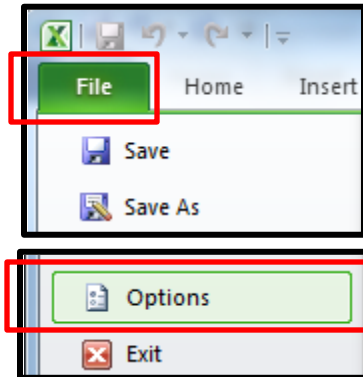


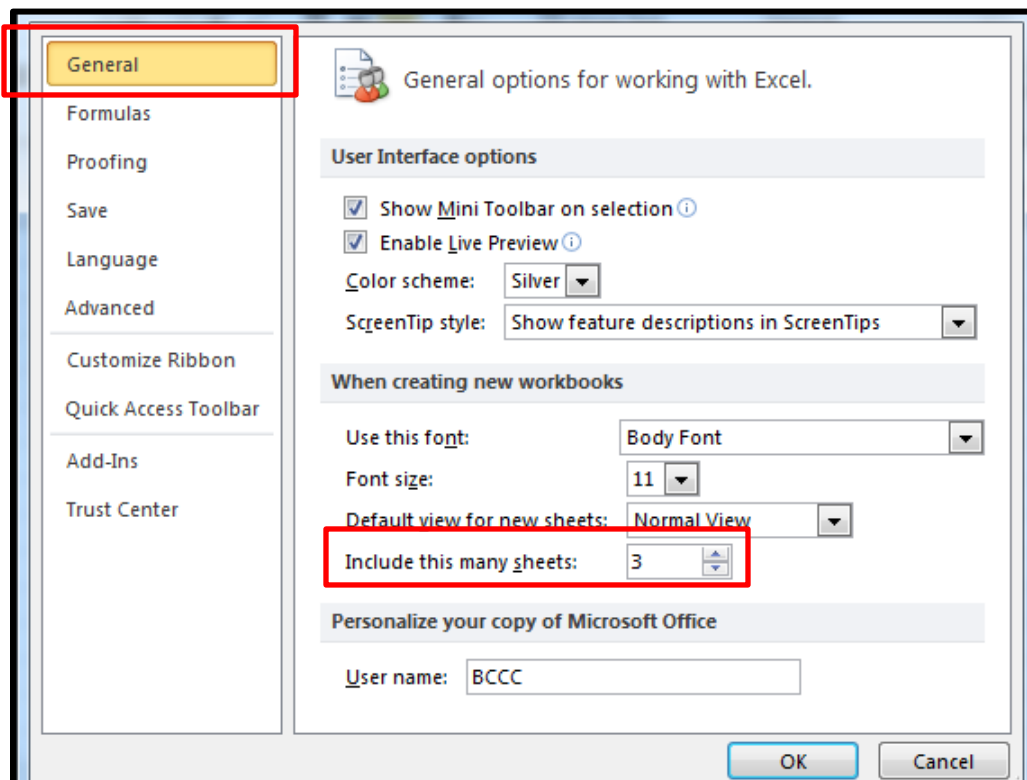
## Changing the number of worksheets when creating a new Excel document

Follow these steps to change the number of worksheets when creating a new Excel file. By default, Excel will automatically create a new workbook with three worksheets, Sheet 1, Sheet2, and Sheet 3.

1. Open Microsoft Excel 2010. Click the **File** menu in the upper left hand corner then click **Options**.



2. In the **General** options, change the value of “**Include this many sheets.**” Change the value to 1 if you would like one sheet only. Additionally, you can change the font and font size for new workbooks in this area. Click **OK** to accept the changes.



3. When you create a new blank workbook, only 1 worksheet will be created.

