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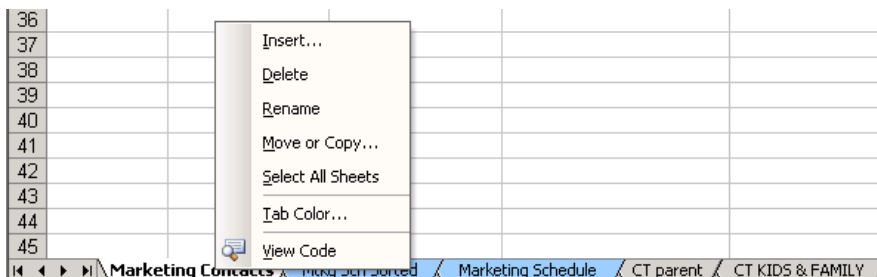
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Excel - Worksheet Tabs

Looking to rename, add, move, copy, color, or delete worksheet tabs in Excel? Then read on - these options make it really easy to organize related data in an excel file (aka workbook).

Each worksheet is represented by a tab at the bottom of the Excel Window. When you open a new Excel file (workbook), generally three (worksheet) tabs will be created (Sheet 1, Sheet 2 and Sheet 3). Some times three will be enough, but if you require more or need to organize your tabs use the following tricks:

- **Add a worksheet tab** – right click on any tab and choose insert.
- **Rename a tab** – right click on the tab and choose Rename or double click the tab and begin typing (you are limited to 31 characters).
- **Color a tab** – right click and choose Tab Color.
- **Scroll through the tabs** – if you have a lot of tabs use the arrows (to the left of the tabs) to scroll among the tabs.
- **Copy a tab within the same workbook** – right click and choose “Move or Copy” from the menu window, check “Copy” and then choose which tab, under “Before Sheet”, you want it to appear before.
- **Copy a tab to another workbook** - right click and choose “Move or Copy” from the menu window, check “Copy” and then choose from the “To book” area a new workbook or an existing one (note the existing file must be open to accept the copy).
- **Move a tab to another workbook** – same as above, just don't check “Copy”.
- **Move a tab within the same worksheet** – to move the tab to a different location – just click tab and drag it to the left or right.
- **Delete a tab** – right click and choose delete.



Try these tricks out and if you haven't been using tabs to organize your data – start now – it will save you a ton of time and effort! If you need an expert in Excel for a project or have a question contact us at info@aapk.com

Facebook's New Upcoming Search

Facebook announced on Tuesday, an upcoming addition to Facebook – called Graph Search. The new search will expand to include, for example, searching for friends by where they live, where they work, who they are friends with or search for photos of friends based on where they were taken, how many likes/comments they have, when they were taken.

To see the full article and video from SocialFresh.com [click here](#)

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To see Facebook's introduction, [click here](#)

If you need help with social marketing or a future web site project contact us at at info@aapk.com

- Content Management Web Sites
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- Social Media Marketing
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You Have To Laugh

Funny Video: Watch a bunch of stuff fizzle, pop, expand, and explode all in the name of science - <https://www.youtube.com/watch?v=hGn7aSe8e6w>

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