

Excel 365 with JAWS

Deleting Worksheets from a Workbook



Often, you will need to delete a worksheet from a workbook. For example, if a staff member has left your organisation and your workbook contained a worksheet pertaining to them, you could delete it, as it is no longer relevant.

There are two common methods for deleting worksheets. For completeness, both methods are described below.

Deleting Worksheets Using the Office Ribbon

To delete a worksheet from a workbook using the Office Ribbon, follow these suggested steps:

1. Position the cursor anywhere in the worksheet you want to delete.
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 say the name of the currently selected control. This should be the "Share sub-menu".
4. Press **TAB** until the "Delete Cells..." split Button is selected and then press **ALT** and **DOWN ARROW**. Upon doing this, a dropdown menu will be displayed. JAWS will say the name of the first option in the menu. This should be "Delete 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 **Delete Cells** dropdown menu are as follows:

ALT followed by **H** then **D**

5. Press **DOWN ARROW** or **UP ARROW** until the **Delete Sheet** option is selected and then press **ENTER**. Upon doing this, a message box will be displayed stating "Microsoft Excel will permanently delete this sheet. Do you want to continue?". Two buttons will be available - Delete and Cancel. Delete will be the selected option.
6. Press **ENTER** to activate the Delete button. Upon doing this, the worksheet will be deleted and focus will be in the next worksheet sequentially.

That's it, you have successfully deleted a worksheet from your workbook!

Deleting Worksheets Using the Sheet Tabs

To delete a worksheet from a workbook using the Sheet Tabs, follow these suggested steps:

1. Position the cursor anywhere in the worksheet you want to delete.
2. Press **F6**. Upon doing this, the sheet Tab of the displayed worksheet will be selected.
3. Press the **Applications** key (this key is to the left of the **CTRL** key on the right side of the keyboard). Upon doing this, a menu will be displayed. JAWS will say the name of the currently selected option in the menu. This should be "Insert...".

Note 2: If your keyboard does not have an **Applications** key, then you can press **SHIFT and F10 instead** to display the menu.

4. Press **DOWN ARROW** or **UP ARROW** until the **Delete** option is selected and then press **ENTER**. Upon doing this, a message box will be displayed stating "Microsoft Excel will permanently delete this sheet. Do you want to continue?". Two buttons will be available - Delete and Cancel. Delete will be the selected option.
5. Press **ENTER** to activate the "Delete" button. Upon doing this, the worksheet will be deleted and focus will be in the next worksheet sequentially.

That's it, you have successfully deleted a worksheet from your workbook using the Sheet tabs!