

EXTRA-ORDINARY XL

Excel spreadsheet - training, modelling and problem resolution

Re Naming Sheet Tabs

Did you know that you can use Copy and Paste functions to rename your sheets?

Step by step method:

Highlight the text you want to use either in a cell or in the formula bar. Use COPY from the Home tab in the toolbar or from the mouse menu*, or use CTRL+C.

Move the mouse to the sheet tab to be renamed. Right click and choose Rename from the mouse menu. The existing sheet tab name is now highlighted. Click Paste from the Home tab in the toolbar, or from the mouse menu, or use CTRL+V.

Be aware there is a restriction of 28 characters for the sheet tab title, and if your copied text is greater, the Paste command does nothing.

Easy Peasey method:

CTRL+C; Double Click tab; CTRL+V

Here is an example I did earlier:

21	Automatic Cluster Removers	7053-9001	May 1996	ACR3
22	Automatic Cluster Removers	7053-9001	March 1996	Visofl
23	Automatic Cluster Removers	7051-9000	March 1995	STIMC
24	Automatic Cluster Removers	7053-9000	January 1995	ACR3
25	Automatic Cluster Removers	7053-9000	March 1993	Heate
26	Automatic Cluster Removers	7053-9000	October 1990	Cluste
27	Automatic Cluster Removers	7053-9000	May 1990	ACR3
28	Automatic Cluster Removers	7053-9000	November 1988	Auton
29				
30				
31				
32				
33				



The screenshot shows an Excel spreadsheet with a table of data. The table has 5 columns and 13 rows. The first row is highlighted in yellow. Below the table, the sheet tabs are visible: 'Air Injectors', 'Automatic Cluster Removers', and 'Automatic Ide'. The status bar at the bottom shows 'Ready'.

* Mouse menu = Select a cell, right click and up it pops !