> ✅ **Note**
>
> If you have multiple sheets in your embedded spreadsheet, only the active sheet is shown on the page after exiting edit mode.

Working with embedded sheets

You can insert, rename, delete, and edit sheets in an embedded spreadsheet. To begin, double-click the embedded spreadsheet to open it in edit mode. When you finish editing the embedded spreadsheet, click anywhere outside the border to exit edit mode and save the changes.

> ℹ️ **Tip**
>
> For more details on any of these procedures, refer to Chapter 5, Getting Started with Calc, in the *Getting Started Guide*.

Inserting sheets
1) Right-click a sheet name and select **Insert Sheet** from the context menu, or go to **Sheet > Insert Sheet** on the Menu bar to open the Insert Sheet dialog.

2) Select the sheet position, number of sheets to be inserted, sheet name, or which spreadsheet file to use from the options available in the Insert Sheet dialog.

3) Click **OK** to close the dialog and insert the sheet.

Renaming sheets
Right-click the sheet tab and select **Rename Sheet** in the context menu, or go to **Sheet > Rename Sheet** on the Menu bar, to open the Rename Sheet dialog.

Moving and copying sheets
1) Right-click the sheet name and select **Move or Copy Sheet** in the context menu, or go to **Sheet > Move or Copy Sheet** on the Menu bar to open the Move/Copy Sheet dialog.

2) Select whether to move or copy the sheet, the sheet location and position, and a new sheet name. Click **OK** to close the dialog and move or copy the sheet.

3) Alternatively, click the sheet tab and drag it to a new position in the embedded spreadsheet.

Deleting sheets
1) Right-click the sheet tab and select **Delete Sheet** in the context menu, or go to **Sheet > Delete Sheet** on the Menu bar. If the spreadsheet has only one sheet remaining, you cannot delete that sheet.

2) Click **Yes** to confirm.

Cell navigation

To move around the spreadsheet to select a cell to make it active, you can:

- Use the keyboard arrow keys.

- Position the cursor in a cell and left-click the mouse.

- Use the *Enter* key to move one cell down and *Shift+Enter* to move one cell up.

- Use the *Tab* key to move one cell to the right and *Shift+Tab* to move one cell to the left.

Entering data

Data input into a cell can only be done when a cell is active. An active cell is easily identified by a thickened and bolder border. The cell reference (or coordinates) for the active cell is displayed at the left-hand end of the Formula bar.