

Manage Worksheets

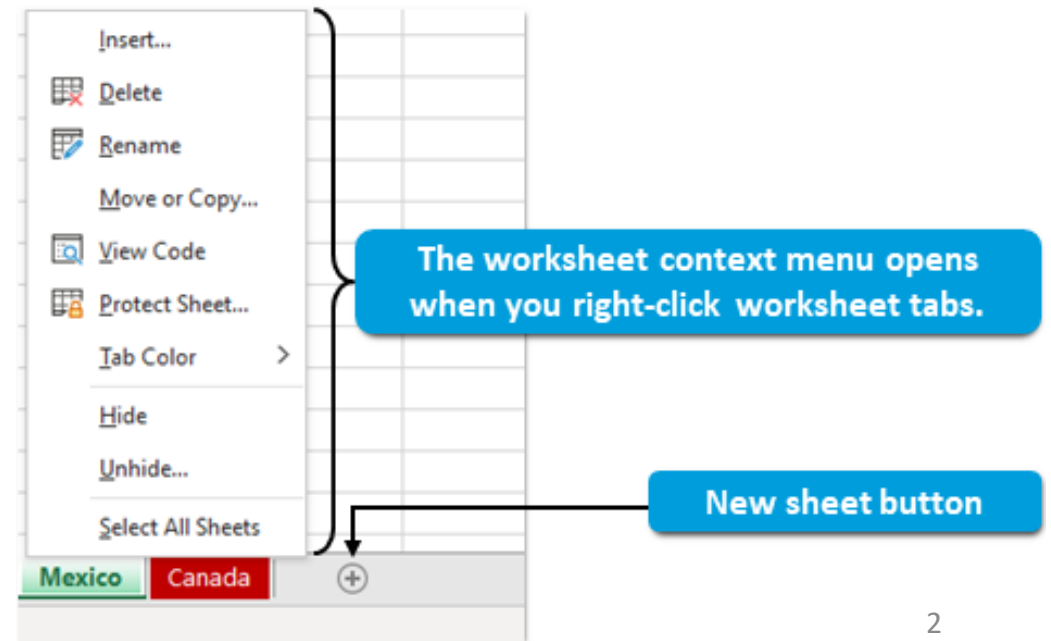


Excel 2021

Methods of Inserting and Deleting Worksheets

INSERT/DELETE OPTION	DESCRIPTION
Selecting the New sheet button	This inserts a new worksheet to the right of the selected worksheet in a workbook. Alternatively, you can use the Shift+F11 keyboard shortcut to insert a new worksheet to the left of the selected worksheet.
Right-clicking any worksheet tab and then selecting Insert	This opens the Insert dialog box with Worksheet automatically selected. From here, you can simply select OK to insert a new worksheet to the left of the worksheet you right-clicked.
Using the Insert ribbon command	On the Home tab, select the drop-down arrow on the Insert button and then select Insert Sheet to insert a worksheet immediately to the left of the currently selected worksheet.
Right-clicking a worksheet tab, and then selecting Delete	This deletes the worksheet tab you right-clicked.
Using the Delete ribbon command	On the Home tab, selecting the drop-down arrow on the Delete button and then selecting Delete Sheet deletes the currently selected worksheet.

By default, new blank Excel 2021 workbooks contain one worksheet. But you can add up to as many worksheets as your system's RAM (memory) will support. Likewise, if you don't need all of the worksheets you've added to a workbook, you can delete any you aren't using. You can also change the default number of worksheets Excel will include in new, blank workbooks.



Tab Formatting Options

By default, worksheet tabs in Excel 2021 appear with generic sheet names, such as **Sheet1**, **Sheet2**, **Sheet3**, and in the default gray user interface (UI) color scheme. As you add more and more worksheets to a workbook, it's easy to see how this could become difficult to navigate. You may wonder if your critical sales data is on **Sheet11** or **Sheet12** and, if you don't format your worksheet tabs, you'll have no visual cues to help you out. This is why Excel 2021 provides you with a number of options for formatting your worksheet tabs. The most basic of these are the options to rename your worksheets and to change the color of worksheet tabs. You can access the commands for doing either of these by right-clicking the desired worksheet tab.

18	Chen	Northeast	\$77,500
19	Nguyen	South	\$154,500

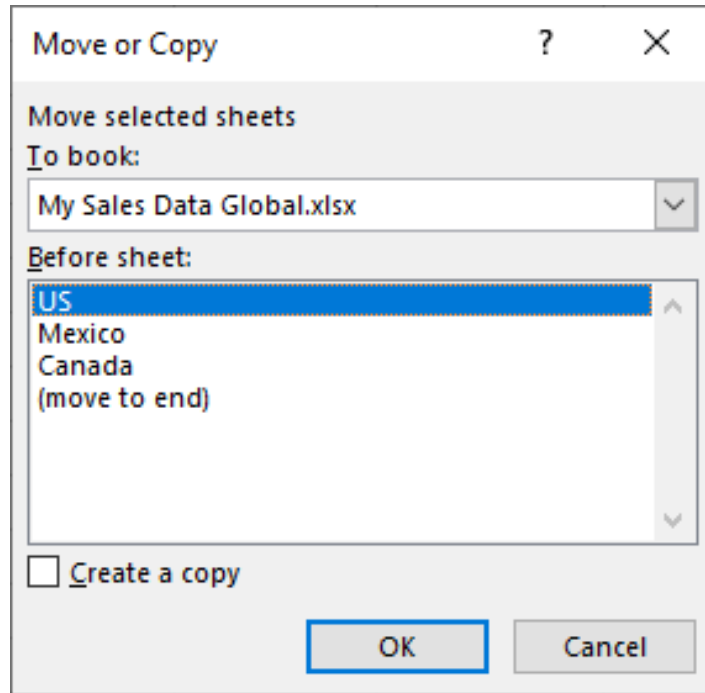
<	>	US	Canada	Mexico	+
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Methods of Repositioning Worksheets

Excel 2021 provides you with two methods for repositioning your worksheets. The first method is to simply drag the desired worksheet tab or tabs to the desired new location. When you use this method, the tabs you're moving appear as small file icons and Excel displays a black location marker that indicates where the tabs will be located when you drop them in place. To use this method to move more than one worksheet simultaneously, you must first group the worksheets. You can drag worksheets to a different location in the same workbook or into any other open Excel workbook.

