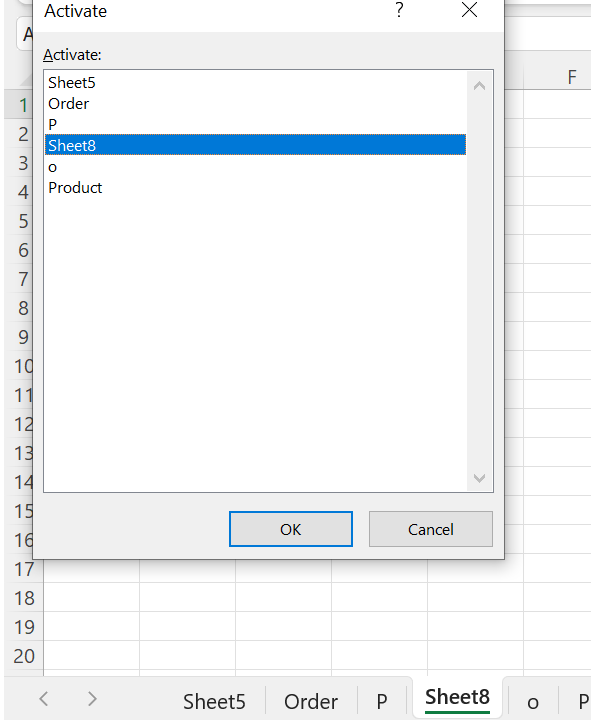
Manage workbooks—

1. Move between worksheets-

Short cut -Cntrl+Pagedown / Cntrl+Pageup

1. Quickly jump to any worksheet



Right click

Between 2 arrows

1. Easy worksheet management

Insert new worksheet—Shift+F11

Rename

Delete

1. Fast Worksheet Copy

Click on worksheet , press control key & drag

1. Formatting multiple sheets—
   1. Entering data in all worksheets simultaneously
      1. If you press SHIFT & select all worksheets
   2. Entering data in few worksheets simultaneously
      1. If you press Cntrl & select worksheets
2. Make connection by referring to another workbook
3. Type ‘=’ in one workbook & select range of data from another workbook.
4. Convert range into table & refer this along with ‘=’ sign in your blank workbook
5. We can connect to a workbook even when file is closed. We can browse
6. Open new workbook—Data—Existing connections. This gives you list of tables from open workbooks.
7. We can set refresh schedules e.g. every 2 min or when file opens

