

Microsoft Office Excel 2003

Display or hide sheet tabs

Display or hide all sheet tabs



1. On the **Tools** menu, click **Options**.
2. On the **View** tab, under **Window options**, select or clear the **Sheet tabs** check box.


Note:

When you display sheet tabs, a **Sheet tab** bar appears at the bottom of the screen with tab scrolling buttons displayed on the left side.

Make more or fewer sheet tabs visible

1. Point to the tab split bar on the right side of the **Sheet tab** bar.



2. When the pointer changes to a split pointer , drag the tab split bar to the right or left.
3. To return the tab split bar to its original position, double-click the tab split bar.

Note:

You can activate a sheet by right-clicking any tab scrolling button, and then selecting the sheet you want from the shortcut menu.
You can change the order of the sheet tabs. Right-click the tab you want to move, and then click **Move or Copy**. In the **Before sheet** box, select a sheet, or click **(move to end)**.

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