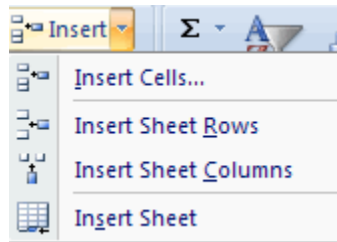


## Insert and Delete Worksheets

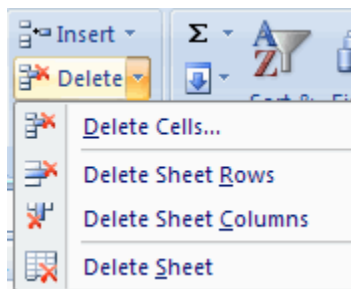
To insert a worksheet

- Open the workbook
- Click the **Insert** button on the **Cells** group of the **Home** tab
- Click **Insert Sheet**



To delete a worksheet

- Open the workbook
- Click the **Delete** button on the **Cells** group of the **Home** tab
- Click **Delete Sheet**



## 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**

