


Working with Groups of Worksheets

Grouping your worksheets can help improve consistency and save time. Once sheets are grouped, you can format or print the entire group.

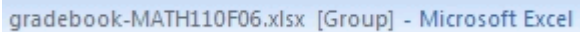
Grouping Worksheets

1. Click the **SHEET** tab of the first sheet to be grouped

2. To select non-contiguous sheets, press [**Ctrl**] + click the sheets to be grouped
To select contiguous sheets, press [**Shift**] + click the last sheet to be grouped
3. When all the sheets of the group are selected, release the [**Shift**] or [**Ctrl**] key
The selected worksheets are grouped.

NOTES:

The tabs of the grouped sheets will appear white. Unselected sheets' tabs will remain unchanged (colors may differ based on your windows color scheme).

The notation [*Group*] appears next to the filename.



Ungrouping Worksheets

When you are finished working with your sheet groups, you will need to ungroup them.

Ungrouping Worksheets: All Sheets

1. Right click one of the **SHEET** tabs within the group » select *Ungroup Sheets* all grouped worksheets are ungrouped.

Ungrouping Worksheets: Individual Sheets

1. Press [**Ctrl**] + click the **SHEET** tab of the sheet to be removed from the group the selected worksheet is removed from the group.

Formatting Worksheet Groups

If you have multiple sheets within your workbook that require the same formatting, you can format all worksheets within a group at the same time. This option works when the worksheets have similar information in the same relative location. Many types of formatting can be done with sheet groups:


- Column width
- Shading
- Formulas and functions
- Borders

To format groups of sheets, use the following instructions:

1. Group the worksheets
2. On the current worksheet, select the cell(s) to be formatted
3. Using the *Formatting* toolbar or the *Format* menu, apply the appropriate formatting
NOTE: For more information about formatting options, refer to *Formatting Your Worksheets*.
4. Repeat steps 2–3 as necessary
5. Ungroup the worksheets

Printing Worksheet Groups

If you have multiple sheets in your workbook and you want to print select worksheets, you can do this using worksheet groups. This method will print the active area of each sheet (A1 to the last column and row containing information) or the assigned print area. This may result in different ranges being printed for each sheet.

1. Group the worksheets
2. Click the **OFFICE BUTTON**  » select *Print* the *Print* dialog box appears.
3. In the *Print what* section, select *Active sheet(s)*
4. Adjust print settings as necessary
NOTE: For more information about printing, refer to *Printing Basics*.
5. Click **OK** the selected worksheets are printed.
6. Ungroup the worksheets