The second method for repositioning worksheets is to use the **Move or Copy** dialog box. You can use this dialog box to reposition worksheets within the same workbook, move worksheets to another open workbook, or create a new workbook into which you can place existing worksheets. You also have the option of making a copy of a worksheet to paste to another location, an option not available when you drag worksheets into place. However, you can move only one worksheet at a time when using the **Move or Copy** dialog box. You can access the dialog box either by right-clicking any worksheet tab and then selecting **Move or Copy**, or by selecting **Home** → **Format** → **Move or Copy Sheet**.

Methods of Repositioning Worksheets



MOVE OR COPY DIALOG BOX ELEMENT

DESCRIPTION

To book drop-down list

Use this to select the workbook you want to move the selected worksheet to. By default, this is set to the currently selected workbook. You can also choose to create a new workbook as the destination for the existing worksheet.

Before sheet list

Select where to position the worksheet you're moving. Excel will place the relocated worksheet to the left of the worksheet you select here.

Create a copy check box

Check this check box to copy and paste the worksheet instead of moving it from one location to another.

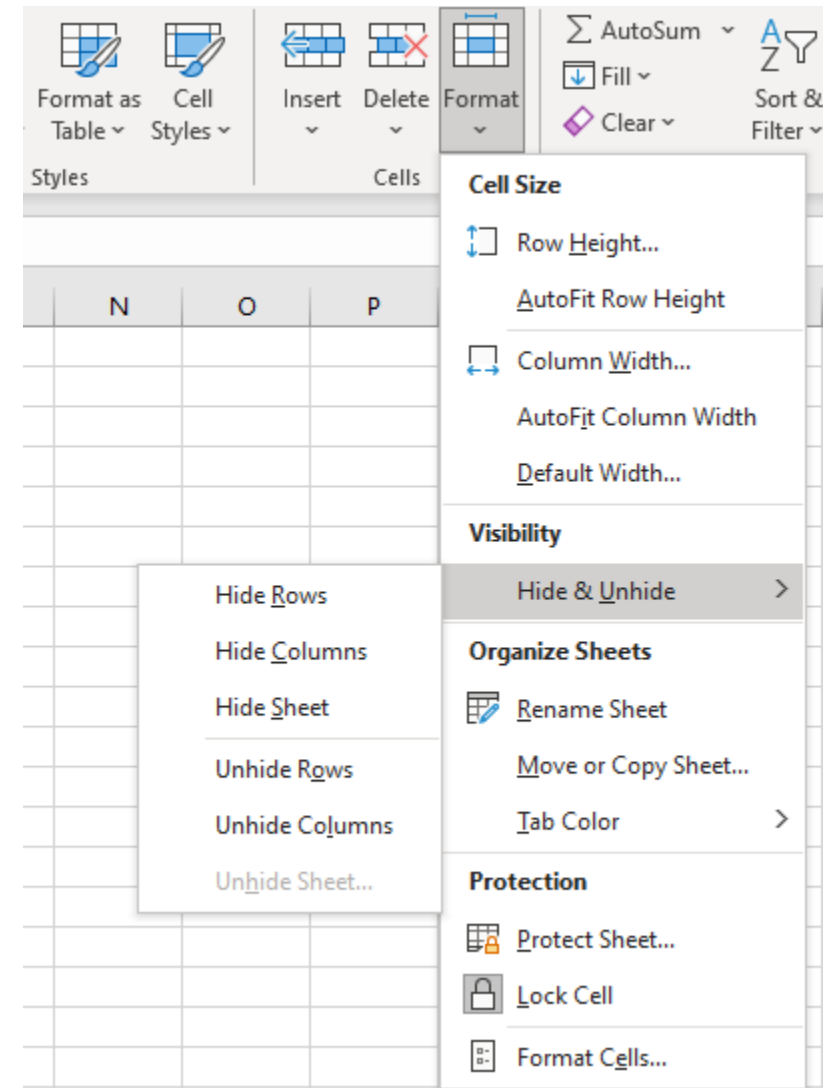
The Hide and Unhide Worksheets Options

If you need to work with or display only some of the worksheets in your workbooks, you can choose to hide the worksheets you don't want to see. This can be especially helpful when working in workbooks that contain numerous worksheets or when you need to display a workbook that contains sensitive information not meant for all audiences. Like hidden columns and rows, hidden worksheets retain their data, and formulas and functions can still reference their cells.

You can access the commands for hiding and unhiding Excel worksheets either by right-clicking the worksheet tabs or by selecting

Home → Format → Hide & Unhide.

Selecting the **Hide** or **Hide Sheet** command, respectively, will hide all currently selected worksheets. Selecting the **Unhide** or the **Unhide Sheet** command opens a dialog box, which enables you to unhide only one worksheet at a time.



Manage Workbook and Worksheet Views

 Microsoft



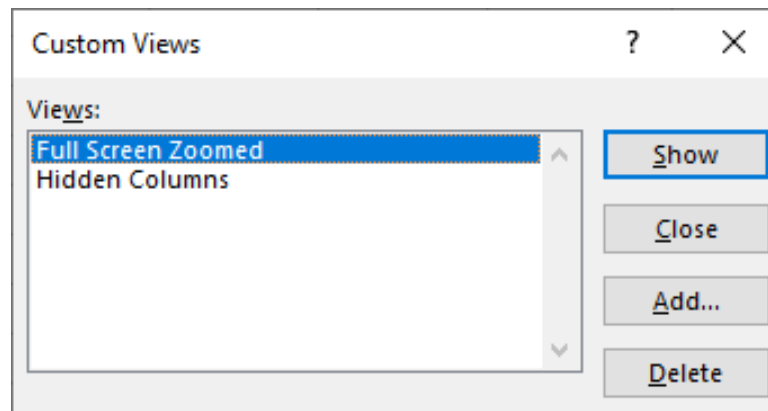
Excel 2021

Custom Views

You've already encountered Excel's preconfigured workbook views: Normal, Page Break Preview, and Page Layout. But if none of these quite suits your needs, you can create a custom view. Custom views save all of your print settings along with any display settings you have currently applied to a worksheet. Custom views are worksheet-specific, so you'll have to create them for each worksheet in a workbook. You can create multiple custom views for each worksheet.

