**Insert and Delete Worksheets**

To insert a worksheet
- Open the workbook
- Click the **Insert** button on the **Cells** group of the **Home** tab
- Click **Insert Sheet**

![Insert Sheet Menu](image)

To delete a worksheet
- Open the workbook
- Click the **Delete** button on the **Cells** group of the **Home** tab
- Click **Delete Sheet**

![Delete Sheet Menu](image)
Copy and Paste Worksheets:

To copy and paste a worksheet:
- Click the tab of the worksheet to be copied
- **Right click** and choose **Move or Copy**
- Choose the desired position of the sheet
- Click the check box next to **Create a Copy**
- Click **OK**