2. Worksheets and Workbooks

When you work with data in *Excel* the type of file you are using is called a *workbook*. A workbook can contain multiple *worksheets*. Just to simplify things a bit, we have used the term *workbooks* in the first chapter, while we were actually using a single *worksheet*.

From now on we will use the correct terminology:
- *worksheet* when we mean a single, specific sheet;
- *workbook* when we mean the entire file, which may include several worksheets.

By using multiple worksheets you can arrange and order your data within a workbook. For example, you can enter a company's turnover, costs, and profits in different sheets and save them all within one workbook.
You can also distribute the various categories of a club's members among multiple worksheets within a single workbook.
Until now you have only used *Sheet1*. In this chapter you will be using the other sheets as well.

A household recordkeeping book will often contain expenses that are not paid on a monthly basis but only annually. You can add up these annual costs on a separate worksheet, so you can set aside a certain monthly amount for these expenses. Then you can add them to the monthly expenses on *Sheet1*.

In this chapter you will learn how to:

- open worksheets;
- distinguish between worksheets and workbooks;
- subtract, multiply, and divide;
- round off figures;
- use data from another worksheet;
- enter formulas yourself;
- give worksheets a name;
- move worksheets;
- add extra worksheets;
- delete worksheets;
- save workbooks.

🢂 **Please note:**

In this chapter you will continue using the *household recordkeeping book* file from *Chapter 1 Cells and Formulas.* If you have not created this file, you can use the file called *household recordkeeping book - ch 2* from the folder with the practice files. If you have not copied this folder to your computer, you can read how to do that in *Appendix A Downloading the Practice Files*.
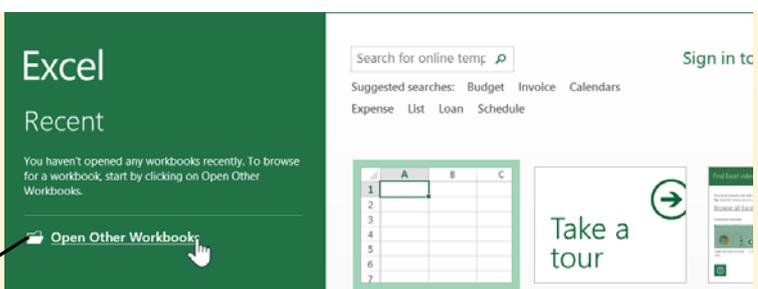
2.1 Opening a Workbook
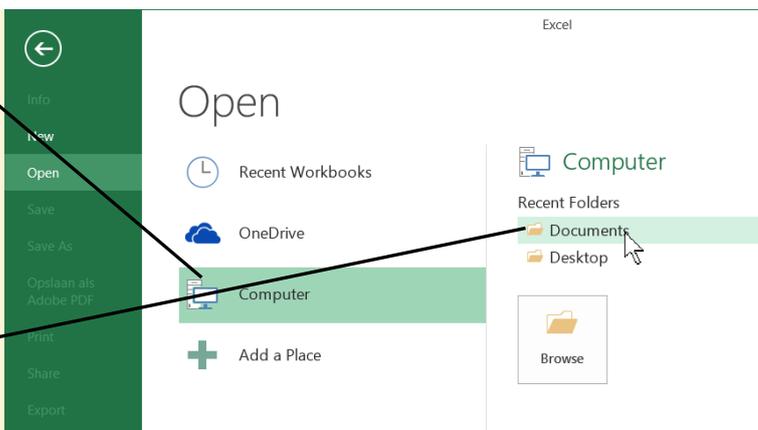
☞ **Open *Excel*** 👣⁹

In *Excel 2013*:

🖱 **Click**
📂 **Open Other Workbook**

🖱 **Click**
🖥 **Computer**

🖱 **Click** 📁 **Documents**

In *Excel 2010*:

