



October 24, 2013

Volume 96

[Subscribe](#) to Amy's Biz Tips e-newsletter.

[Archive](#) of Amy's Biz Tips.
These Tips Are Courtesy of [AAPK](#)
**Excel - Workbooks vs Worksheets**
**[Maintain Your Domain Registration](#)**
**[You Have To Laugh](#)**
[Recommend](#)
[Share](#)

2 people recommend this. Be the first of your friends.

[Share](#)

## Excel - Workbooks vs Worksheets

What's the difference between Excel Workbooks and Worksheets? Do you often get mixed up about which is which? Then let's review..

An Excel workbook is like a book of accounting sheets that are used to enter and hold related data. A workbook is saved as a whole, as a file. A workbook can hold as many worksheets as long as there is available memory.

When you create a new workbook it will create three sheets (labeled as Sheet 1, Sheet 2, and Sheet 3), the default setting. You can add more sheets or have a few as just one.

An Excel worksheet is a collection of columns and rows which hold and calculate data. Each worksheet is represented by a tab at the bottom of the Workbook window. You can rename, copy or cut any worksheet in a workbook (see [http://www.aapk.com/amys\\_biz\\_tips\\_011713.html](http://www.aapk.com/amys_biz_tips_011713.html))

Workbook and worksheets can be referenced in calculations across other worksheets. But note, if you rename a workbook or worksheet after referencing it in another, your calculations will show an error.

Now you know the difference! If you need help with a MS Office project contact me at [info@aapk.com](mailto:info@aapk.com). I have a lot of experience with PowerPoint, Word, Excel and other MS Office products.

**Amy's Biz Tips are brought to you by AAPK who can help you with:**

- [Excel, Word and PowerPoint](#)
- Web Design
- Content Management Web Sites
- Graphic Design
- Print Design
- Social Media Marketing
- Creative Marketing Ideas

## Maintain Your Domain Registration

If you own a domain name read on to understand why it's so important to maintain your domain registration records.

Domain names are like a bank account – it's yours and it must be protected from being taken. In order ensure its security domain names are managed under a hierarchy headed by the Internet Assigned Numbers Authority (IANA).

When you sign up for a domain name, key information (name, company name, address and email address) is required to create your domain register. This information is used to verify your ownership of the domain any time your domain is referenced.

So, for instance if you decide to move your domain to a new hosting provider, they will verify your address to the address that is shown on the domain registration.

But, what if you have moved and didn't change your mailing address with the domain provider? Well, I can tell you from recent experience with a client – it creates a mess! The client had to send multiple documents (including a copy of his credit card statement) to the hosting company so they could verify the new address. While it was a pain and put us a week behind, it was reassuring to know that someone couldn't easily hijack the client's domain name.

So, my advice is, if you own one or more domain names and you move your business, change the registered email address or change the company name – don't only forget to tell the postman and your clients – remember to make the change with your domain company!

If you are looking for help with your web presence contact us at [info@aapk.com](mailto:info@aapk.com).

**Amy's Biz Tips are brought to you by AAPK who can help you with:**

## You Have To Laugh

Funny Video: Cat on a moving bed? <http://lovemeow.com/2013/10/roomba-moving-cat-bed/>

- [Excel, Word and PowerPoint](#)
- [Web Design](#)
- [Content Management Web Sites](#)
- [Graphic Design](#)
- [Print Design](#)
- [Social Media Marketing](#)
- [Creative Marketing Ideas](#)

[Unsubscribe](#) from Amy's Biz Tips e-newsletter.

[Home](#)   [Web Design](#)   [Social Media](#)   [Print Media](#)   [Consulting](#)   [About AAPK](#)

Contact us - 203-305-3124 or at [info@aapk.com](mailto:info@aapk.com)

AAPK - 45 Shadyside Lane, Milford, CT 06460

AAPK © 2015