

Excel 365 with JAWS

Renaming Worksheets



By default, Excel 365 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 descriptive.

It is possible to rename worksheets 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 expenditure , 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!

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

Renaming a Worksheet Using the Office Ribbon

To rename a worksheet using the Office Ribbon, follow these suggested steps.

1. Position the cursor anywhere in the worksheet you want 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 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 **Rename Sheet** option is selected and press **ENTER**. Upon doing this, the sheet name will be selected. JAWS won't say anything at this stage!

Note 2: When navigating the menu, JAWS will say "Organise sheets group" prior to saying Rename, so be sure to listen out for this!

7. You can now either overtype the existing name with the new name, or amend the existing name. When you have renamed the worksheet, press **ENTER**. Upon doing this, focus will return to the worksheet area.

That's it, you have successfully renamed a worksheet using the Office Ribbon!

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

Renaming a Worksheet Using the Sheet Tabs

To rename a worksheet using the Sheet Tabs, follow these suggested steps.

1. Position the cursor anywhere in the worksheet you want to rename.
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 first option in the menu. This should be "Insert...".

Note 3: 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 "Rename" menu option is selected and press **ENTER**. Upon doing this, the sheet name will be selected. JAWS won't say anything at this stage!
5. You can now either overtype the existing name with the new name, or amend the existing name. When you have specified the name for your worksheet, press **ENTER**. Upon doing this, focus will return to the worksheet area.

That's it, you have successfully renamed a worksheet using the Sheet tabs!

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