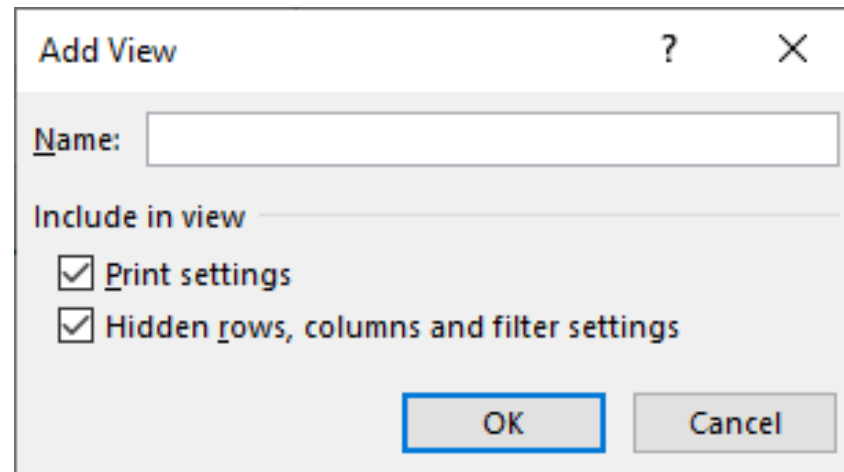
Custom views retain the following display and print settings: cell and column dimensions, hidden rows and columns, cell and range selections, page layout, print areas, margins, and headers and footers.

All custom views you have saved for a particular worksheet will be displayed in the **Custom Views** dialog box. From here, you can opt to create new custom views, delete existing custom views, or apply a custom view to the currently selected worksheet. You can access the dialog box by selecting **View → Custom Views**.



The Add View Dialog Box

When you select the **Add** button in the **Custom Views** dialog box, Excel displays a dialog box, which you can use to create and save new custom views. The **Add View** dialog box enables you to name your custom views and to decide whether or not to include print settings or hidden rows, columns, and filter settings in your custom views.



The Split Command

- **Split command in Excel** lets you view multiple sections of the same worksheet at once.
- You can divide the view into **two panes** (vertical or horizontal) or **four panes**.
- **Split bars** can be dragged to adjust pane sizes, each with its own scroll bar for independent navigation.
- Access via **View** → **Split**.
- If you select a **row or column header** before splitting, the worksheet divides into two panes.
- If you select a **cell**, the worksheet divides into four panes (above and to the left of the cell).

The screenshot displays the Microsoft Excel interface with the 'View' tab selected. The 'Split' button is highlighted in the ribbon. The worksheet is split into four panes, with a vertical split bar at column G and a horizontal split bar at row 10. The data table is titled 'U.S. Sales Ledger' and contains the following information:

Employee Name	Region	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Total	Average	Highest	Lowest	Commission
Silva	Northeast	\$115,500	\$65,500	\$84,000	\$187,110	\$452,110	\$113,027.50	\$187,110.00	\$65,500.00	\$18,084.40
Maddox	Northeast	\$113,500	\$120,550	\$243,760	\$197,830	\$675,640	\$168,910.00	\$243,760.00	\$113,500.00	\$27,025.60
Koval	Southwest	\$104,500	\$113,000	\$100,700	\$110,925	\$429,125	\$107,281.25	\$113,000.00	\$100,700.00	\$17,165.00
Lindgren	South	\$79,500	\$113,500	\$88,000	\$61,670	\$342,670	\$85,667.50	\$113,500.00	\$61,670.00	
Sykes	North	\$125,000	\$170,000	\$105,000	\$192,215	\$592,215	\$148,053.75	\$192,215.00	\$105,000.00	
Lee	Southwest	\$120,550	\$274,060	\$76,000	\$142,320	\$612,930	\$153,232.50	\$274,060.00	\$76,000.00	\$24,517.20
Mendel	Northeast	\$112,880	\$207,340	\$172,055	\$237,460	\$729,735	\$182,433.75	\$237,460.00	\$112,880.00	\$29,189.40
Henderson	Northeast	\$220,100	\$192,960	\$92,065	\$107,215	\$612,340	\$153,085.00	\$220,100.00	\$92,065.00	\$24,493.60
Walker	Southwest	\$163,750	\$101,850	\$95,105	\$89,415	\$450,120	\$112,530.00	\$163,750.00	\$89,415.00	\$18,004.80
Rivera	South	\$134,560	\$154,750	\$230,550	\$94,560	\$614,420	\$153,605.00	\$230,550.00	\$94,560.00	\$24,576.80
Phillips	North	\$167,500	\$281,750	\$133,385	\$152,200	\$734,835	\$183,708.75	\$281,750.00	\$133,385.00	\$29,393.40

Annotations in the image include a blue box labeled 'Independent scroll bars' pointing to the vertical and horizontal scroll bars, and another blue box labeled 'Split bar' pointing to the vertical split bar at column G.

The Freeze Panes Options

The **Freeze Panes** feature in Excel 2021 is designed to keep specific rows or columns visible while you scroll through large worksheets. This ensures that important labels, such as column headers or row identifiers, remain on screen, making it easier to interpret data and avoid mistakes during entry or analysis. You can access this function through **View** → **Freeze Panes**, where Excel offers several options: freezing both rows above and columns to the left of a selected cell, freezing just the top row, or freezing only the first column. These settings are applied individually to each worksheet, giving you flexibility to customize the view depending on the layout of your data. In short, Freeze Panes helps maintain context while navigating complex spreadsheets, much like printing labels on every page ensures clarity in hard copies.

