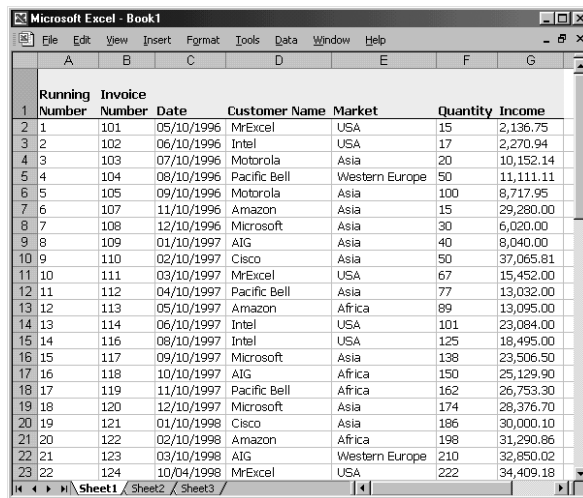


Chapter 1

Time is Money Give Your Mouse a Break

Is your time valuable? If you are not sure that it is, do not bother reading this chapter – keep using the Excel menus and icons to perform common operations. But if you do value your time, this chapter will attempt to convince you to use the keyboard instead.

This chapter will teach you how to move and maneuver quickly and efficiently between cells in a worksheet and between worksheets and workbooks. You will also learn to select cells and the data they contain quickly. In short, you will learn to save time (if you have decided that it is valuable). The example above illustrates why it



The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Book1". The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, and Help. The worksheet contains a table with the following data:

Running Number	Invoice Number	Date	Customer Name	Market	Quantity	Income
1	101	05/10/1996	MrExcel	USA	15	2,136.75
2	102	06/10/1996	Intel	USA	17	2,270.94
3	103	07/10/1996	Motorola	Asia	20	10,152.14
4	104	08/10/1996	Pacific Bell	Western Europe	50	11,111.11
5	105	09/10/1996	Motorola	Asia	100	8,717.95
6	107	11/10/1996	Amazon	Asia	15	29,280.00
7	108	12/10/1996	Microsoft	Asia	30	6,020.00
8	109	01/10/1997	AIG	Asia	40	8,040.00
9	110	02/10/1997	Cisco	Asia	50	37,065.81
10	111	03/10/1997	MrExcel	USA	67	15,452.00
11	112	04/10/1997	Pacific Bell	Asia	77	13,032.00
12	113	05/10/1997	Amazon	Africa	89	13,095.00
13	114	06/10/1997	Intel	USA	101	23,084.00
14	116	08/10/1997	Intel	USA	125	18,495.00
15	117	09/10/1997	Microsoft	Asia	138	23,506.50
16	118	10/10/1997	AIG	Africa	150	25,129.90
17	119	11/10/1997	Pacific Bell	Africa	162	26,753.30
18	120	12/10/1997	Microsoft	Asia	174	28,376.70
19	121	01/10/1998	Cisco	Asia	186	30,000.10
20	122	02/10/1998	Amazon	Africa	198	31,290.86
21	123	03/10/1998	AIG	Western Europe	210	32,850.02
22	124	10/04/1998	MrExcel	USA	222	34,409.18

is important to work more efficiently.

When you open a workbook in Excel, you are bombarded with information. You see a worksheet that contains data in every cell.

At first glance, you can't tell what the current region is, if cells contain formulas, how to get to the end of a range of cells containing data, if there are totals beneath the columns, if there are comments in the cells that you ought to read to learn about the data in the worksheet, and more.

Cell, Cells, Move and Select

With scroll bars, you can control the part of the worksheet that appears in the window's frame. In a worksheet, you can scroll vertically, from top to bottom, or horizontally, from side to side. However, using the scroll bars is slow, inefficient and, most of the time, annoying as well. It is even more annoying to use the mouse to select large ranges for copying or printing because the screen flickers incessantly.

The solution is simple--just put your hands on the keyboard. (Kick the habit of using the mouse and give it a break from time to time.) Learn to use keyboard commands!



Tip – Lock the scroll bars

Press **Scroll Lock**, and you will see that the letters **SCRL** appear in the status bar. Locking the scroll bars lets you use the navigation keys (the four arrow keys and/or **Enter**) the way you would use the wheel on the mouse.