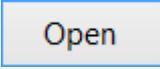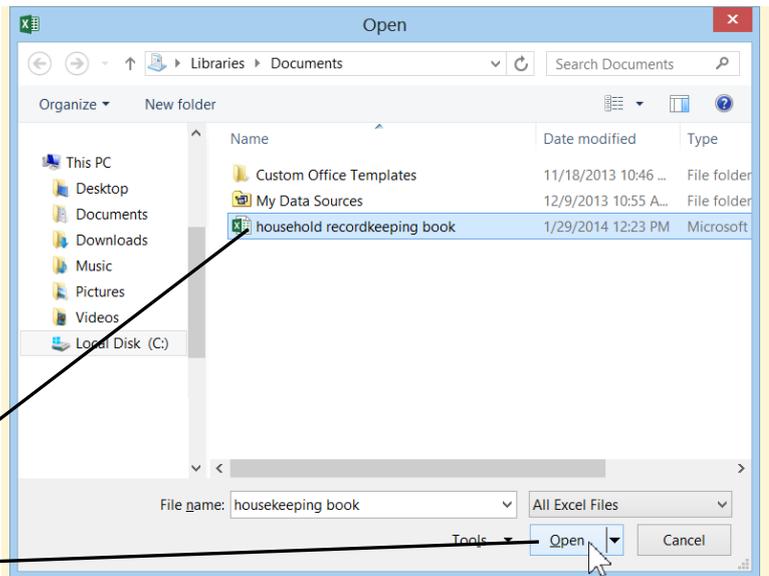🖱 **Click the File tab**

🖱 **Click** 📂 **Open**

You will see the content of the (*My*) *Documents* folder:

In the address bar of this window you can see which folder is opened:

Please note: the content of this folder may look different on your computer.

⊕ **Click**
🗙 household recordkeep

⊕ **Click** [Open]

2.2 Go to Another Worksheet

By default, there is always one open worksheet in *Excel 2013*. But in *Excel 2010* there are three worksheets by default. When you open a workbook you will always see *Sheet1*. Until now this is the only worksheet you have used. But you can also use one of the other worksheets:

At the bottom you see the tabs of the open worksheets:
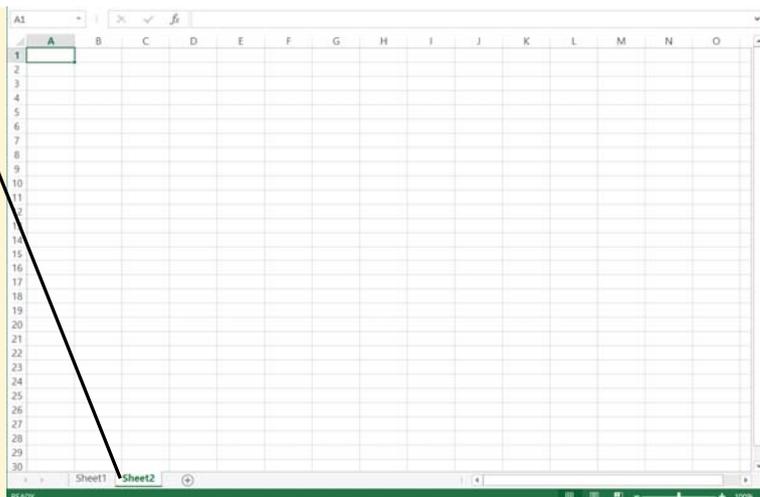
To create a new sheet in *Excel 2013*:

⊕ **Click** ⊕
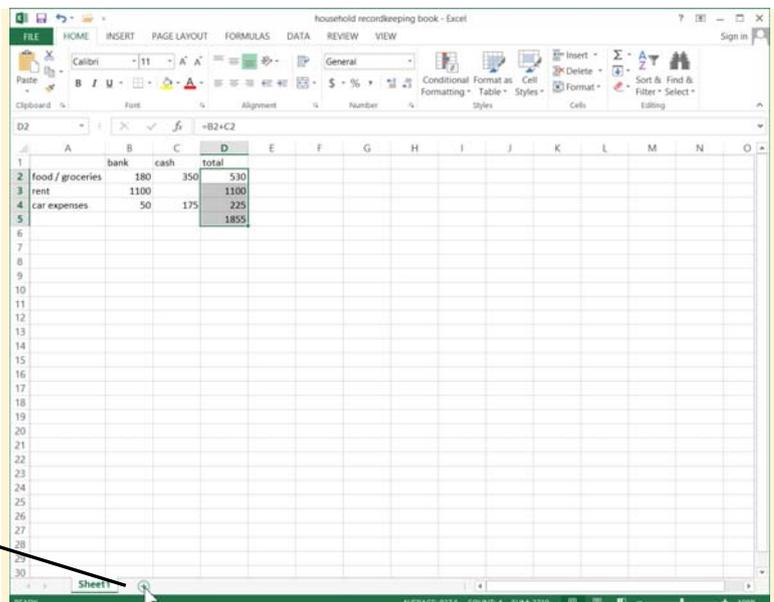
You will see a blank worksheet. At the bottom you see that *Sheet2* has been opened:

In *Excel 2010*, the second tab has already been inserted:

- **Click** Sheet2

On this worksheet you can create a summary of all the amounts you do not pay on a monthly basis but in other installments, such as annual installments, for example.

