

6.12: Introduction to Using Multiple Worksheets

What you'll learn to do: create a new workbook with more than one worksheet.

When you open a new Excel file, there is automatically a single worksheet. However, there are a number of reasons why you may want more than one worksheet in a single workbook. For example, consider the following ways multiple worksheets in a workbook can help with keeping data organized:

1. A workbook with monthly sales figure with each year on a different worksheet
2. A workbook with mailing lists for weekly flyers on one worksheet and coupon mailings on another
3. A workbook with inventory data with each month on a different worksheet

In any of these cases, or others, it is very easy to add more worksheets to an Excel workbook.

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