Moving to the last cell in a range

Select cell A1 in your worksheet. See the figure on the next page.

To move vertically from top to bottom, press **Ctrl+Down Arrow**.

To move vertically from bottom to top, press **Ctrl+Up Arrow**.

To move horizontally from left to right, press **Ctrl+Right Arrow**.

To move horizontally from right to left, press **Ctrl+Left Arrow**.

Example: See figure below.

Move from cell A1 to the last cell in a range of cells that contains data (before an empty cell).

Select cell A1 and press **Ctrl+Down Arrow**. The result: You moved to cell A14, the last cell in a range that contains data. (Note: You can also use **[End]**, and then **Down Arrow**, instead of **Ctrl+Down Arrow**.)

Continue and move to the next range of cells that contain data. Press **Ctrl+Down Arrow** again to move to cell A17. Press **Ctrl+Down Arrow** one more time to move to the last cell that contains data in the range that begins with cell A17, and so forth.

Running Number	Invoice Number	Date	Customer Name	Market	Quantity	Invoice Amount
1	101	05/10/1996	MrExcel	USA	15	2,13
2	102	06/10/1996	Intel	USA	17	2,27
3	103	07/10/1996	Motorola	Asia	20	10,1
4	104	08/10/1996	Pacific Bell	Western Europe	50	11,1
5	105	09/10/1996	Motorola	Asia	100	8,71
6	107	11/10/1996	Amazon	Asia	15	29,2
7	108	12/10/1996	Microsoft	Asia	30	6,02
8	109	01/10/1997	AIG	Asia	40	8,04
9	110	02/10/1997	Cisco	Asia	50	37,0
10	111	03/10/1997	MrExcel	USA	67	15,4
11	112	04/10/1997	Pacific Bell	Asia	77	13,0
12	113	05/10/1997	Amazon	Africa	89	13,0
13	114	06/10/1997	Intel	USA	101	23,0
14						
15						
16	116	08/10/1997	Intel	USA	125	18,4
17	117	09/10/1997	Microsoft	Asia	138	23,5
18	118	10/10/1997	AIG	Africa	150	25,1
19	119	11/10/1997	Pacific Bell	Africa	162	26,7
20	120	12/10/1997	Microsoft	Asia	174	28,3
21	121	01/10/1998	Cisco	Asia	186	30,0
22	122	02/10/1998	Amazon	Africa	198	31,2
23	123	03/10/1998	AIG	Western Europe	210	32,6
24						

Selecting a horizontal or vertical range of adjacent cells

Add the **Shift** key to the combination of keys used above.

By pressing the **Shift** key along with **Ctrl** and one of the four arrow keys, you select a range of adjacent cells.

To select a vertical range of cells that contain data, from top to bottom, press **Ctrl+Shift+Down Arrow**.

To select a vertical range of cells that contain data, from bottom to top, press **Ctrl+Shift+Up Arrow**.

To select a horizontal range of cells that contain data, from left to right, press **Ctrl+Shift+Right Arrow**.

To select a horizontal range of cells that contain data, from right to left, press **Ctrl+Shift+Left Arrow**.

Example: Select a contiguous range from A1 to the end of the data range. In the example, this is A1 through A14. Select cell A1, and press **Ctrl+Shift+Down Arrow**.

To select the range A1 through D14, select cell A1, and press **Ctrl+Shift+Down Arrow**. Continue to hold down the **Ctrl+Shift** keys, and press **Right Arrow**.



Note

The cells in the range of A1 through A14 and the cells from A1 through D1 contain data. The continuity of data in the vertical cells in column A and in the horizontal cells in row 1 enable the selection of the contiguous range. Delete the data in cell A5, and try this technique again.

Selecting a range of non-adjacent cells

Select cell A1. Press **Ctrl + Shift + Down Arrow**. Continue holding down **Ctrl**, and use the mouse to select another range. Release the mouse button, and select another range while continuing to press **Ctrl**.

Selecting a contiguous or non-contiguous range of cells without pressing Ctrl or Shift

For contiguous selection, press **F8**. The letters **EXT** appear in the status bar. Pressing **F8** extends the selected region. Select cell A1, and extend the selected region by pressing one of the arrow keys.

To toggle off the option of contiguous selection, press **F8** again.