- **Type the data in the worksheet**

- **Widen column A** ₈₈²

	A	B	C	D
1		number	amount	total
2	insurance premium	4	120	
3	taxes	6	80	
4	vacations	1	1400	

You can calculate the totals by multiplying the number with the amount.

2.3 Multiplication

You have already seen how to add up numbers in *Excel*. Multiplying works the same way. The only things you will need to get used to is the * symbol that is used to multiply numbers. You can use the asterisk symbol above the 8 (numeric key). Or you can use the asterisk symbol on the key of your numeric keypad.
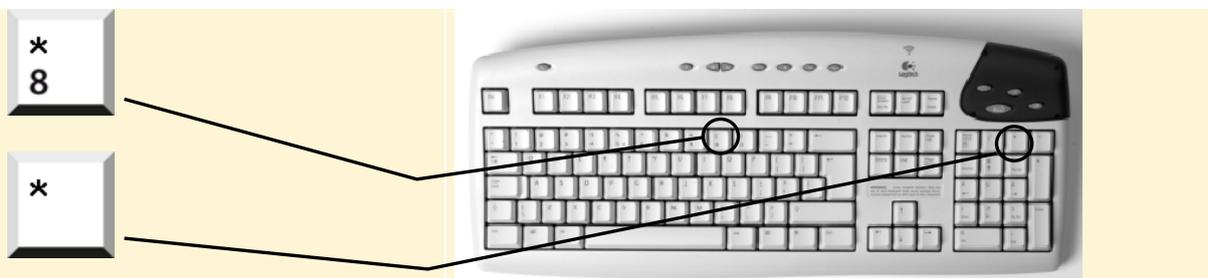
A multiplication formula also begins with an = too.
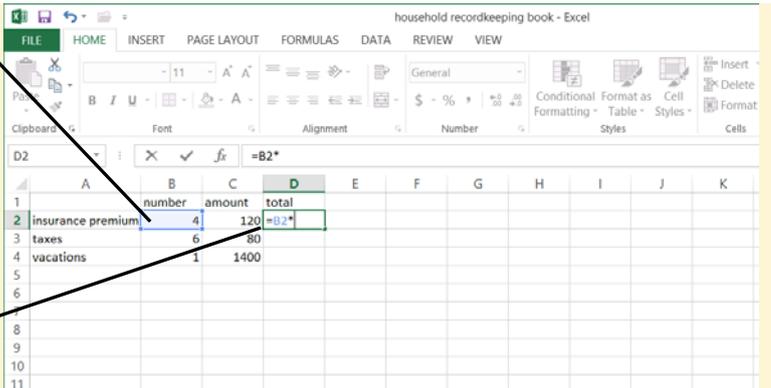
🖱 **Click cell D2**

⌨ **Type:** =
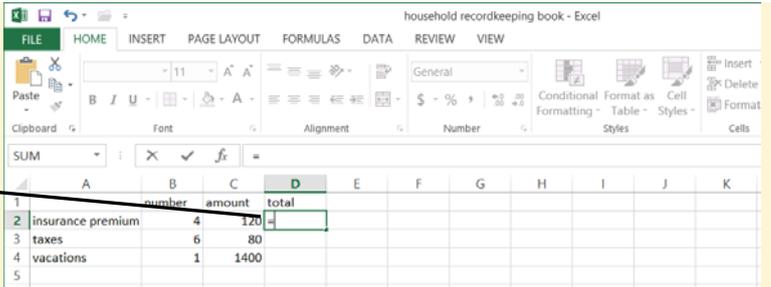
🖱 **Click cell B2**

This is the number of times you pay your insurance premium within a year.

