



Excel: Emailing a Single Sheet From an Excel Workbook

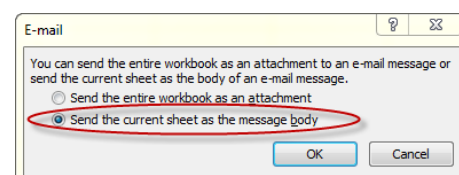
SCENARIO: You want to email someone one sheet from your multi-sheet Excel workbook.

There is no “quick” way to do this. However, there are two ways you can send a single sheet...with a bit of work:

METHOD #1:

This is only good if you're OK with sending the Excel data within the body of your email. This means that the data will be converting from working spreadsheet data to Word table data....in other words...the recipient will not be able to use/edit any equations that you included (although the results of the equations will be intact). They can COPY the resulting table into Word or Excel for presentation (not editing) purposes – but that's about it.

1. First, add the SEND TO MAIL RECIPIENT button to your Quick Access Toolbar (QAT):
 - a. Click the ▼ at the end of your QAT and choose MORE COMMANDS.
 - b. Change the CHOOSE COMMANDS FROM box from POPULAR COMMANDS to ALL COMMANDS.
 - c. Scroll down the list of all commands to the SEND TO MAIL RECIPIENT function. (Of course...you are not going to “scroll” down to it (like a kindergarten baby)...you'll get there like the efficient power-user that you are by activating the ALL list panel (by clicking *any* function in the list) then tapping the letter S on your keyboard)).
 - d. With SEND TO MAIL RECIPIENT selected – click the ADD button between the two panels. SEND TO MAIL RECIPIENT should now appear at the bottom of your QAT (right) panel.
 - e. Click OK.
2. Maneuver to the sheet that you want to email.
3. Click the SEND TO MAIL RECIPIENT button now on your QAT.
4. At the E-MAIL window (shown here) – select the SEND THE CURRENT SHEET AS THE MESSAGE BODY option – and click OK.
5. An email header will appear above your spreadsheet. Enter the recipient's email address and subject and introduction text (if you want).
6. Click the SEND THIS SHEET button – located just above the TO box.



METHOD #2:

The recipient will receive the data as an Excel file with the equations intact. Unfortunately, you'll have to separate the sheet you want to send from the rest of the sheets in the workbook...but it's not *that* painful... (Of course – you don't want any of the other sheets in the Excel file linking to this solitary sheet...because the links will be broken):

1. RIGHT-CLICK the tab of the worksheet that you want to email – and choose MOVE OR COPY.
2. Click the ▼ of the TO BOOK drop-down – and choose NEW BOOK (you might have to scroll up).
3. Make sure the CREATE A COPY checkbox (at the bottom of the window) is CHECKED (✓).
4. Click OK.
5. A new workbook will be created – containing only the sheet that you right-clicked.
6. You can now use the FILE (tab) - SAVE & SEND – SEND AS ATTACHMENT feature to email the worksheet (as its own file). NOTE: unless YOU SAVE this worksheet, you will not have it (as a separate file from your original workbook) on your own computer. Just saying.