

# Excel 365 with JAWS

## Moving Worksheets within a Workbook



There are two common methods for moving worksheets in Microsoft Excel 365. For completeness, both methods are described below.

### Moving Worksheets Using the Office Ribbon

To move worksheets using the Office Ribbon, follow these suggested steps:

1. Press **CTRL and PAGE DOWN** or **CTRL and PAGE UP** until the worksheet you want to move is displayed.

**Note 1:** You can also display worksheets using the JAWS Move to Worksheet dialog box. To do this, press the JAWS command **SHIFT and CTRL and S**. From the resulting list of sheet names, select the sheet you want to move and press **ENTER**.

2. Press **ALT** to move focus to 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 Cells sub-menu is selected and press **ENTER**. Upon doing this, a toolbar, consisting of 3 options, will be displayed. The currently selected option will be the "Insert split button".
5. Press **TAB** until the Format sub-menu button is selected and press **ENTER**. Upon doing this, a dropdown menu will be displayed. JAWS will announce the name of the currently selected option. 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**

6. Press **DOWN ARROW** or **UP ARROW** until the "**Move or Copy Sheet...**" menu option is selected and press **ENTER**. Upon doing this, the **Move or Copy** dialog box will be displayed.
7. In the **Move or Copy** dialog box, focus will be in a list box labelled "**Before Sheet**". This will contain the existing sheet names in your workbook. Press **DOWN ARROW** until you have selected the sheet name you want your sheet to be above. Alternatively, you can select the option **Move to End** to position the current sheet at the end of your workbook.
8. When you have selected the location for your worksheet from the **Before Sheet** list box, press **ENTER** to choose the **OK** button and close the **Move or Copy** dialog box. Your worksheet will now be in its rightful place in your workbook!

## Moving Worksheets Using the Sheet Tabs

To move worksheets using the Sheet Tabs, follow these suggested steps:

1. Display the worksheet you want to move.
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 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 "Move or Copy..." menu option is selected and then press **ENTER**. Upon doing this, the **Move or Copy** dialog box will be displayed.

5. In the **Move or Copy** dialog box, focus will be in a list box labelled "**Before Sheet**". This will contain the existing sheet names in your workbook. Press **DOWN ARROW** until you have selected the sheet name you want your sheet to be above. Alternatively, you can select the option **Move to End** to position the current sheet at the end of your workbook.
6. When you have selected the location for your worksheet from the **Before Sheet** list box, press **ENTER** to choose the **OK** button and close the **Move or Copy** dialog box. Your worksheet will now be in its rightful place in your workbook!

Congratulations, you have successfully moved a worksheet using the Sheet tabs!