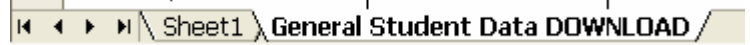


## ADDING A NEW WORKSHEET

You may find there are times you wish to pull just parts of the data off of a large file and into another one so that you can work on smaller bits of data at one time (i.e., 9<sup>th</sup> graders or ESE or males). To do this, it may be necessary for you to add additional worksheets to the workbook.

Look at the bottom of the Excel window. You will see one or more tabs. The tab of the active worksheet is highlighted in bold faced print.



<p>1. Go to the menu bar at the top of the page and select the <b>Insert</b> menu. From the drop-down list, select the word <b>Worksheet</b>.</p>	
<p>2. Your new worksheet will be displayed as a new tab at the bottom of the screen. This worksheet can be moved to a different position among the tabs by your clicking on the new sheet, dragging and then dropping it at your position of choice.</p>	

*You can also right-mouse-click directly on the worksheet tab and select Insert... Worksheet.*

**RENAMING A WORKSHEET...** you might want to rename the worksheet as “Sheet 2” is not very descriptive.

<p>1. Right-click on the tab. A drop-down box will appear. Select Rename from the list.</p>	
<p>2. This will highlight the current title of the worksheet.</p>	
<p>3. Simply type in the new name.</p>	