

Microsoft Excel - Grouping worksheets



Grouping worksheets.

When you select worksheets, you can group them. When worksheets are grouped, any action carried out on the active sheet, such as data entry or a column width change, is extended to the entire group.

To select worksheets in any order, hold down the **CTRL** key as you click on the worksheet tabs to add them to the group (Multiple selection), to select a continuous block of worksheets click the first worksheet tab, then hold down the **SHIFT** key and click the last worksheet tab that you want to select (Block selection)

To select all the worksheets, **right-click** a worksheet tab and choose **Select All Sheets** from the shortcut menu.

To break a group, **click** a worksheet tab that is outside of the group. If all the sheets are grouped then click any single worksheet tab.