Rows 1 through 4 are frozen and won't scroll vertically.

All other cells scroll normally.

Employee Name	Region	Qtr. 3	Qtr. 4	Total	Average	Highest	Lowest	Commission	Employee ID
Huxley	Southwest	\$151,500	\$147,325	\$670,585	\$167,646.25	\$243,760.00	\$128,000.00	\$26,823.40	
Washington	North	\$84,000	\$171,650	\$446,375	\$167,593.75	\$292,225.00	\$84,000.00	\$25,855.00	
Levine	Northeast	\$97,100	\$104,320	\$497,390	\$124,347.50	\$154,320.00	\$97,100.00	\$19,895.60	
Harala	South	\$132,880	\$102,900	\$444,240	\$111,060.00	\$132,880.00	\$99,320.00	\$17,769.60	
Plinkett	South	\$133,180	\$250,580	\$805,755	\$201,438.75	\$250,580.00	\$133,180.00	\$32,230.20	S1027
Gonzalez	Northeast	\$114,300	\$156,340	\$514,670	\$128,667.50	\$156,340.00	\$112,000.00	\$20,586.80	S1028
Langley	North	\$271,550	\$137,880	\$749,870	\$187,467.50	\$271,550.00	\$87,340.00	\$29,994.80	S1029
Smith	South	\$101,380	\$85,620	\$472,090	\$118,022.50	\$191,100.00	\$85,620.00	\$18,883.60	S1030
Carmine	North	\$184,060	\$171,110	\$586,975	\$146,743.75	\$184,060.00	\$84,955.00	\$23,479.00	S1031
Dubois	Southwest	\$135,540	\$99,215	\$474,675	\$118,668.75	\$135,540.00	\$99,215.00	\$18,987.00	S1032
Zhou	Northeast	\$140,700	\$128,480	\$473,825	\$118,456.25	\$140,700.00	\$97,775.00	\$18,953.00	S1033
Romero	South	\$162,740	\$121,150	\$552,345	\$138,086.25	\$170,325.00	\$98,130.00	\$22,093.80	S1034
Johanson	Northeast	\$106,560	\$97,540	\$438,790	\$109,697.50	\$121,010.00	\$97,540.00	\$17,551.60	S1035

Columns A and B are frozen and won't scroll horizontally.

The Freeze Panes Options

Freeze Panes Option	Description
Freeze Panes	Freezes all rows above and all columns to the left of the currently selected cell. Use this option to keep both row and column labels in view at all times.
Freeze Top Row	Freezes the top row of the currently selected worksheet.
Freeze First Column	Freezes the first column of the currently selected worksheet.
Unfreeze Panes	Unfreezes all cells on the currently selected worksheet. This option appears only once you've frozen panes on the worksheet.

The Arrange All Command

The **Arrange All** command provides you with a number of options for arranging multiple workbooks on screen simultaneously, depending on your particular needs.

You can access the **Arrange All** command by selecting **View → Arrange All**.

The image displays two side-by-side screenshots of Microsoft Excel. The left window, titled 'My Sales Data Global.xlsx', has the 'View' ribbon selected, and the 'Arrange All' button is highlighted. The spreadsheet below shows a table with columns for Employee Name, Region, and quarterly sales (Qtr. 1 to Qtr. 4), along with a Total column. The right window, titled 'Sales Tracker FY2019.xlsx', has the 'Home' ribbon selected. Its spreadsheet shows an 'Annual Summary' table with columns for Product Number, Units, and Net Sales, broken down by quarter (Qtr. 1 to Qtr. 4).

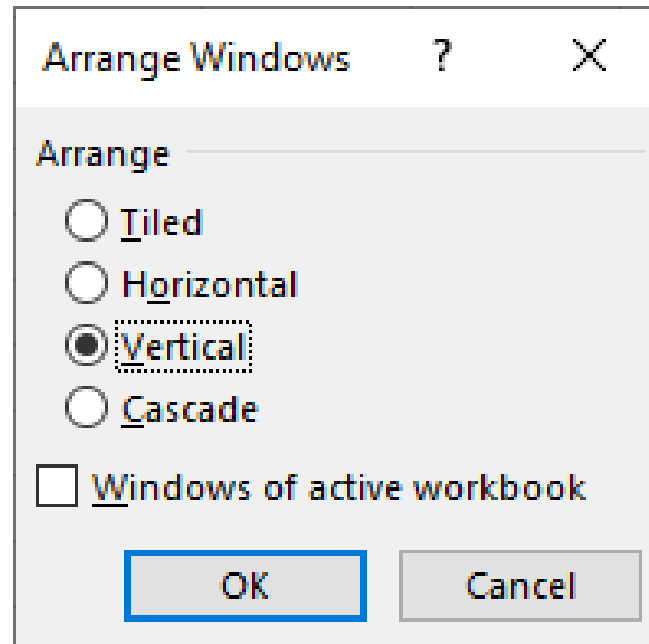
Employee Name	Region	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Total
Silva	Northeast	\$115,500	\$65,500	\$84,000	\$187,110	\$452,110
Maddox	Northeast	\$113,500	\$120,550	\$243,760	\$197,830	\$675,640
Koval	Southwest	\$104,500	\$113,000	\$100,700	\$110,925	\$429,125
Lindgren	South	\$79,500	\$113,500	\$88,000	\$61,670	\$342,670
Sykes	North	\$125,000	\$170,000	\$105,000	\$192,215	\$592,215
Lee	Southwest	\$120,550	\$274,060	\$76,000	\$142,320	\$612,930
Gilgamos	Southwest	\$128,000	\$243,760	\$151,500	\$92,215	\$615,475
Matthews	South	\$113,000	\$292,225	\$84,000	\$102,270	\$591,495
Anderson	North	\$113,500	\$243,240	\$184,275	\$147,150	\$688,165
Wagner	Northeast	\$119,000	\$138,500	\$63,000	\$88,950	\$409,450
Roberts	South	\$274,130	\$296,120	\$120,500	\$118,335	\$809,085
Avellone	Southwest	\$156,000	\$115,500	\$88,500	\$171,050	\$531,050
Clarke	Southwest	\$251,120	\$86,500	\$76,000	\$136,650	\$550,270
Chen	Northeast	\$77,500	\$95,000	\$151,500	\$172,410	\$496,410
Nguyen	South	\$154,500	\$122,000	\$84,000	\$149,215	\$509,715

