

Lesson 6-7: Understand worksheet groups

A very interesting (and little known) feature of Excel is its ability to group worksheets into a three-dimensional array of worksheet cells.

When worksheets are grouped, it is possible to perform a single operation upon all of the worksheets in the group. This can be very useful when you need to:

- Print out all of the worksheets in the group.
- Enter data into the same cell for all worksheets in the group.
- Apply formatting to the same cell or range for all worksheets in the group.

- 1 Open *Widget Supplies Price List* from your sample files folder.

The formatting of this workbook leaves a lot to be desired. It consists of three worksheets all showing the same information but lacking any style.

	A	B	C	D	E	F	G
1	Price List						
2	Prices Effé 20th March 2008						
3	When calculating prices the following exchange rates will be used						
4							
5		USD	GBP	EUR	JPY		
6	USD	1	1.8383	1.4708	0.00911		
7							
8	Descriptio	Dollars	Pounds	Euros	Yen		
9	Standard v	3.75	2.039928	2.549633	411.6356		
10	Premium	5.5	2.991895	3.739462	603.7322		
11	De-luxe g	7.95	4.324648	5.405222	872.6674		
12							

note

Selecting non-contiguous worksheets

Non-contiguous simply means *not next to each other*.

When the worksheet tabs aren't next to each other, hold down the <Ctrl> key and click each in turn. If you make a mistake you can <Ctrl>+<Click> a second time to de-select one tab.

You can be even cleverer and use a combination of <Shift>+<Click> and <Ctrl>+<Click> when some of the tabs are next to each other and others are not.

We're going to use the magic of grouping to format all three worksheets at the same time.

- 2 Select all three worksheets to create a worksheet group.

1. Click the Widgets worksheet tab.
2. Hold down the <Shift> key and click the Sprockets worksheet tab.

All three tabs now have a white background to show that they are selected.



Something else has also happened. The bar at the top of the screen now indicates that the worksheets now form a worksheet group.

Widget Supplies Price List

3 Apply formatting to the Sprockets worksheet to make it look attractive.

When you have grouped every worksheet in a workbook, you have a little problem. You can't switch between worksheets and still keep the group selected. As soon as you click a selected sheet the other two are de-selected.

To work-around this we'll have to insert a new blank worksheet. The sheet's only purpose is to allow you to switch between sheets in the selected group.

1. Add a worksheet called dummy.
2. Select the Widgets, Grommets and Sprockets group as before.
3. Click on the Sprockets tab. The group remains selected and the Sprockets worksheet is now active.
4. Apply the comma style to the range B9:E11. This was covered in: *Lesson 4-3: Format numbers using built-in number formats.*
5. Adjust the widths of all columns so that they fully display their contents. *This was covered in: Lesson 2-9: Re-size rows and columns.*
6. Apply the *Title* style to cell A1, the *Heading 4* style to cells A2, A6 and A9:A11 and the *Heading 3* style to cells B5:E5 and A8:E8. This was covered in: *Lesson 4-9: Use cell styles and change themes.*
7. Adjust the height of rows 2, 3 and 4 to tidy the top part of the price list.
8. Click on each of the other two tabs to ensure that columns are also wide enough for their content. Adjust if needed.

	A	B	C	D	E
1	Price List				
2	Prices Effective:	20th March 2008			
3	When calculating prices the following exchange rates will be used				
5		USD	GBP	EUR	JPY
6	USD	1	1.8383	1.4708	0.00911
7					
8	Description	Dollars	Pounds	Euros	Yen
9	Standard widget	3.75	2.04	2.55	411.64
10	Premium widget	5.50	2.99	3.74	603.73
11	De-luxe gold plated widget	7.95	4.32	5.41	872.67

4 With the group still selected, change some exchange rates and the *Prices Effective* date.

I saved the best bit for last. You can now update all three price lists at the same time. This would be needed as exchange rates fluctuate. When a group of worksheets are selected, any change made to one worksheet is also made in all of the others.

5 Save your work as Widget Supplies Price List-1.