For non-contiguous selection, press **Shift+F8**. The letters **ADD** appear in the status bar. Select a number of non-contiguous ranges by using the mouse to select one range after another.

To toggle off the option of non-contiguous selection, press **Shift+F8** again.

	A	B	C	D	E	F	G
1	Running Number	Invoice Number	Date	Customer Name	Market	Quantity	Invoice Amount
2	1	101	05/10/1996	MrExcel	USA	15	2,13
3	2	102	06/10/1996	Intel	USA	17	2,27
4	3	103	07/10/1996	Motorola	Asia	20	10,1
5	4	104	08/10/1996	Pacific Bell	Western Europe	50	11,1
6	5	105	09/10/1996	Motorola	Asia	100	8,71
7	6	107	11/10/1996	Amazon	Asia	15	29,2
8	7	108	12/10/1996	Microsoft	Asia	30	6,02
9	8	109	01/10/1997	AIG	Asia	40	8,04
10	9	110	02/10/1997	Cisco	Asia	50	37,0
11	10	111	03/10/1997	MrExcel	USA	67	15,4
12	11	112	04/10/1997	Pacific Bell	Asia	77	13,0
13	12	113	05/10/1997	Amazon	Africa	89	13,0
14	13	114	06/10/1997	Intel	USA	101	23,0
15							
16							
17		116	08/10/1997	Intel	USA	125	18,4
18	17	117	09/10/1997	Microsoft	Asia	138	23,9
19	18	118	10/10/1997	AIG	Africa	150	25,1
20	19	119	11/10/1997	Pacific Bell	Africa	162	26,7
21	20	120	12/10/1997	Microsoft	Asia	174	28,3
22	21	121	01/10/1998	Cisco	Asia	186	30,0
23	22	122	02/10/1998	Amazon	Africa	198	31,2

Selecting the current region

The current region is a contiguous range of cells that contain data. The current region is enclosed by blank rows and blank columns and/or the edge of the worksheet.

Ctrl+* (the star above the 9 in the numeric pad) is the keyboard shortcut for selecting the current region.

For those of you using laptops, the shortcut is **Ctrl+Shift+***.

	A	B	C	D	E	F	G
1	Running Number	Invoice Number	Date	Customer Name	Market	Quantity	Invoice Amount
2	1	101	05/10/1996	MrExcel	USA	15	2,13
3	2	102	06/10/1996	Intel	USA	17	2,27
4	3	103	07/10/1996	Motorola	Asia	20	10,1
5	4	104	08/10/1996	Pacific Bell	Western Europe	50	11,1
6	5	105	09/10/1996	Motorola	Asia	100	8,71
7	6	107	11/10/1996	Amazon	Asia	15	29,2
8	7	108	12/10/1996	Microsoft	Asia	30	6,02
9	8	109	01/10/1997	AIG	Asia	40	8,04
10	9	110	02/10/1997	Cisco	Asia	50	37,0
11	10	111	03/10/1997	MrExcel	USA	67	15,4
12	11	112	04/10/1997	Pacific Bell	Asia	77	13,0
13	12	113	05/10/1997	Amazon	Africa	89	13,0
14	13	114	06/10/1997	Intel	USA	101	23,0
15							
16							
17		116	08/10/1997	Intel	USA	125	18,4
18	17	117	09/10/1997	Microsoft	Asia	138	23,5
19	18	118	10/10/1997	AIG	Africa	150	25,1
20	19	119	11/10/1997	Pacific Bell	Africa	162	26,7
21	20	120	12/10/1997	Microsoft	Asia	174	28,3
22	21	121	01/10/1998	Cisco	Asia	186	30,0
23	22	122	02/10/1998	Amazon	Africa	198	31,2

Moving the Cellpointer around a selected range

When you select a range of cells, the borders of the selected range are clearly defined.

To move vertically downward within the selected range, press **Enter**. To move vertically upward, press **Shift+Enter**.

To move horizontally to the right, press **Tab**. To move horizontally to the left, press **Shift+Tab**.

Would you like to move among cells at the corners of the selected range? Press **Ctrl+.** (**Ctrl+period**).

Selecting the first cell in a worksheet

A1 is the first cell in a worksheet.

To return to the first cell in the sheet from any other cell, press **Ctrl+Home**.

Selecting the last cell in the used range

In its memory, Excel stores the address of the last cell in the used range of every sheet in the workbook.