Product Number	Units	Net Sales	Units	Net Sales	Units	Net Sales	Units	Net Sales
10010	119	\$1,188.81	190	\$1,898.10	164	\$1,638.36	186	\$1,858.14
10011	140	\$2,124.73	120	\$2,949.54	141	\$3,502.11	209	\$2,359.95
10012	192	\$4,497.47	229	\$3,041.99	308	\$4,399.37	330	\$4,268.41
10013	128	\$1,674.79	121	\$2,138.94	168	\$2,290.06	167	\$2,297.72
10014	113	\$1,195.07	121	\$1,329.10	151	\$3,802.58	193	\$2,538.91
10015	188	\$2,794.59	217	\$4,187.20	223	\$4,881.30	353	\$6,091.65
10016	93	\$2,174.03	116	\$3,077.59	191	\$2,521.15	179	\$4,044.55
10017	182	\$2,676.67	165	\$2,491.66	194	\$3,005.00	268	\$3,193.36
10018	65	\$849.56	42	\$656.59	83	\$410.25	62	\$691.75
10019	70	\$1,292.09	79	\$1,447.67	142	\$1,534.34	89	\$1,597.15
10020	261	\$3,943.17	201	\$2,487.06	210	\$3,802.84	346	\$6,203.22
10021	169	\$2,875.14	187	\$2,067.33	232	\$3,198.86	210	\$3,030.82
10022	161	\$3,000.73	160	\$2,475.49	144	\$2,307.26	211	\$2,379.46
10023	107	\$2,656.78	148	\$1,981.51	165	\$1,899.17	139	\$2,900.40
10024	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
10025	110	\$1,712.30	89	\$1,589.11	84	\$2,339.85	127	\$2,143.10
10026	79	\$2,085.85	98	\$2,179.59	69	\$609.75	98	\$1,844.03
10027	163	\$1,897.65	151	\$1,608.32	135	\$1,818.96	165	\$2,004.11
10028	56	\$789.47	49	\$627.80	53	\$512.28	94	\$873.62

The Arrange Windows Dialog Box

You can select the desired view option for the **Arrange All** command in the **Arrange Windows** dialog box. Selecting the **Arrange All** command automatically displays the **Arrange Windows** dialog box, which provides you with four display options.

Some of the display options affect your ability to immediately access particular UI elements, such as the ribbon.



