

Taste of Tech

Rename a Worksheet in Excel

Assigning meaningful names to sheet tabs makes it easier to find and work with worksheets in an Excel Workbook.

1. Double-click the desired sheet tab; or
Choose Format, Sheet, Rename; or,
from the shortcut menu, choose Rename. The current sheet name is selected.
2. Enter the desired name for the worksheet. Sheet names can have up to 31 characters, including spaces.
3. Press [Enter].