In the figure, the last cell in the used area in the active sheet is determined as the result of entering data

	C	D	E	F	G	H	I	J	K
17	10/10/1997	AT&T	Africa	150	25,129.90				
18	11/10/1997	Pacific Bell	Africa	162	26,753.30				
19	12/10/1997	Microsoft	Asia	174	28,376.70				
20	01/10/1998	Cisco	Asia	186	30,000.10				
21	02/10/1998	Amazon	Africa	198	31,290.86				
22	03/10/1998	AT&T	Western Europe	210	32,850.02				
23	10/04/1998	MrExcel	USA	222	34,409.18				
24	06/10/1998	Intel	USA	246	37,527.50				
25	07/10/1998	Cisco	Africa	259	39,086.66				
26	08/10/1998	Pacific Bell	USA	271	40,645.82				
27	09/10/1998	Microsoft	Asia	283	42,204.98				
28	10/10/1998	MrExcel	USA	295	43,764.14				
29	11/10/1998	Amazon	Africa	307	45,323.30				
30	12/10/1998	Intel	USA	319	46,882.46				
31	01/10/1999	AT&T	USA	331	48,441.63				
32	03/10/1999	Microsoft	USA	355	51,559.95				
33	04/10/1999	Cisco	Africa	367	53,119.11				
34	05/10/1999	Pacific Bell	USA	380	54,678.27				
35	06/10/1999	AT&T	USA	392	56,237.43				
36	07/10/1999	Cisco	Africa	404	57,796.59				
37	08/10/1999	MrExcel	USA	416	59,355.75				
38									
39									
40									
41									
42									
43									

into any one of the cells in row 40 and any one of the cells in column K.

The used range in the active sheet is the range of cells from A1 to K40. Therefore, the last active cell in the used area in the active sheet is K40.

To discover which cell is the last cell in the used area in the active sheet, press **Ctrl+End**.

Example: Select a worksheet, and then select cell F1000. Enter data into the cell, and clear the cell. Now press **Ctrl+Home** to move to the first cell. Move to the last cell in the used area by pressing **Ctrl+End**. The last cell in the used area is F1000.

Reducing the used area in a worksheet

Delete rows that do not contain data (rows 38-40 in the figure), and then press **Ctrl+S** to save the file. Press **Ctrl+End**. The address of the last cell in the new used area is K37. The address of the last cell in the used area is updated when the file is saved.

Why is it important to reduce the address of the last cell in the used area?

- ▣ **Vertical scroll bar** – it gets shorter as the used area of a worksheet grows larger, and this makes it inconvenient to use.
- ▣ **Print area** – the default print area is the used area in the worksheet. If you do not set a specific range as the print area, Excel will automatically print all of the cells from A1 through that last cell in the used area.
- ▣ **Display of the current region** – later in this chapter, in the section titled **View all data in the worksheet**, you will want to reduce the used area in order to use this option.



Tip – Easily delete data from cells in the worksheet

The shortcuts **Ctrl+Shift+End** and **Ctrl+Shift+Home** allow you to quickly select a cell that contains data and extend the selection to the beginning of the worksheet or the last used cell in the worksheet.

Select a cell in the worksheet. Press **Ctrl+Shift+End**, and your selection will include all of the cells from the selected cell through the last used cell in the worksheet.

Example: In the worksheet there are about 1,000 rows of data. In order to delete the data from row 21 through the last used cell in the worksheet, select cell A21, press **Ctrl+Shift+End**, and press **Del**.

Rows and Columns

Selecting a column or columns

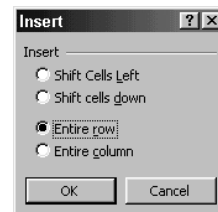
Select a cell or several cells in a worksheet, and press **Ctrl+Spacebar**.

Selecting a row or rows

Select a cell or several cells in a worksheet, and press **Shift+Spacebar**.

Adding a cell, a row, a column

Press **Ctrl++** (Ctrl and the + key)



Deleting a cell, a row, a column

Press **Ctrl+-** (Ctrl and the - key)

Hiding or unhiding a column or columns

Hide – select a cell or cells and press **Ctrl+0**.

Unhide – select the cells to the left and right of the hidden column, and press **Ctrl+Shift+0**.

