

Excel 365 with JAWS

Inserting Worksheets into a Workbook



Often, you will need to insert a new worksheet into a workbook. For example, you have a workbook which has a worksheet for each member of staff in your organisation for recording sickness and leave. A new staff member joins the organisation and you need to create a new sheet to record their sickness and leave details.

There are three methods of inserting worksheets into a workbook. For completeness, all three methods are described below.

Note 1: When inserting a worksheet, it will be inserted directly above the currently displayed worksheet. It will also be named as "Sheet", followed by a number. So, if your workbook contains 4 sheets, labelled Sheet1, Sheet2, Sheet3 and Sheet4, and Sheet3 was the currently displayed worksheet, inserting a new sheet would result in a new worksheet labelled Sheet5 being inserted between sheets 2 and 3.

Inserting a Worksheet using the Office Ribbon

To insert a worksheet using the Office Ribbon, follow these suggested steps:

1. Move to 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 "Share sub-menu".

4. Press TAB until the "Insert 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 "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 dropdown menu are as follows:

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

5. Press **DOWN ARROW** or **UP ARROW** until the **Insert Sheet menu** option is selected and then press **ENTER**. Upon doing this, a new worksheet will be inserted into your workbook. JAWS will announce the name of the new sheet, followed by the cell reference in which the cursor is positioned! This should be cell A1.

Inserting Worksheets Using the Sheet Tabs

To insert a worksheet into a workbook using the Sheet Tabs, follow these suggested steps:

1. Move to the worksheet you want the new worksheet to be above.
2. Press **F6**. Upon doing this, the sheet Tab of the currently 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 first 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 **ENTER** to choose the "Insert..." menu option. Upon doing this, the Insert dialog box will be displayed.

5. In the Insert dialog box, focus will be in a list of items that can be inserted into a workbook. The currently selected item will be "Worksheet". Press ENTER to choose this item. Upon doing this, a new worksheet will be inserted into your workbook. JAWS will announce the name of the new sheet, followed by the cell reference in which the cursor is positioned! This should be cell A1.

Inserting a Worksheet using a Keyboard Shortcut

Excel 365 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 above the previously displayed sheet. JAWS will announce the name of the new sheet, followed by the cell reference in which the cursor is positioned! This should be cell A1.