

# Excel 2019 with JAWS

## Renaming a Worksheet



By default, Microsoft Excel 2016 names its worksheets using the word 'Sheet', followed by a number. For example, in a new workbook, there are 3 worksheets, named Sheet1, Sheet2 and Sheet3. Whilst these names are perfectly OK, they are not very meaningful.

It is possible to rename a specific sheet to have a more relevant name. For example, imagine that you have a workbook consisting of 3 worksheets. The first sheet contains information on your companies Income, the second sheet information on your companies Expenses, and the third sheet contains information to do with the Profit and Loss. In this scenario, it would be better to name the first worksheet Income, the second worksheet Expenditure and the third worksheet Profit/Loss. Doing this would make it easier to tell what each worksheet refers to!

To rename a worksheet, follow these suggested steps:

1. Ensure that you are focused in the worksheet you wish to rename.
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 first control on the lower ribbon. This will be "Clipboard group box, Paste button".
4. Press **TAB** until the **Format** 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 'Row Height...'.

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 **Format** dropdown menu are as follows:

**ALT** followed by **H** then **O**

5. Press **DOWN ARROW** or **UP ARROW** until the **Rename Sheet** option is selected and press **ENTER**. For reference, this option is located inside a group box called **Organise Sheets**. Upon doing this, focus will move to the worksheet label for the current sheet, just above the Status Bar.
6. The worksheet label will automatically be selected. This is ideal, as it means you can simply overtype the existing worksheet name with the new one. So, type the new name and press **ENTER**. Upon doing this, focus will return to the worksheet area.

To read the new name for your worksheet, press the JAWS command INSERT and TAB. Upon doing this, JAWS will read the name of the worksheet, followed by the contents of the cell in which the cursor is positioned and the cell reference.

To rename another worksheet in your workbook, first move focus to that worksheet and follow the steps outlined above!