

Grouping Sheets

Getting ready to create budgets for 10 departments? Don't create a budget and then copy it 10 times – instead use grouping. Not only is it faster- it also ensures all your original formatting is retained. Other uses for grouping include printing. Perhaps you want to print Sheet 2, 5 and 6 – the easy way to print them all at once is to group the sheets and then select print. Another use for Grouping is to apply headers and footers to all your sheets at the same time.

Methods for Efficiently Updating/Moving Data Grouping Sheets

Grouping sheets allows you eliminate the need of copying cells in a worksheet to another and then reformatting. Data entered into a group of worksheets is actually placed into each of the worksheets. Any formatting is also included. This feature is particularly useful if you need to have similar worksheets set up in the same format.

To group sheets adjacent sheets:

1. Select the first sheet.
2. Press *Shift* and hold it down
3. Click on the last contiguous sheet in the group

The title bar now shows the word Group after the book name and that all the sheets in the group are active.

Anything that you type on one of the group sheets will automatically be copied simultaneously onto all of the sheets in the selected group including formatting techniques such as changing column widths. Remember to ungroup the sheets when finished so that you can individualize them.

➡Use the CTRL key if you are selecting non-adjacent sheets

Deselect Tab

To deselect an individual worksheet, press CTRL + the specific tab.

Ungroup

To ungroup the sheets, select a worksheet tab that was not in the group. You can also right-click and select Ungroup.