EXCEL PROJECT 12: Copying a Property Tax Worksheet within a Workbook

Objectives Practiced

▶ Rename worksheets.

▶ Copy and move a worksheet within a workbook.

Suzana has created a worksheet with information about last year's appraisal value of the house she owns. When she receives this year's appraisal notice, she copies that worksheet to a new sheet in the workbook to make it easier to enter the new information.

1. Open **EX Project 12.xlsx** from the folder containing your data files, and save it as **House Appraisal 2 XXX.xlsx** (replace *XXX* with your initials).

2. Use the Move or Copy dialog box to create a copy of the 2013 worksheet.

   ◀ **Hint** *Open the Move or Copy dialog box by right-clicking a sheet tab and clicking Move or Copy on the shortcut menu.*

3. Rename the 2013 (2) copy of the worksheet **2014**.

4. Edit the contents of cell B6 to display the new value of **$316,250**. Notice that the values in all the cells with a formula referencing B6 are automatically updated, including the figures for the new taxes owed.

5. Click the 2014 sheet tab and drag to move it to the right of the 2013 sheet tab, if it is not already there.

6. Save and close the workbook, then exit Excel.

Critical Thinking

Open the **House Appraisal 2 XXX.xlsx** file. In preparation for Suzana recording future appraisal values, copy the 2014 worksheet and rename it 2015. Move the 2015 worksheet so it is the last sheet in the workbook. To make it easier for Suzana to identify the worksheets for various years, change each sheet tab to a different color. Save and close the workbook.