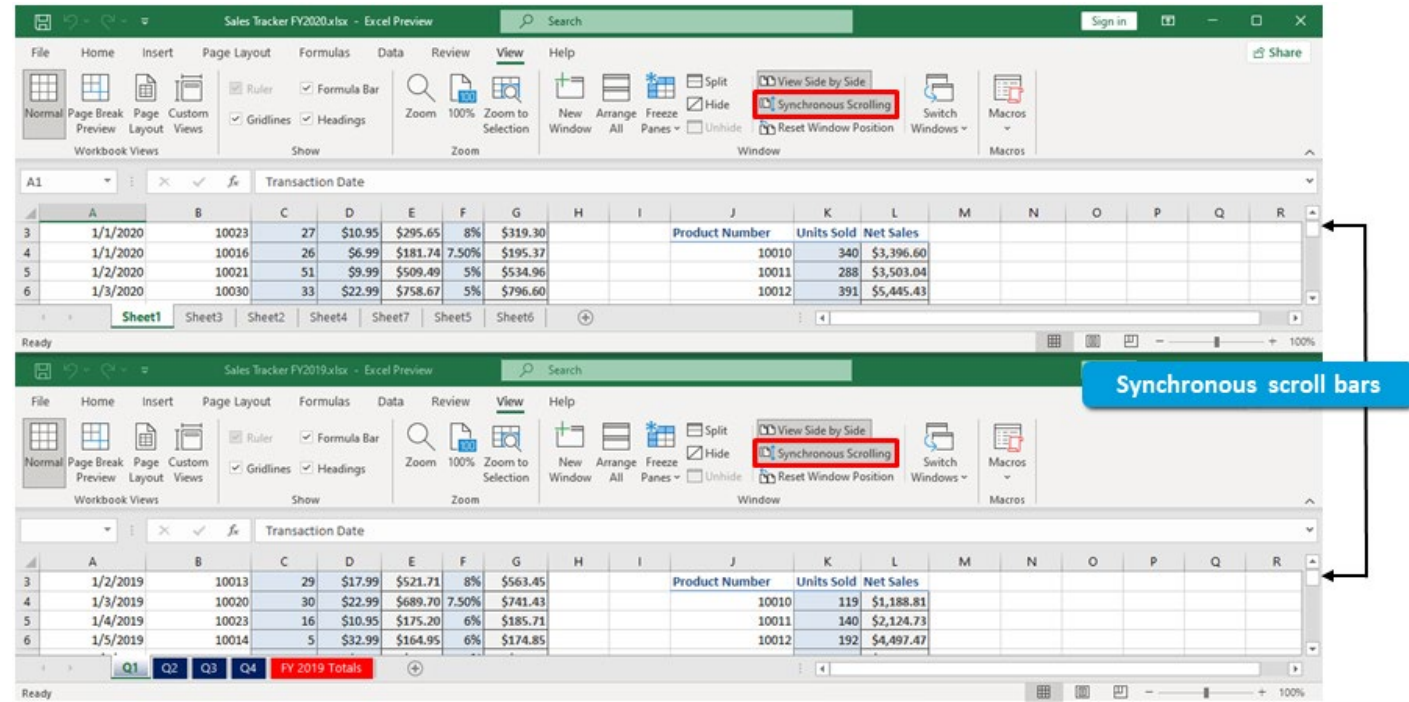
The Arrange Windows Dialog Box

Option	Displays Open Workbook Windows
Tiled	In rows and columns, with an even amount of space allotted to each workbook window, depending on the number of open workbooks.
Horizontal	One on top of the other, with each window taking up the full amount of horizontal space. Excel divides the vertical space evenly depending on the number of open workbooks.
Vertical	Side by side, with each window taking up the full amount of vertical space. Excel divides the horizontal space evenly, depending on the number of open workbooks.
Cascade	In an offset stack, with just enough of the title bar for each workbook window in view so you can select the workbook you'd like to bring to the front. In this view, the workbook windows do not automatically adjust when you select windows from the back. So, you may need to rearrange the windows manually to view subsequent workbooks.

The View Side by Side Command

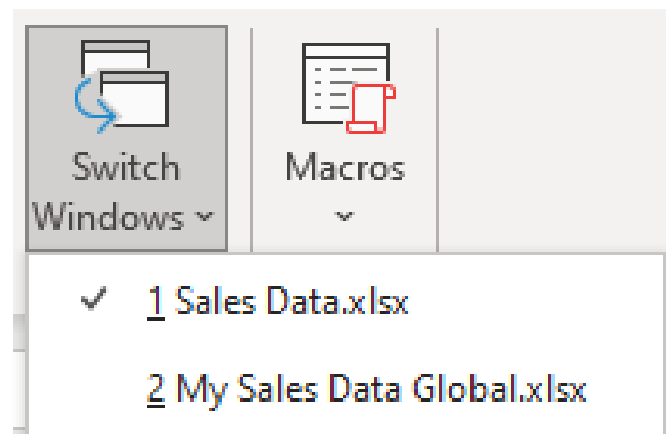
The **View Side by Side** command in Excel allows you to compare two different workbooks simultaneously. It works like a blend of the **Split** and **Arrange All** commands, giving you a side-by-side view for easier comparison.

If more than two workbooks are open, Excel prompts you to choose which one to compare with the active workbook. By default, scrolling is synchronized between the two worksheets, so you can move through them together. This synchronization can be toggled on or off using the **Synchronous Scrolling** command, giving you flexibility depending on how you want to review the data.



The Switch Windows Command

The **Switch Windows** command enables you to easily switch among multiple open workbooks. This way, you can change which open workbook you want to view without having to minimize or manually arrange your workbook windows. This feature can be helpful when you select the **Cascade** option in the **Arrange Windows** dialog box, but works with any Excel view. You can access the **Switch Windows** command in the **Window** group on the **View** tab.



The New Window Command

The **New Window** command in Excel lets you open another instance of the same workbook so you can work in different sections simultaneously. This is especially useful when paired with **Arrange All** or **View Side by Side**, as it allows you to organize multiple views of the workbook for easier navigation and comparison. Each new instance is labeled with the workbook name followed by a colon and a sequential number, distinguishing the windows. Importantly, any changes made in one window are reflected across all instances, since they are linked to the same original file, and all edits are saved back into that file.

The image displays two side-by-side instances of Microsoft Excel, both titled "My Sales Data Global.xlsx". The left window, labeled "1", shows a "Canada Sales Ledger" with a table of employee sales data. The right window, labeled "2", shows a "U.S. Sales Ledger" with a similar table of employee sales data. Both windows have the same ribbon and menu structure, and the data tables are identical in format and content.

Employee Name	Region	Total	Average	Highest	Lowest
Martel	Central	\$222,000	\$55,500.00	\$71,770.00	\$42,785.00
White	West	\$261,580	\$65,395.00	\$74,880.00	\$59,990.00
Taylor	West	\$336,410	\$84,102.50	\$103,700.00	\$68,405.00
Kowalski	East	\$248,405	\$62,101.25	\$83,550.00	\$42,890.00
Gilbert	Central	\$202,715	\$50,678.75	\$59,100.00	\$39,650.00
Tremblay	East	\$235,790	\$58,947.50	\$65,550.00	\$49,785.00
Robertson	West	\$233,710	\$58,427.50	\$71,655.00	\$47,100.00
Bernard	Central	\$338,065	\$84,516.25	\$104,605.00	\$68,165.00
Saint-Pierre	East	\$239,265	\$59,816.25	\$62,855.00	\$57,045.00
Adamine	East	\$218,190	\$54,547.50	\$63,350.00	\$46,265.00
Brown	Central	\$213,370	\$53,342.50	\$58,035.00	\$49,430.00

Employee Name	Region	Total	Average	Highest	Lowest
Silva	Northeast	\$452,110	\$113,027.50	\$187,110.00	\$65,500.00
Maddox	Northeast	\$675,640	\$168,910.00	\$243,760.00	\$113,500.00
Koval	Southwest	\$429,125	\$107,281.25	\$113,000.00	\$100,700.00
Lindgren	South	\$342,670	\$85,667.50	\$113,500.00	\$61,670.00
Sykes	North	\$592,215	\$148,053.75	\$192,215.00	\$105,000.00
Lee	Southwest	\$612,930	\$153,232.50	\$274,060.00	\$76,000.00
Gilgamos	Southwest	\$615,475	\$153,868.75	\$243,760.00	\$92,215.00
Matthews	South	\$591,495	\$147,873.75	\$292,225.00	\$84,000.00
Anderson	North	\$688,165	\$172,041.25	\$243,240.00	\$113,500.00
Wagner	Northeast	\$409,450	\$102,362.50	\$138,500.00	\$63,000.00
Roberts	South	\$809,085	\$202,271.25	\$296,120.00	\$118,335.00
Avellone	Southwest	\$531,050	\$132,762.50	\$171,050.00	\$88,500.00
Clarke	Southwest	\$550,270	\$137,567.50	\$251,120.00	\$76,000.00
Chen	Northeast	\$496,410	\$124,102.50	\$172,410.00	\$77,500.00
Nguyen	South	\$509,715	\$127,428.75	\$154,500.00	\$84,000.00

Workspaces

In prior versions of Excel, because separate workbooks all opened within the same instance of the Excel UI, users were able to save multiple workbook arrangements as a workspace. Workspaces enabled users to save a particular configuration or arrangement of workbook windows as a workspace file. Although you can no longer save a workspace file in Excel 2021, you can open workspace files created in previous versions of Excel. When you open a workspace file, Excel automatically opens all workbooks saved in the workspace and arranges the workbook windows exactly as they were configured. This saves you the time and effort of opening multiple files and then rearranging them to be able to work as you need to. Workspaces can include multiple workbook files and they can contain multiple instances of the same workbook window opened by using the **New Window** command. The file format for Excel workspaces is the XLW format.

