

# Excel 2019 with JAWS

## Inserting Worksheets into a Workbook



Often, you will need to insert a new worksheet into a workbook. For example, you need to add the details for a new staff member or a summary sheet.

There are 2 methods of inserting worksheets into a workbook. For completeness, both methods are described below:

### Method 1: Inserting a Worksheet using the Office Ribbon

To insert a worksheet using the Office Ribbon, in conjunction with JAWS, follow these suggested steps:

**Note 1:** When inserting a worksheet, it will be inserted directly above the sheet which contains the cursor. It will also be named as "Sheet", followed by a number.

1. Position the cursor anywhere in the worksheet you want the new worksheet to be above.
2. Press **ALT** to move focus to the upper part of the **Office Ribbon**. Upon doing this, JAWS will announce the name of the currently selected Tab.
3. Press **RIGHT ARROW** or **LEFT ARROW** until the **Home** tab is selected and then press **TAB** to move focus to the lower part of the **Office Ribbon**. Upon doing this, JAWS will announce the name of the currently selected control. This should be the **Clipboard** sub-menu.
4. Press **TAB** until the **Insert Cells** split Button is selected and then press **ENTER**. Upon doing this, a dropdown menu will be displayed. JAWS will say the name of the first option in the menu. This should be **Insert Cells**.

An alternative method of choosing an option from the **Office Ribbon** is to press a sequence of keys. The sequence of keys to press to quickly display the Insert Cells button dropdown menu are as follows:

**ALT** followed by **H** then **I**

5. Press **DOWN ARROW** or **UP ARROW** until the **Insert Worksheet** option is selected and then press **ENTER**. Upon doing this, a new worksheet will be inserted into your workbook. Focus will be in cell A1 of this new worksheet!

## Method 2: Inserting a Worksheet using a Keyboard Shortcut

Microsoft Excel 2019 provides a keyboard shortcut for inserting a new worksheet. To insert a new worksheet, simply press **SHIFT and F11**. Upon doing this, the new sheet will be inserted and focus will be in cell A1 of that sheet! JAWS will announce the name of the worksheet, followed by the contents of the cell and its reference.