Hiding or unhiding a row or rows

Hide – select a cell or cells, and press **Ctrl+9**.

Unhide – select the cells above and below the hidden row, and press **Ctrl+Shift+9**.

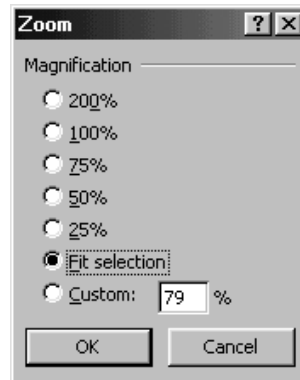
View All Data in Worksheet

An Excel worksheet is packed with hundreds or thousands of cells containing data. You can either view the complete data region in the worksheet or magnify or reduce the selected data region to the size of the window using the following technique.

1. Select the current region, press **Ctrl+***.
2. Choose **View, Zoom**.
3. Select **Fit selection**.
4. Click **OK**.

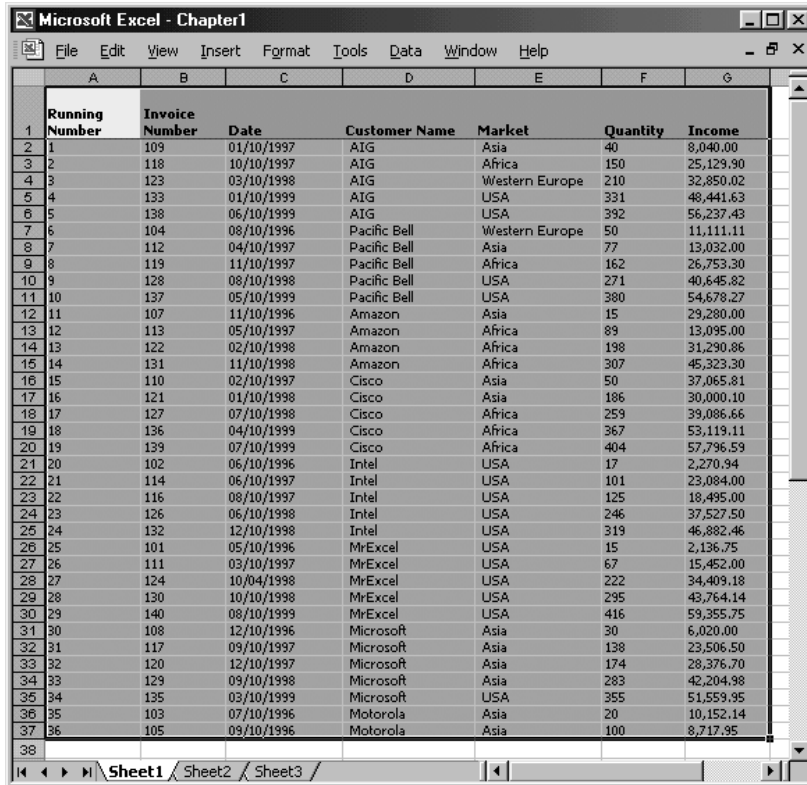
Increase the amount of data that appears in the window by hiding window elements such as the sheet tabs, toolbars, formula bar and status bar.

1. Choose **Tools, Options**.
2. Select the **View tab**.
3. Clear the check boxes for Row & column headers, Horizontal scroll bar, Vertical scroll bar, Sheet tabs, Formula bar and Status bar.
4. Click **OK**.
5. Select **View** (from the Excel menu), and uncheck the selection of Formula Bar and Status Bar.
6. Select any one of the toolbars and right-click. From the shortcut menu, clear the check boxes beside each of the toolbars displayed.



Result

Only the title row is displayed, and more rows are visible.



