



If you have an Excel workbook with a large number of sheets it can be quite time consuming to locate and select a specific sheet.

When navigating through the sheets of a multi-sheet spreadsheet

- Hold down the **Ctrl** Key and use the **page down** key to move to the right
- Hold down the **Ctrl** Key and use the **page up** key to move to the left.

OR if you are a “mouse” person

- Hold the mouse over the arrow symbols at the bottom left-hand corner of the spreadsheet
- Click with the right-hand mouse button
- Choose the page you wish to view from the list

The screenshot shows a portion of an Excel spreadsheet with a context menu open. The menu lists the following sheets: Receipts and Payments, Beavers (selected with a checkmark), Cubs, Scouts, and Bank. The spreadsheet data shows columns with values of £0.00 and £6.00.

86	Receipts and Payments		£0.00	£0.00	£6.00
87			£0.00	£0.00	£6.00
88	Beavers		£0.00	£0.00	£6.00
89	Cubs		£0.00	£0.00	£6.00
90	Scouts		£0.00	£0.00	£6.00
91			£0.00	£0.00	
92	Bank		£0.00	£0.00	

At the bottom of the spreadsheet, the sheet tabs are visible: Receipts and Payments, Beavers (active), Cubs, Scouts, and Bank.