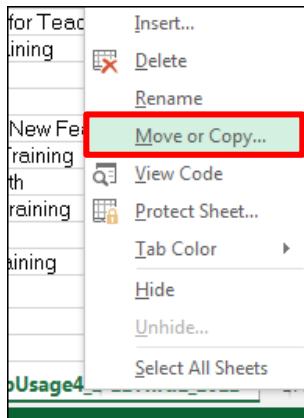


Microsoft Excel 2013: Email a Single Excel Worksheet in a Workbook

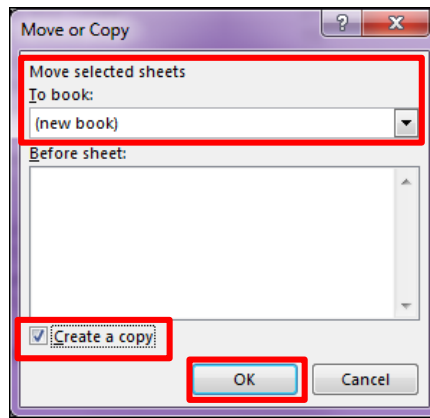
If you need to email a single worksheet out of a workbook, here's a quicker way to do it instead of saving a copy and deleting what you don't want to send. **Note;** This will work only when Outlook is set up on your office computer.

Right-click on the tab of the worksheet you want to email. If you want to send more than one worksheet, hold down the Ctrl key & click each one.

Click on **Move or Copy**.



In the **To book:** select (**new book**) and put a check in **Create a copy**. Click **OK**



The worksheet/s will now be opened in a separate workbook with a default name, like **Book1**.

In this workbook, click on **File, Share, Email**, select **Send as Attachment**.

