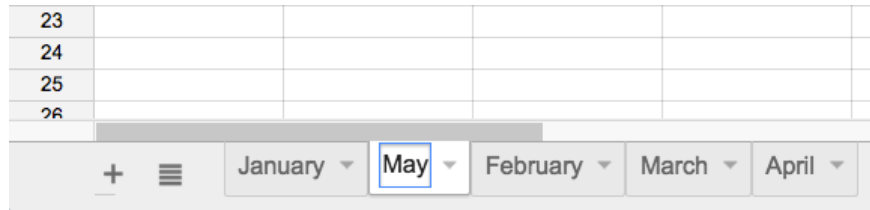


## How to rename a worksheet

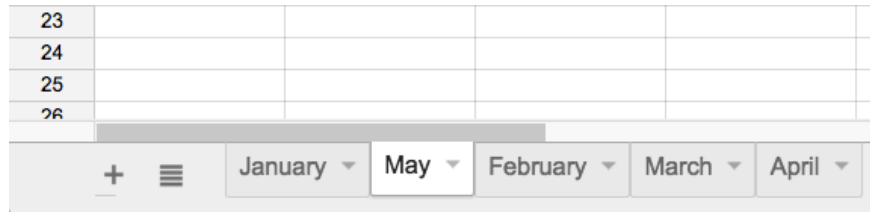
1. Click on the tab of the worksheet you want to rename. Select **Rename.** from the menu that appears.



2. Enter the desired name for the worksheet.

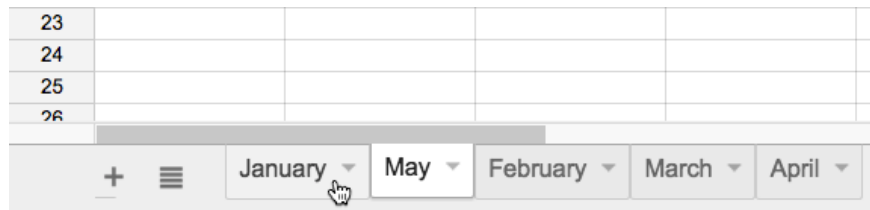


3. Click anywhere outside the tab or press **Enter** on your keyboard when you're finished, and the worksheet will be renamed.



## How to switch to a different worksheet

1. Click on the desired worksheet tab in the worksheet toolbar.



2. The selected worksheet will appear.

IT Service Log

File Edit View Insert Format Data Tools Add-ons Help

Request #

	A	B	C
1	Request #	Description	Request Date
2	075	Server hardware update	Jan-13
3	076	Office wireless connectivity	Jan-14
4	077	Yearly software updates	Jan-18
5	078	Q1- Staff drive maintenance	Jan-25
6			
7			
8			
9			

January May February March April

If you want to restrict collaborators from editing specific sheets in your spreadsheet, you can protect those sheets by clicking the desired sheet tab and selecting **Protect sheet.** from the menu that appears.

IT Service Log

File Edit View Insert Format Data Tools Add-ons Help

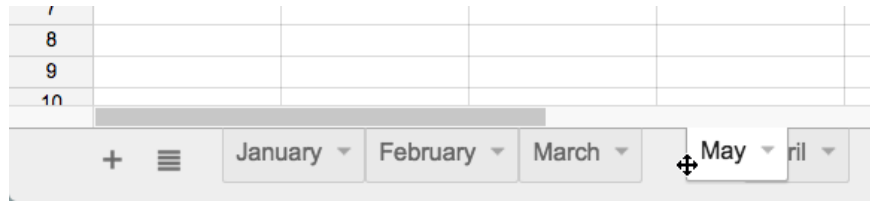
Request #

	A	B	C
1	Request #	Description	Request Date
2	075	Server hardware update	Jan-13
3	076	Office wireless connectivity	Jan-14
4	077	Yearly software updates	Jan-18
5	078	Q1- Staff drive maintenance	Jan-25
6			
7			
8			
9			

