

# Excel 2019 with JAWS

## Deleting Worksheets from a Workbook



Often, you will need to delete a worksheet from a workbook. For example, a staff member has left your organisation, or the contents of a worksheet are no longer required.

To delete a worksheet from a workbook, 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 "**Clipboard** 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 will be displayed stating that Microsoft Excel will permanently delete the sheet.
6. Press **TAB** until the **Delete** button is selected and then press **ENTER**. 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!