You must have access to the original workbook files that are included in a workspace file in order to open and view the workspace.

Manage Workbook Properties



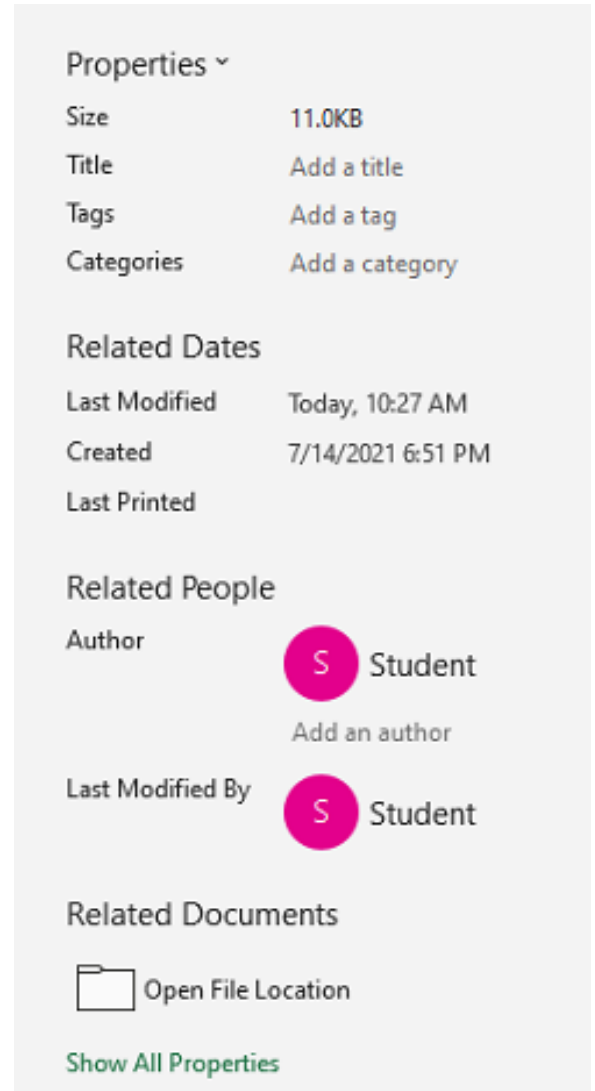
Workbook Properties

Workbook properties in Excel are pieces of information about a workbook file, also known as metadata. They help identify details such as who created the file, when it was created, when it was last modified, and its current status. Properties can also include **tags**, which are short keywords or descriptions that make files easier to locate in searches—for example, a sales workbook might be tagged with terms like *territories*, *department*, *quarter*, or *commission*. Some properties, like creation and modification dates, file size, and location, are generated automatically by Excel. Others, such as tags and categories, are user-defined. Additionally, Excel 2021 allows you to create **custom properties** tailored to your organization's needs, making it easier to manage and identify workbooks across a network or directory.

Workbook Properties in the Backstage View

Perhaps the simplest and most direct way to view and modify your workbook properties is on the **Info** tab of the **Backstage** view. When you select the **Info** tab, some of the most common document properties appear in the right pane. Some of these are automatically created, saved, and updated by Excel, and others can be modified. Properties that you can change here appear as text boxes when you place your pointer over the property value.

The **Show All Properties** link at the bottom of the right pane expands the view of workbook properties in the **Backstage** view so you can view and modify more of them. Once expanded, you can select the **Show Fewer Properties** link to collapse the view back to its default state.



The screenshot displays the 'Properties' section of the Excel Backstage View. It is organized into several categories:

- Properties** (dropdown menu):
 - Size: 11.0KB
 - Title: Add a title
 - Tags: Add a tag
 - Categories: Add a category
- Related Dates**:
 - Last Modified: Today, 10:27 AM
 - Created: 7/14/2021 6:51 PM
 - Last Printed: (empty)
- Related People**:
 - Author: Student (with a pink circular profile icon containing the letter 'S')
 - Add an author
 - Last Modified By: Student (with a pink circular profile icon containing the letter 'S')
- Related Documents**:
 - Open File Location (with a folder icon)