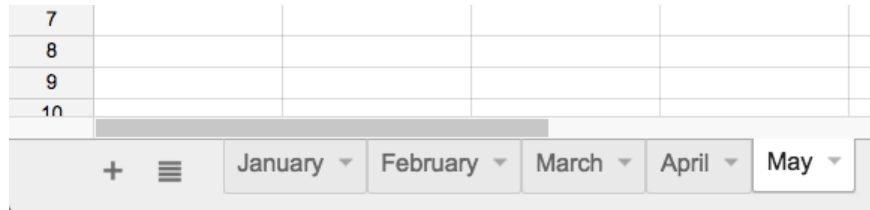
January May February March April

## How to move a worksheet

1. Click and drag the tab of the worksheet you want to move.

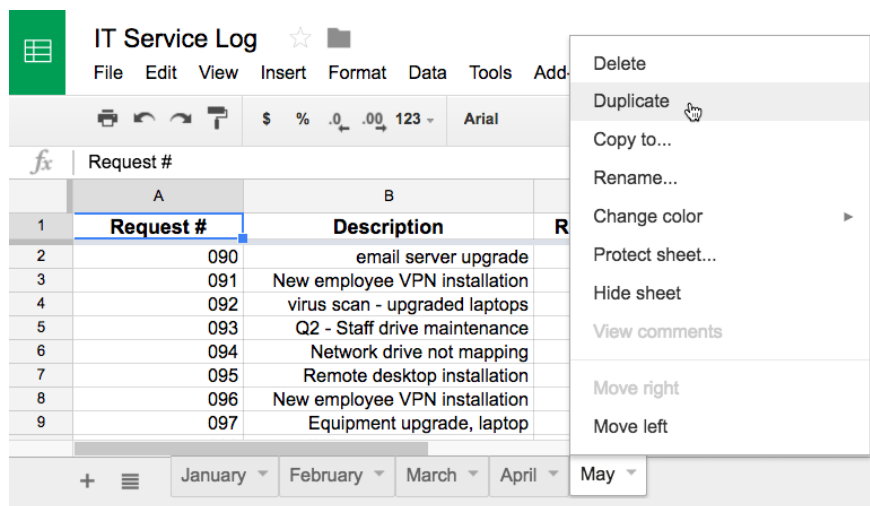


2. Release the mouse button to place the tab in the desired position.



## How to copy a spreadsheet

1. Click on the tab of the worksheet you want to copy, then select **Duplicate** from the menu that appears.



2. A copy of the worksheet will appear on the toolbar. It will be named "Copy of the original worksheet," such as " **Copy of May** ." You can rename the worksheet if you wish.

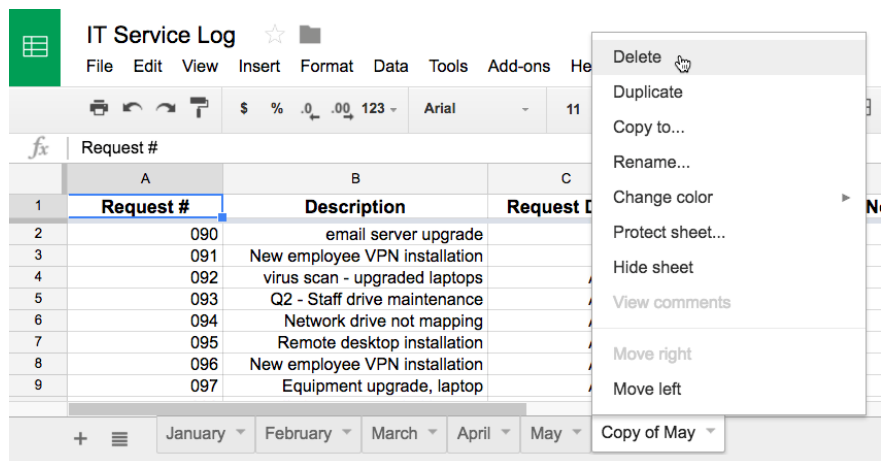
	A	B	C	D
1	Request #	Description	Request Date	Date Comp
2	090	email server upgrade	Apr-2	
3	091	New employee VPN installation	Apr-6	
4	092	virus scan - upgraded laptops	Apr-10	
5	093	Q2 - Staff drive maintenance	Apr-12	
6	094	Network drive not mapping	Apr-13	
7	095	Remote desktop installation	Apr-17	
8	096	New employee VPN installation	Apr-17	
9	097	Equipment upgrade, laptop	Apr-23	

January February March April May Copy of May

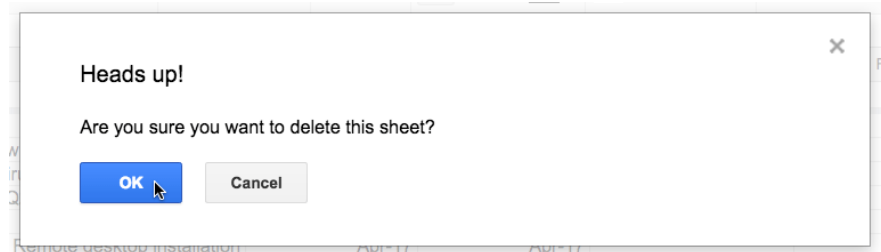
To copy a worksheet to another spreadsheet in Google Drive, click the tab of the worksheet you want to copy, then select **Copy to**. from the menu that appears. Choose the spreadsheet where you want to place the copy from the list that appears. The copy of the worksheet will appear in the other spreadsheet.

## How to delete a worksheet

1. Click on the tab of the worksheet you want to delete. Select **Delete** from the menu that appears.



2. A warning dialog box will appear. Click **OK** and the worksheet will be deleted.



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