

VIEW AND PRINT SELECTED SHEETS IN A WORKBOOK

It is possible to select multiple sheets in order to view all the sheets in the workbook when in Print and Preview mode. This saves you from selecting each sheet individually for printing.

Click the first sheet tab in the workbook.

Hold down the **Shift** key and click the last sheet tab or the sheet tabs that are to be previewed.

* All the sheets should be selected.

* The selected tabs should change to white as shown in the illustration below.

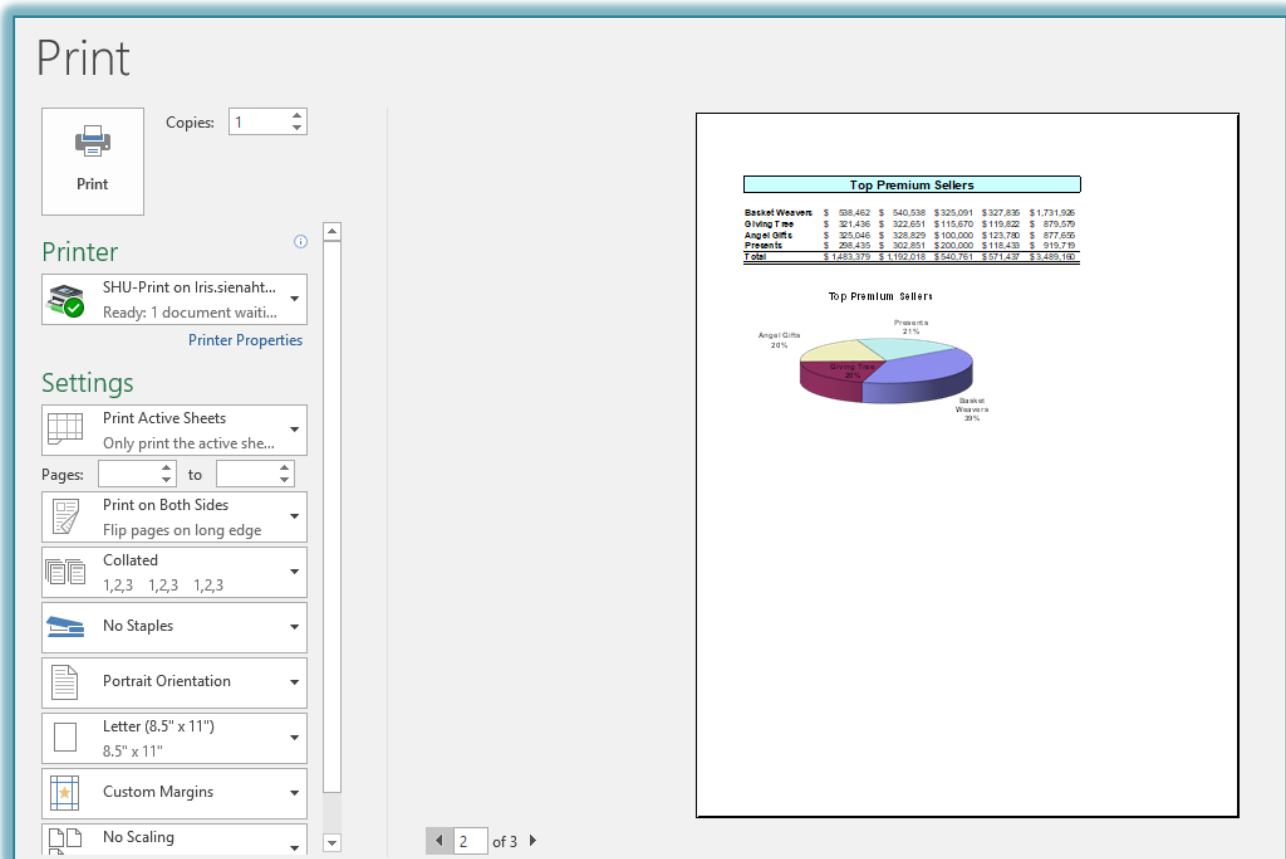


* The word **Group** in the title bar indicates that multiple sheets are selected as shown in the illustration below.



Click the **File Tab**. This is the first tab on the Excel Ribbon.

Click the **Print** option to display the **Print** window.



| Basket Weavers | \$ 598,462 | \$ 640,538 | \$ 325,091 | \$ 327,835 | \$ 1,731,926 |
|----------------|---------------------|---------------------|-------------------|-------------------|---------------------|
| Giving Time | \$ 221,436 | \$ 322,551 | \$ 115,670 | \$ 119,322 | \$ 879,579 |
| Angel Gifts | \$ 325,046 | \$ 328,829 | \$ 100,000 | \$ 123,780 | \$ 877,655 |
| Presents | \$ 258,435 | \$ 302,851 | \$ 200,000 | \$ 118,433 | \$ 919,719 |
| Total | \$ 1,423,379 | \$ 1,192,019 | \$ 540,761 | \$ 571,430 | \$ 3,489,184 |

Top Premium Sellers

Angel Gifts 20%

Giving Time 27%

Basket Weavers 39%

Presents 14%

The worksheet will be displayed in the **Print Preview and Print** window.

Click the **Next Page** button to display the rest of the pages in the workbook.

Click the **Previous Page** button to move back to the previous sheet in the workbook.

Click the **Print** button to send the workbook to the printer.