	A	B	C	D	E	F	G
1	Running Number	Invoice Number	Date	Customer Name	Market	Quantity	Income
2	1	109	01/10/1997	AIG	Asia	40	8,040.00
3	2	118	10/10/1997	AIG	Africa	150	25,129.90
4	3	123	03/10/1998	AIG	Western Europe	210	32,850.02
5	4	133	01/10/1999	AIG	USA	331	48,441.63
6	5	138	06/10/1999	AIG	USA	392	56,237.43
7	6	104	08/10/1996	Pacific Bell	Western Europe	50	11,111.11
8	7	112	04/10/1997	Pacific Bell	Asia	77	13,032.00
9	8	119	11/10/1997	Pacific Bell	Africa	162	26,753.30
10	9	128	08/10/1998	Pacific Bell	USA	271	40,645.82
11	10	137	05/10/1999	Pacific Bell	USA	380	54,678.27
12	11	107	11/10/1996	Amazon	Asia	15	29,280.00
13	12	113	05/10/1997	Amazon	Africa	89	13,095.00
14	13	122	02/10/1998	Amazon	Africa	198	31,290.86
15	14	131	11/10/1998	Amazon	Africa	307	45,323.30
16	15	110	02/10/1997	Cisco	Asia	50	37,065.81
17	16	121	01/10/1998	Cisco	Asia	186	30,000.10
18	17	127	07/10/1998	Cisco	Africa	259	39,086.66
19	18	136	04/10/1999	Cisco	Africa	367	53,119.11
20	19	139	07/10/1999	Cisco	Africa	404	57,796.59
21	20	102	06/10/1996	Intel	USA	17	2,270.94
22	21	114	06/10/1997	Intel	USA	101	23,084.00
23	22	116	08/10/1997	Intel	USA	125	18,495.00
24	23	126	06/10/1998	Intel	USA	246	37,527.50
25	24	132	12/10/1998	Intel	USA	319	46,882.46
26	25	101	05/10/1996	MrExcel	USA	15	2,136.75
27	26	111	03/10/1997	MrExcel	USA	67	15,452.00
28	27	124	10/04/1998	MrExcel	USA	222	34,409.18
29	28	130	10/10/1998	MrExcel	USA	295	43,764.14
30	29	140	08/10/1999	MrExcel	USA	416	59,355.75
31	30	108	12/10/1996	Microsoft	Asia	30	6,020.00
32	31	117	09/10/1997	Microsoft	Asia	138	23,506.50
33	32	120	12/10/1997	Microsoft	Asia	174	28,376.70
34	33	129	09/10/1998	Microsoft	Asia	283	42,204.98
35	34	135	03/10/1999	Microsoft	USA	355	51,559.95
36	35	103	07/10/1996	Motorola	Asia	20	10,152.14
37	36	105	09/10/1996	Motorola	Asia	100	8,717.95
38							



Tip – Using a wheel mouse?

Quickly increase or decrease the percentage of the screen magnification. Select cell A1, press **Ctrl**, and roll the mouse wheel forward or backward.

Moving between Sheets in a Workbook

Each Excel workbook can contain a number of worksheets.

Switching between the sheets is difficult if you use a mouse to select a worksheet by name in the workbook. This is particularly true if the workbook has a large number of sheets and the names of the sheets are long.

There are a number of ways to select a worksheet, aside from the (annoying) method of using the mouse to search for and locate the name of the worksheet among the names of many worksheets.

Using keyboard shortcuts to move between sheets

To move to the next sheet in the workbook, press **Ctrl+Page Down**.

To move to the previous sheet in the workbook, press **Ctrl+Page Up**.

Selecting a sheet from the shortcut menu

To the left of the sheet tabs in the horizontal scroll bar row are several small arrow buttons. Place the mouse pointer over one of the arrows and right-click. From the shortcut menu, select a sheet from the list of sheet names.

Jumping Quickly between Cells in a Workbook

Merely selecting a sheet, no matter which method you use, will not bring you to your destination, which is the specific address you want to reach. The best way to move to the cell in a current sheet or to a cell in a

different sheet in the workbook is by selecting the **name** of the cell or the **name** of the range from the **Name box**.

The **Name box** can be found to the left of the formula bar.

Using the Name box

Name box – an address box. Selecting a **name** is the same as selecting the address of the cell or range of cells in the active workbook.

Move to cell – type the cell address in the **Name box**. For example, type Z5000, and press **Enter**. As a result, you will move to cell Z5000 (similar to using **F5** or selecting **Go To...** in the **Edit** menu).

Selecting a large range of cells for copying, cutting or pasting

Example: Copy text from cell A1 to cells A2 through D1000.

1. Select cell A1.
2. In the **Name box**, type the cell reference D1000.
3. Press **Shift+Enter**.

For more information about naming cells and ranges in a workbook, see **Chapter 6, Names**.