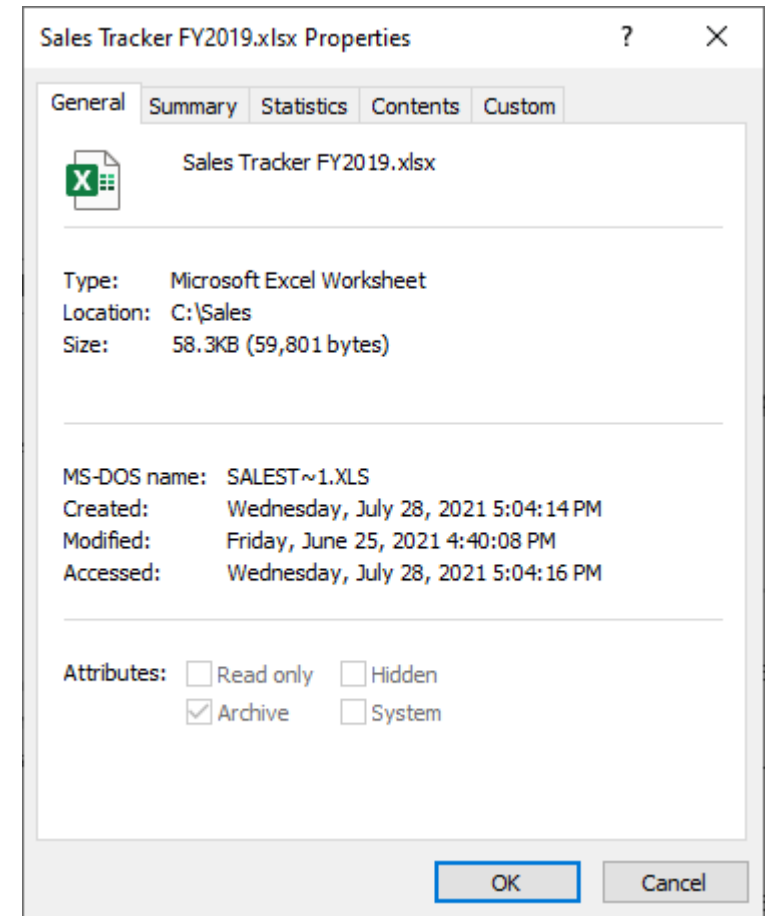
At the bottom of the pane, there is a green link labeled **Show All Properties**.

The Properties Dialog Box

If you want to view all of the document properties for your workbook or create custom document properties, you can open the **Properties** dialog box. The dialog box is divided into five tabs that enable you to work with all properties associated with the current workbook.

To open it, select **File** → **Info**, select the **Properties** drop-down arrow in the right pane, and then select **Advanced Properties**. The **Properties** dialog box displays the file name of the currently selected workbook file before the word "Properties" in the title bar.

The following table identifies the workbook properties that are displayed on the various tabs in the **Properties** dialog box.



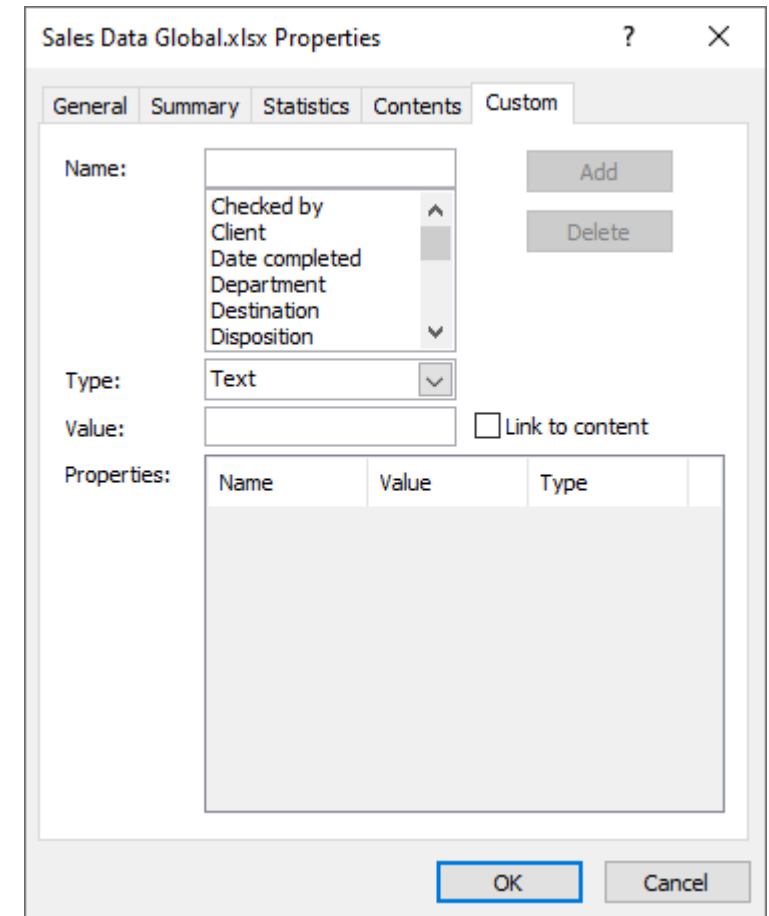
The Properties Dialog Box

Properties Dialog Box Tab	Contains
General	General information about the workbook file, such as the file type, the file size, where the file is saved, and the dates when the file was created and last modified. Excel creates and updates these workbook properties automatically.
Summary	The default document properties that you can modify. Workbook properties on this tab include the document title, the author, keywords, and any included comments.
Statistics	System-level information about the workbook file, such as when it was created, last accessed, last modified, and last printed. Excel creates and updates these properties automatically.
Contents	The names of all worksheets in the document, and any named cell ranges. Excel creates and updates these properties automatically.
Custom	The commands you will use to create custom document properties.

Custom Workbook Properties

If you would like to create workbook properties that more specifically help you identify your files based on your organization's processes, departments, terminology, client list, or other standards, you can create custom workbook properties.

Excel 2021 includes a number of preset categories of custom workbook properties, or you can create an entirely unique property. You can also restrict the values users can enter into custom property fields to ensure a large number of users will be able to successfully search for workbook files.



Custom Workbook Properties

Custom Tab Element	Description
Name field	If you select an existing name from the Name list, it will appear here. Or you can type a unique, new property name in this field.
Name list	Displays a list of the preset property categories. When you select a name from this list, it appears in the Name field.
Type drop-down list	Allows you to select a content type to restrict what users can enter into your custom properties. You can select text, date, or number for values that can be typed into the property. Or you can select the Yes or no option to require users to select one of those two values. (This could be a useful option for properties such as "Approved" or "Review Complete.")
Value field	This is where you enter the value for the property.
Properties field	Displays all custom properties for the workbook.
Add button	Once you've configured a new custom property, the Add button adds it to the Properties field. When you select an existing custom property in the Properties field, the Add button becomes the Modify button, which enables you to save changes to existing custom properties.
Delete button	Deletes the selected custom property from the Properties field.