

Tips & Tricks

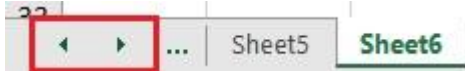


Quickly jump to a distant worksheet in Excel

If you have an Excel workbook with many worksheets, here's a handy tip.

If you want to quickly jump to a distant worksheet in the workbook, rather than scrolling through one sheet at a time, why not display all the sheets so you can pick the one you want to go to?

To display all the worksheet names, right-click on the navigation buttons to the left of the worksheet tabs. In the list of worksheet names, double-click on the worksheet you want to go to.



This can also be useful if your worksheets have long names or if you are using a workbook for the first time and want to see all the worksheet names so you can orient yourself.

Note too that if you hold down the Ctrl key when you click on the Previous or Next navigation button, Excel displays the first or last worksheet, respectively.

Any questions, please let us know.

Please feel free to forward this tip onto your contacts/colleagues/friends.