Copying, Cutting and Pasting

When using Excel on a regular basis, you repeatedly perform a large number of common operations. The most widely used of the common operations are **Copy**, **Cut** and **Paste**.

Keyboard shortcuts are the fastest way to perform these common operations.

Keyboard shortcuts

Copy	Ctrl+C
Cut	Ctrl+X
Paste, with the option of repeating the operation	Ctrl+V
Paste, without the option of repeating the operation	Enter

Paste copied selections to several locations

In Excel version 2000 and higher, you can paste areas that you saved on the Clipboard to several locations.

In Excel 2000, the Clipboard presents the various copied fields (up to 12). In Excel 2002, use the keyboard shortcut **Ctrl+C+C** to open the **Tasks** dialog box, which contains the copied areas that have been saved to memory.

Copying and pasting, using the mouse and keyboard

Press **Ctrl**, and click a cell at the same time. Now drag the cell to a new location. Release the mouse button and the **Ctrl** key.

Cutting and pasting, using the mouse and keyboard

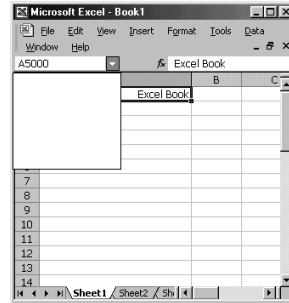
Click and drag the cell a new location, and then release the mouse button.

This method of copying and/or cutting using the mouse with or without the **Ctrl** key is also a good method for copying/cutting rows, columns or an entire worksheet.

Copying a cell with text or a formula to thousands of cells easily

Example: Copy text from cell A1 to cells A2 through A5000.

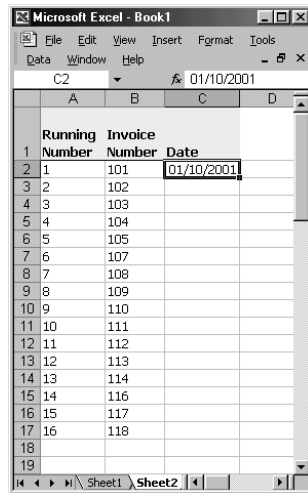
1. In cell A1, type **Excel Book**.
2. Copy cell A1.
3. Select cell A2.
4. Click the arrow beside the **Name box**.
5. Type **A5000**.
6. Press **Shift+Enter** (select an adjacent range of cells).
7. Press **Enter** (paste).



Copying a cell by double-clicking

1. Select cell C2 (see figure at right).
2. Point to the handle on the bottom right-hand corner of the cell pointer.
3. Double-click when the mouse pointer changes its shape to a plus symbol.

Excel copies the text or formula in the cell down the length of column B. The cell is pasted to the bottom of the data in the adjacent column.



Moving between Open Workbooks

From the **Window** menu, select a workbook from the list of open workbooks.

The keyboard shortcut for moving between open workbooks is **Ctrl+Tab** or **Ctrl+F6**.

Copying or Moving a Sheet

There is a difference between copying all the cells in a sheet and copying a complete sheet.

Copying cells from a sheet

Select all of the cells in the sheet by pressing **Ctrl+A**, or click the button to the left of the column heading for column A. Press **Ctrl+C**. Select another sheet and select cell A1. Then press **Enter**.

Copying a sheet

Copying a sheet means copying all of the cells, including the page setup and names.

1. **Option 1** – Move the mouse pointer to a sheet tab. Press **Ctrl**, and use the mouse to drag the worksheet to a different location. Release the mouse button and release the **Ctrl** key.
2. **Option 2** – Right-click the appropriate sheet tab. From the shortcut menu, select **Move or Copy**. The **Move or Copy** box lets you copy the worksheet to a different location in the current workbook or move the complete worksheet to a different workbook. Be sure to mark the checkbox beside **Create a copy**.
3. **Option 3** – From the **Window** menu, select **Arrange**, and check the first of the four options. When all of the open workbooks are tiled in the window, use **Option 1** (dragging the worksheet while pressing **Ctrl**) to copy or move a worksheet.



Caution

Moving a worksheet from a workbook with cell names or formulas that are linked to a different worksheet and/or a different workbook will create the links in the new workbook.

After you move the worksheet, from the **Edit** menu, select **Links**, and update or cancel them before you save the new workbook. For more information, see the sections pertaining to links in **Chapter 7, Formulas**.

