

## EXCEL 2003: ADDING WORKSHEETS

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You can add “worksheets” to your Excel data to better organize your information and reference it more efficiently. Instead of having a listing of Representatives and another listing for Senators, you can combine the two into one document.

At the bottom of an Excel spreadsheet, you will see tabs (called “worksheets” in Excel) called “Sheet 1,” “Sheet 2,” etc.

I took the Senator and Representative contact information from the external web sites of okhouse.gov and oksenate.gov and imported that information into two Excel file.

Now I have two different address lists, but I want it all in one file – but organized on different pages. I opened a new file and copied and pasted the Representative information into that.

I highlighted the Democrats one color and the Republicans another color. Change the colors to suit your taste.

To add a worksheet, click on the top menu entitled “Insert > Worksheet.” Click on the original worksheet and rename it “Reps”.

Copy and paste your Reps information into the SECOND worksheet. Call the second worksheet “Rep Districts.”

Now sort the data (highlight a column, select “Data > Sort”) and allow it to expand the selection. Sort by the column called Districts in ascending order. Move the Districts column to the front.

Add another worksheet. Call it “Rep Parties.” Copy the information from your original worksheet into this new one. Highlight the column entitled “Party” and sort the data in ascending order.

Repeat the above steps for the Senators worksheets. If you work on the Senate side, by all means, put the Senators at the front because you’ll use that contact information the most. **To move a worksheet**, click “Edit > Move or copy sheet” and in the “Before Sheet” box, choose the sheet before which you want to insert the worksheet.

Expand the number of worksheets according to the amount of information you have. You can add home addresses, additional phone numbers, spouse names, etc.

You can do this work yourself because it’s a great exercise and you learn by doing, or you can [download](#) what we have already built. Note that if the downloaded file is “read only;” you must “save as” before you can edit it.