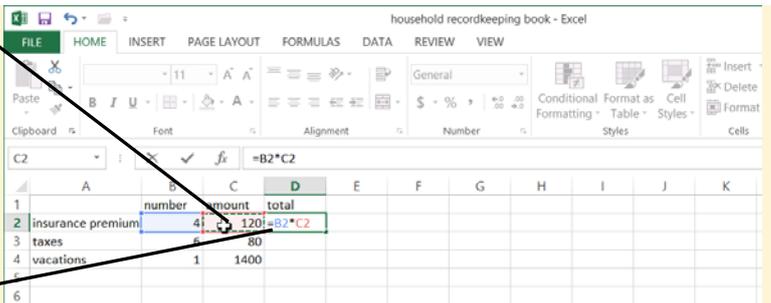You will see that B2 is also entered in cell D2:
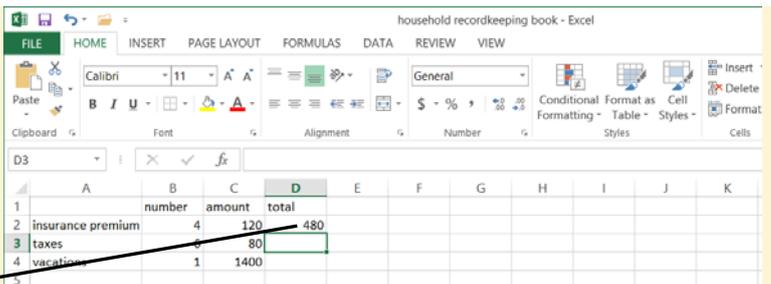
⌨ **Type:** *

🖱 **Click cell C2**

This is the amount that is paid in each installment.

Cell C2 is now entered into the formula:

⌨ **Press** Enter

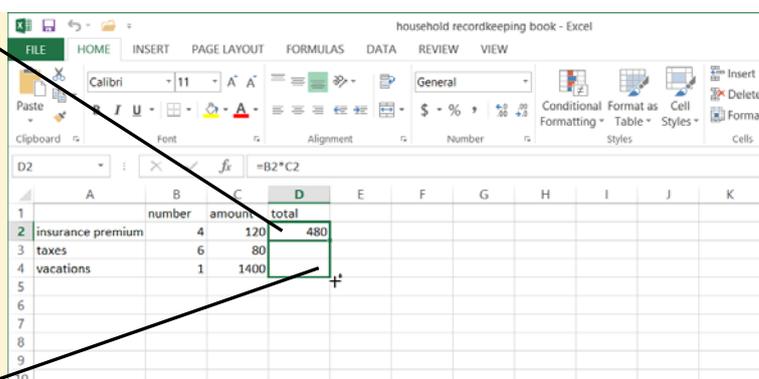In cell D2 you will see the result of the formula (480):

You can copy this formula to the next rows in the same way you did as in *Chapter 1 Cells and Formulas*:

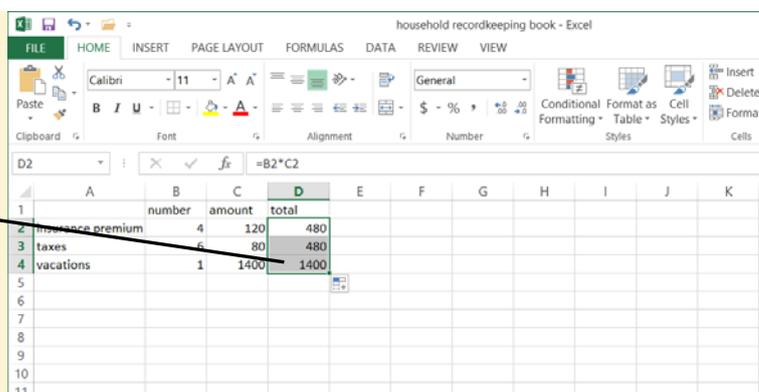**Click cell D2**

Place the pointer on the handle of cell D2

The pointer turns into ✚:

Drag the handle to cell D4

Release the mouse button

The formula has been copied to cells D3 and D4:

Excel has automatically inserted the right cells into the formula. The next step is adding up the totals. This way, you can calculate how much your annual expenses are with regard to recurring expenses.

The correct cells have already been selected.

Click Σ

At the bottom you will see the total amount of this column: