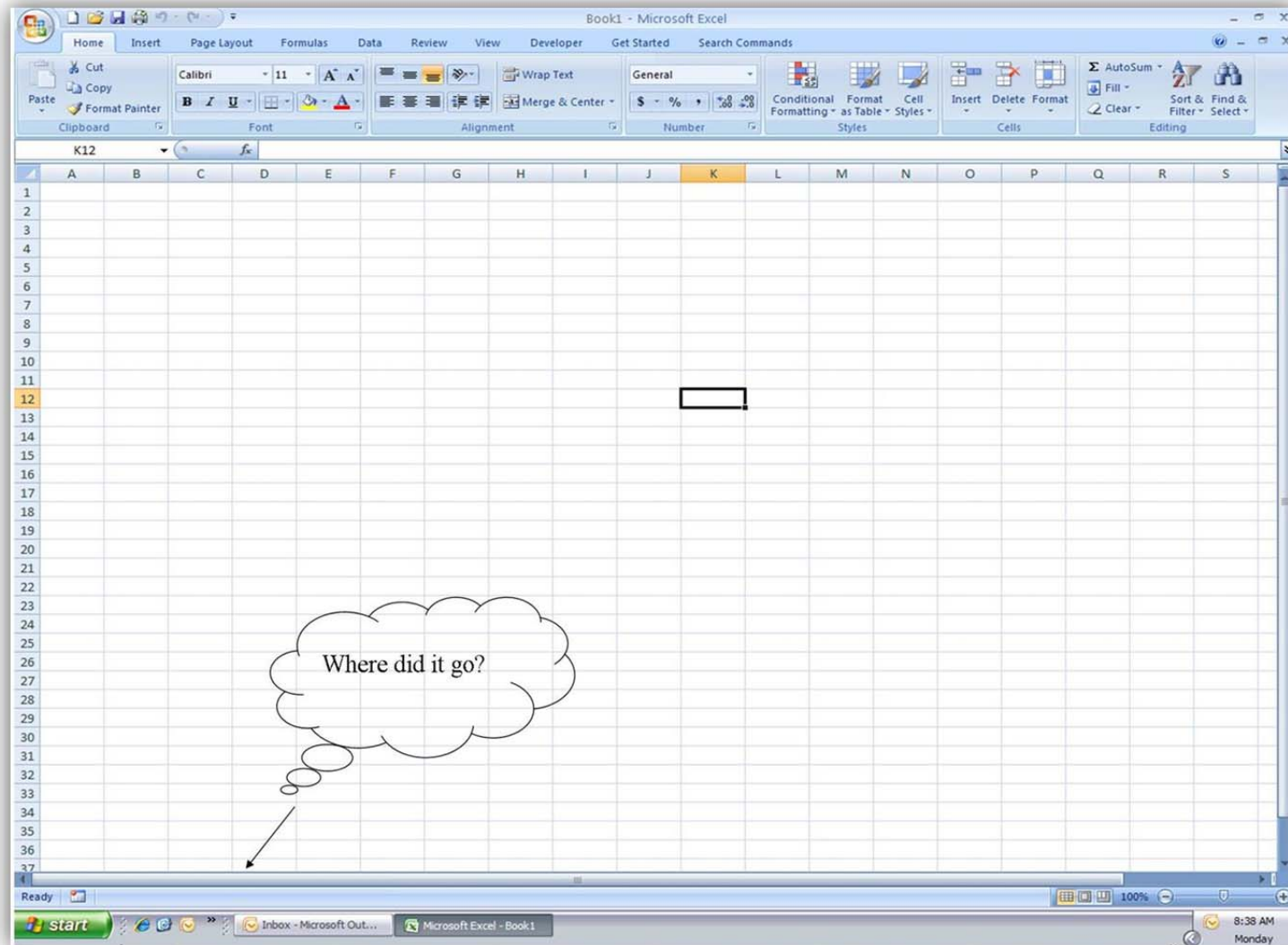


The More You Know

THE MYSTERY OF THE MISSING SHEET TABS

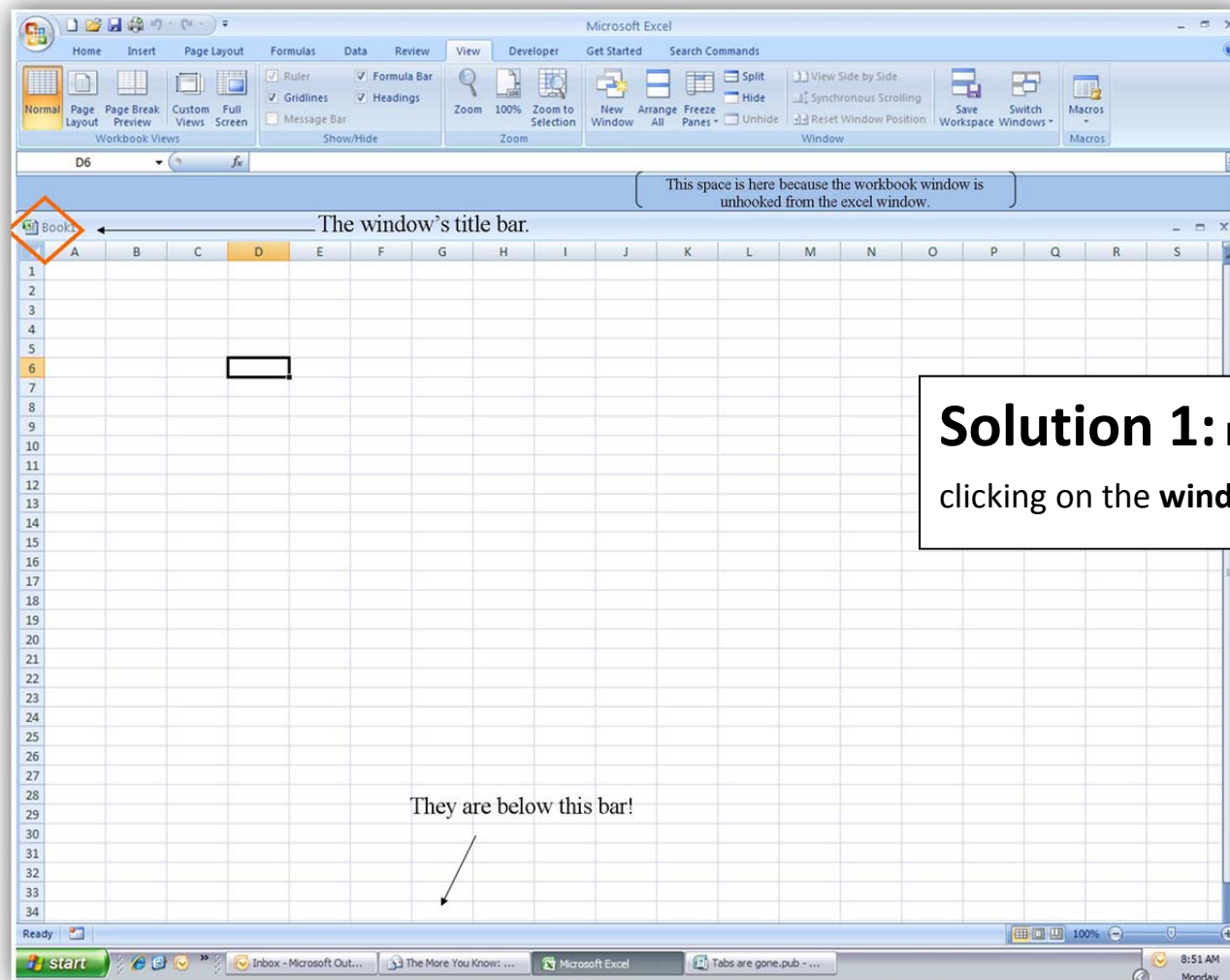
Has this ever happened to you?

You open up an Excel document that you are told contains multiple worksheets, however you only see one?
In fact, you don't see any sheet tabs at all!



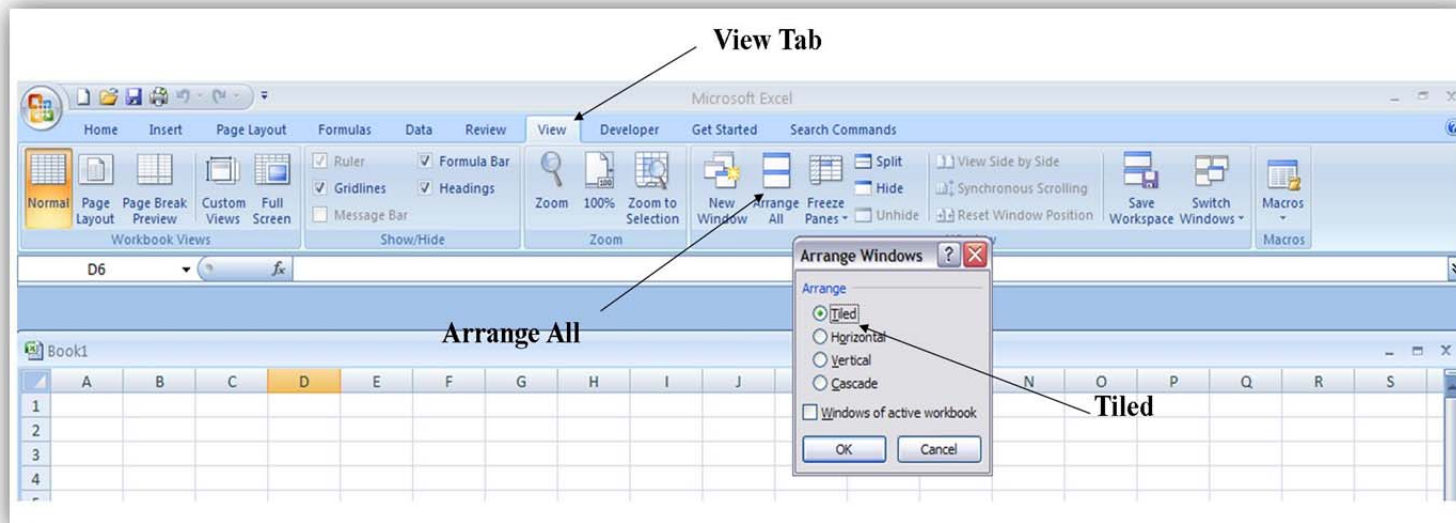
This can seriously impede what you are doing, as well as cause a lot of frustration. There are several ways that the sheet tabs can disappear.

Cause 1: The workbook window may be unhooked from the Excel window. If the workbook window is unhooked, it can be moved so that the sheet tabs are hidden below the bottom of the screen. This situation can also occur if the person using the file before you had a lower screen resolution.



Solution 1: If this is the reason, double clicking on the **window's title bar** should fix it.

Solution 2: If clicking on the title bar doesn't work, choose the **View** tab, click **Arrange All** and choose "Tiled"

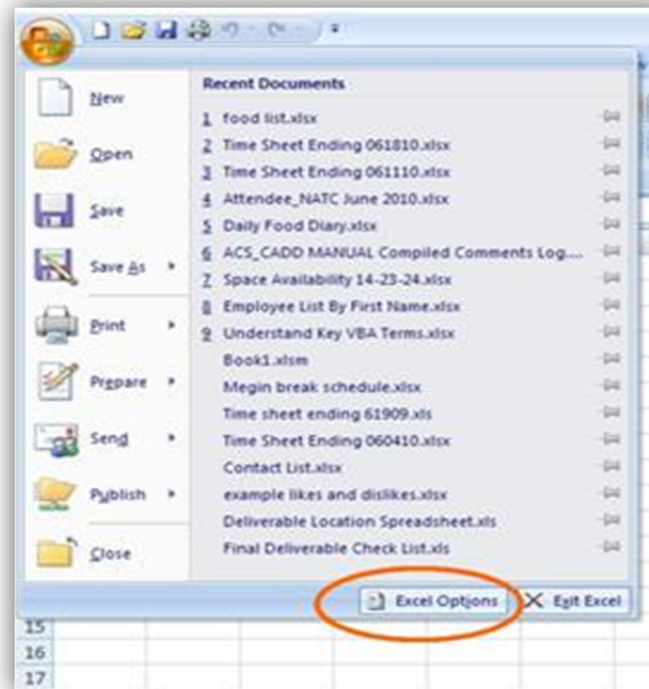


Cause 2: The **Show sheet tabs** setting is turned off.

