

After completing this lesson, you will be able to:

- Hide and unhide rows and columns.
- Freeze and unfreeze rows and columns.
- Move between worksheets in a workbook.
- Add and delete worksheets in a workbook.
- Create three-dimensional formulas.
- Link workbooks.

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Hiding and Unhiding Rows and Columns

To hide a row or column

1. Click the selector for the row or column to hide.
2. On the Format menu, point to Row or Column and then click Hide.

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Hiding and Unhiding Rows and Columns

To unhide a row or column

1. Select the rows or columns on both sides of the hidden row or column.
2. On the Format menu, point to Row or Column and then click Unhide.

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Freezing and Unfreezing Rows and Columns

To freeze rows and columns

1. Click a cell underneath the bottom row that you want to freeze and to the right of the rightmost column that you want to freeze.
2. On the Windows menu, click Freeze Panes.

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Freezing and Unfreezing Rows and Columns

To unfreeze rows and columns

- On the Windows menu, click Unfreeze Panes.

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Navigating Between Worksheets in a Workbook

To navigate between worksheets in a workbook

- Click on the sheet tab of the worksheet that you want to display.

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Adding and Deleting Worksheets in a Workbook

To add a worksheet to a workbook

- On the Insert menu, click Worksheet.

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Adding and Deleting Worksheets in a Workbook

To delete a worksheet in a workbook

1. In your workbook, click the sheet tab for the worksheet that you want to delete.
2. On the Edit menu, click Delete Sheet.

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Creating a Three-dimensional Formula

To create a three-dimensional formula

1. Click the cell where you want to insert the formula.
2. Type the formula using the appropriate worksheet and cell references.
3. Press Enter.

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Linking Workbooks

To link workbooks

1. Open the workbooks that you want to link.
2. On the Windows menu, click Arrange and then click OK.
3. Click the cell where you want to insert a formula and write the formula using the appropriate workbook and cell references.
4. Press Enter and save the linked workbooks.

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