Welcome to Video #3. We’re going to talk about customizing the worksheets and how to really speed up the process. Before we move on to Sheet 2, let me show you how I added and customized the sheets.

What I want you to do is just go over the workbook here. When we created the sheets, we actually sped the process up a lot faster by copying each sheet. To copy a sheet, what you want to do is you want to find the sheet that you want to copy or even move and you want to right-click and then click on Move or Copy. Now, this allows you to speed the process up and then it says, Move Selected Sheets to a certain book or to a certain sheet, or you can simply create a copy. So, that’s what I want to do. I just want to create a copy. So, I'm going to create a copy of Sheet 5. And then of course, as you can see here is Sheet 5 (2) – in parentheses, that means it is a copy. So, that’s the same thing. And then of course, you can drag it around however you wish. So, I can move it down here, and this is Sheet 8 and this is Sheet 5. And I also can right-click and Rename. So, if I wanted to rename it to Sheet 9, I could do that as well. So, obviously, Sheet 9 is already taken so I'm going to do Sheet 15, for example and do that. There we go.

That’s nice to have if you're building upon each other. So, for example, if you have maybe Sheet 1, you have a list of names or you have a list of numbers. And then Sheet 2, you're building upon that sheet. This is why this is good to have tabs and sheets. So then you can duplicate it or you can have a duplicate just in case you mess up, you always can back track and go back to the back. So, that’s a nice little feature that you can have to not only organize things but to back things up and do a lot more than that, and to build upon that as well.

You can do a lot more. So, for example, we can change the tab color, which is also good to have, especially if you have many different tabs otherwise, it’s all white or all gray. So, if you have it color-coded and you have things color-coded according to your business, then you can do the same so that you know exactly what they are. So, part of the reason why a lot of us slow down in a business is because we don’t know what is what, right? So, as far as organization goes, if you can color-code certain items and accordingly, you color-code it with the workbook or Excel spreadsheet, then it’s going to make your life a lot easier. Quickly and in a snap, you're able to find things right away.