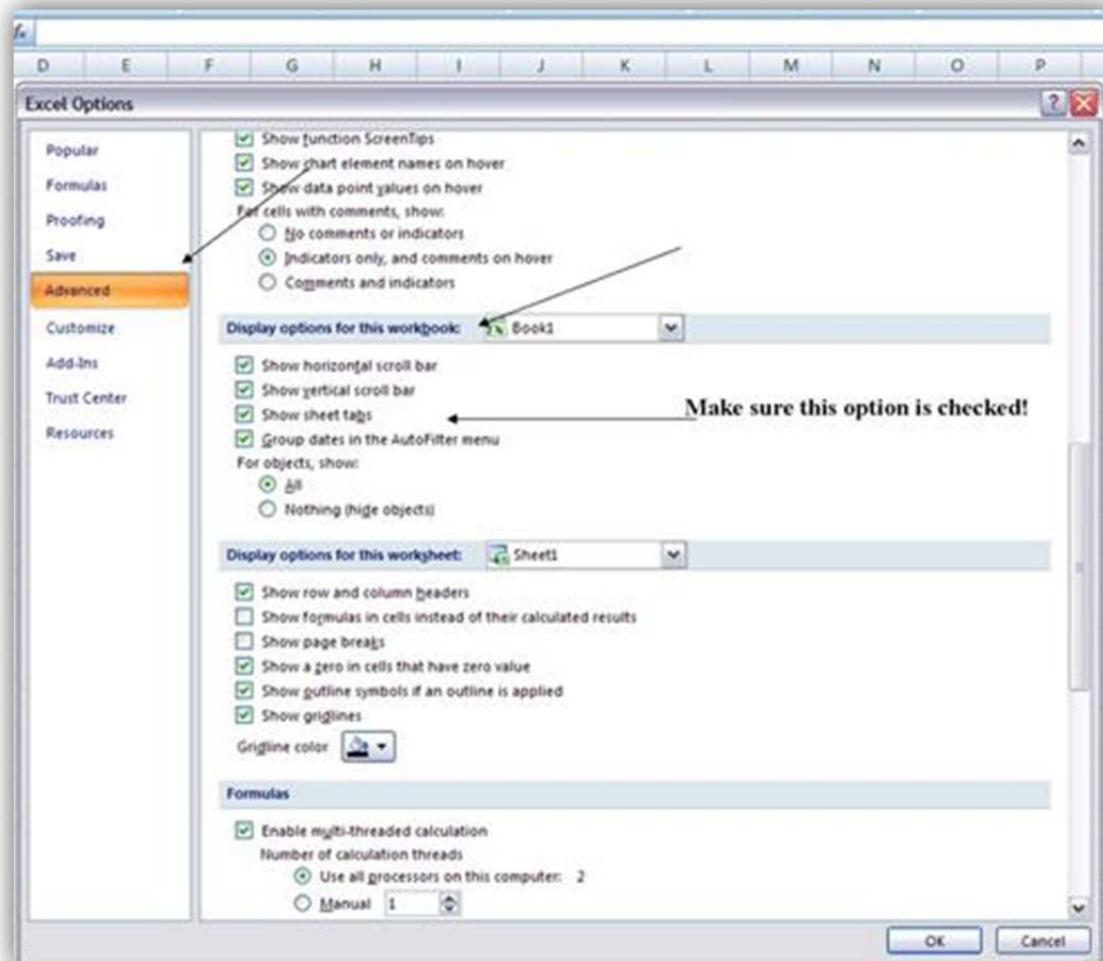
Solution: Click on the **Microsoft Office** button and click on **Excel Options**.



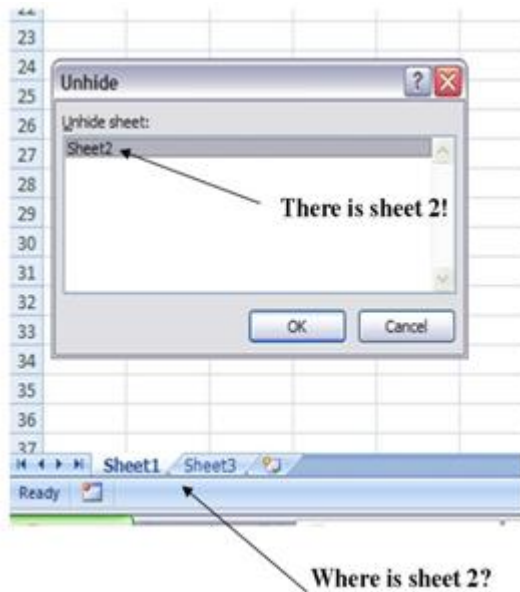
(upper left hand corner of your screen)



In the **Advanced** category, under **Display options** for this workbook, make sure that the **Show sheet tabs** option is checked. If it isn't, select it now.



Cause 3: If there is a tab showing, but the one you need is missing, it is possible that the tab you are looking for has been hidden.



Solution: Right click on the visible tab and then click **Unhide**. You will then see the **Unhide dialog box**. Choose the sheet you want to see and click **Ok**.