

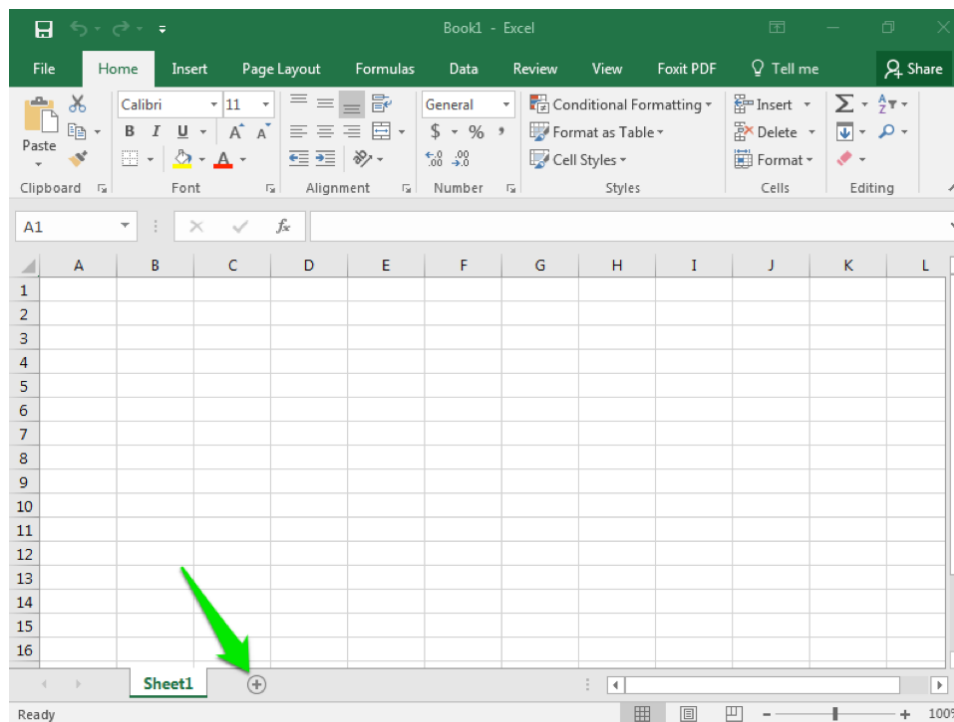
6.13: Creating a Workbook with Multiple Worksheets

Learning Objectives

- Create a new workbook with more than one worksheet.

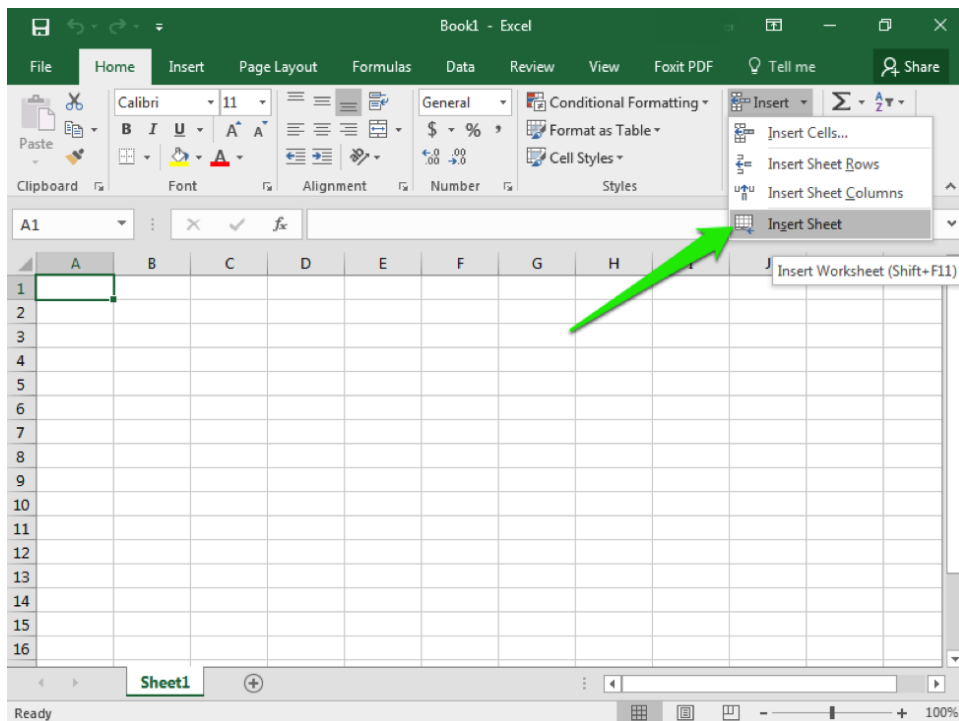
Method 1

The easiest method to add additional worksheets to a workbook is by using the Insert Worksheet shortcut represented by the + button at the bottom of the workbook window. You can use this shortcut button multiple times to insert additional worksheets into your workbook.



Method 2

You can also use the menu option Insert>Insert Sheet from the Cells group of the ribbon.



Practice Questions

<https://assessments.lumenlearning.co...essments/18634>

<https://assessments.lumenlearning.co...essments/18635>

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