

How to Automatically Rename Spreadsheet Tabs – Fred O’Connor, ESCCI

In order to use the script the exported file will have to be macro enabled. This can be activated using save as and saving it accordingly. Because the file is new with each export, this script will have to be pasted in the module section of that spreadsheet. This is still a much faster approach than physically renaming each tab by right clicking on it.

With your spreadsheet open press <ALT> <F11> and paste in the following code in the content of the module editor.

```
Sub RenameSheet()  
'Updateby20150602  
Dim xWs As Worksheet  
Dim xRngAddress As String  
Dim xName As String  
xRngAddress = "B1"  
For Each xWs In Application.ActiveWorkbook.Sheets  
    xName = xWs.Range(xRngAddress).Value  
    If xName <> "" Then  
        xWs.Name = xName  
    End If  
Next  
End Sub
```

Note: row 6 lists “B1” this is where the case managers name is currently in the exported spreadsheet and can be changed to select any cell.

Click on the run button. It will then update all the tabs accordingly.

Hope this helps, please feel free to email if you run into a problem.