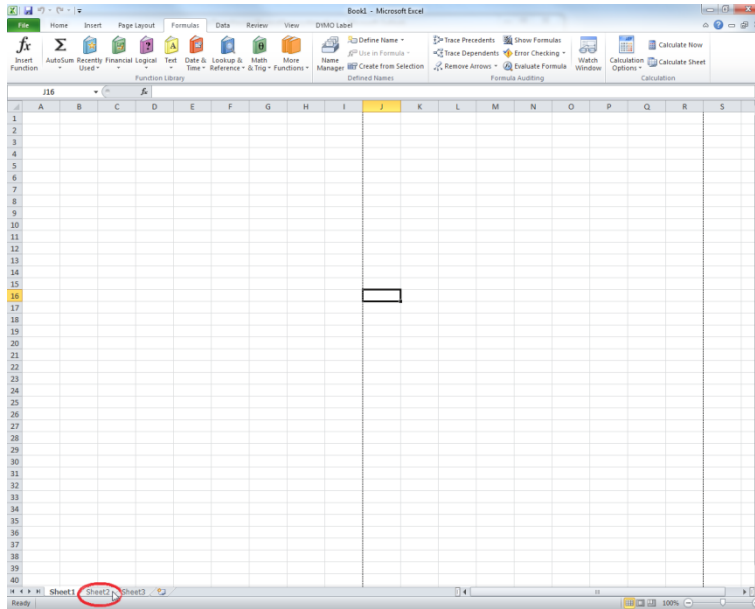


Microsoft Excel 2010 Quick Guide

Using Sheets

Within one excel project, you are able to have more than one page or sheet of data. To switch to the next sheet, simply click on the name of the sheet at the bottom of the screen.



You are also given the ability to rename these sheets to whatever you desire. To do so, right-click on the sheet you would like to rename and select rename. You may then type in the desired name.

