

Work with Worksheet Groups

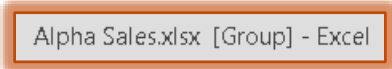
The purpose of this lesson is to show you how to work with worksheets that are grouped and formatted as though they are one. In this particular lesson, we will be working with a document that is used for figuring sales for Alpha Pharmaceuticals. We will create a Summary Sheet that will figure the Total Sales for the four regions of Alpha Pharmaceuticals. We will then format the worksheets as though they were one. To complete this exercise, open the document **Alpha Sales** from the area where the files that were downloaded from the Excel Web Training page were stored.

Group Worksheets

- 📄 Click the **Northwest Region** sheet tab.
- 📄 This sheet shows the sales for the Northwest Region for Alpha Pharmaceuticals.
- 📄 Hold down the **Shift** key and click on the **Total Sales** tab.
 - ★ To access the Total Sales tab, it may be necessary to use the scroll arrows just before the sheet tabs.
 - ★ This groups the worksheets together.
 - ★ The tabs will all turn **white** as shown in the illustration below, which indicates they are grouped.

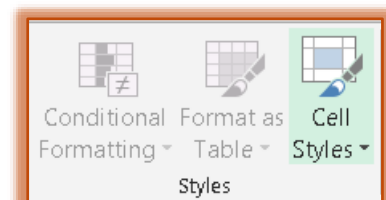
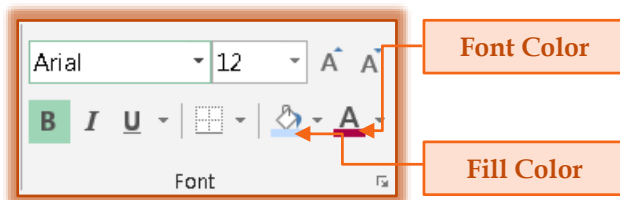


- ★ The word **(Group)** appears in the **Title Bar** as shown in the illustration below, which also indicates a group is selected.

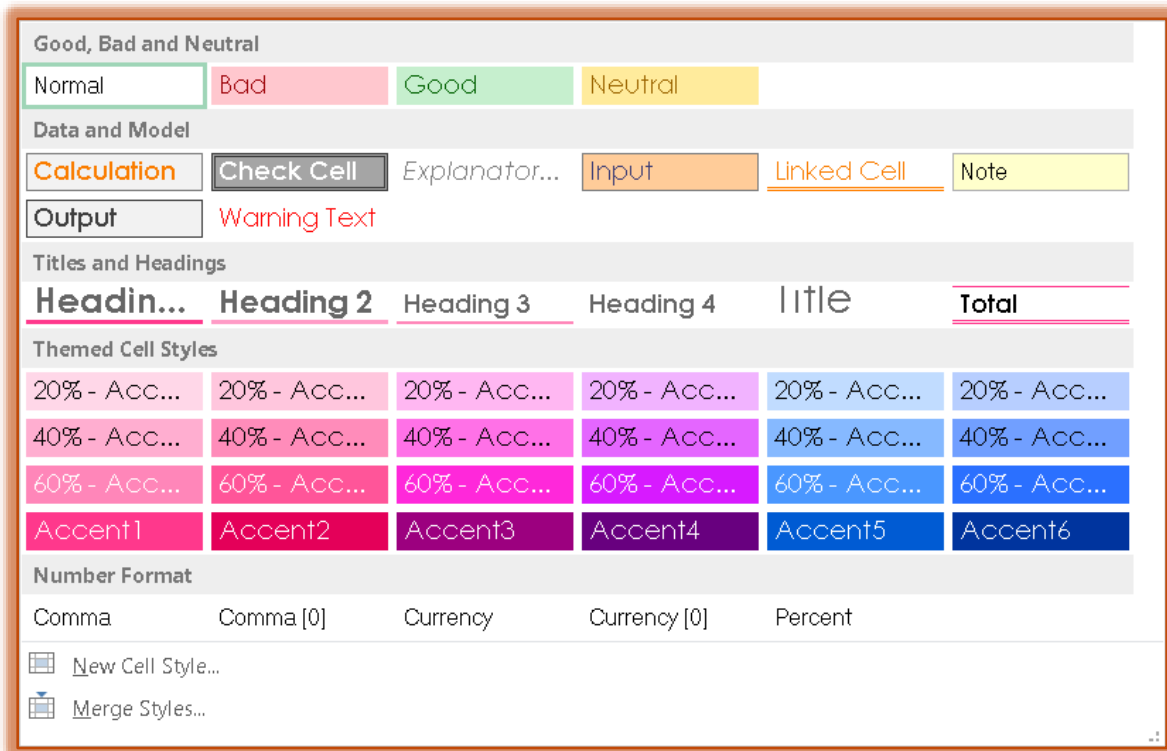


Format the Grouped Worksheets

- 📄 Click the tab for the **Northwest Region** worksheet.
- 📄 Delete **Row 5**, so there isn't a blank row between the column headings and the data.
- 📄 Select the first three rows in this worksheet.
- 📄 Click the **Home Tab**, if necessary.
- 📄 In the **Font Group** (see illustration below), make the following changes to the formatting:
 - ★ Change the **Font Size** to **12 point**.
 - ★ Apply **Bold** formatting to these rows.
 - ★ Change the **Font Color**.
 - ★ Apply a **Fill Color** to the rows.



- 📄 Select the row with the column headings.
- 📄 In the **Styles Group** (see illustration next above right), click the **Cells Styles** button.
- 📄 A gallery of Cell Styles will display (see illustration next page).
- 📄 Click the **Heading 3 Cell Style**.



- 📄 Change the **Font Size** for this row to **10 point**.
- 📄 Right-click one of the sheet tabs and then choose **Ungroup Sheets** from the shortcut menu.
 - ★ The sheet tabs will return to the original color.
 - ★ The word **Group** will no longer appear on the title bar.
- 📄 Check each of the worksheets for formatting.
- 📄 They should all contain the same formatting as the **Northwest Region** sheet.

Input Additional Data

- 📄 Click the **Northwest Region** tab.
- 📄 In the row for **May**, input the following information:
 - ★ **Aspirin** = 0.074
 - ★ **Acetaminophen** = 0.070
 - ★ **Ibuprofen** = 0.050
- 📄 Click the **Southeast Region** worksheet tab.
- 📄 In the **Feb** row, input the following information:
 - ★ **Aspirin** = 0.125
 - ★ **Acetaminophen** = 0.085
 - ★ **Ibuprofen** = 0.025

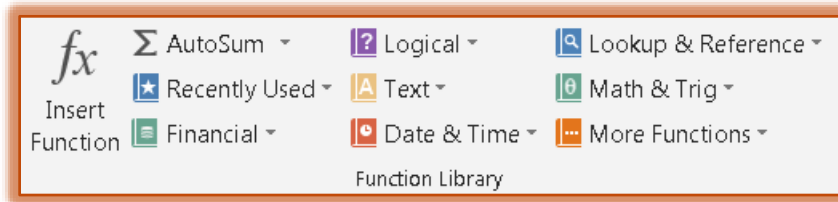
Total Columns and Rows

- 📄 Click the **Northwest Region** worksheet tab.
- 📄 Hold down the **Shift** key and click the **Total Sales** worksheet tab.
 - ★ Group should appear next to the worksheet name in the Title bar.
 - ★ The **Northwest Region** sheet tab should be in bold and a different color.
 - ★ This indicates that this worksheet is the active sheet.
- 📄 Click cell **E5** in the **Northwest Region** worksheet.

Do one of the following:

★ Click the **Formulas Tab**.

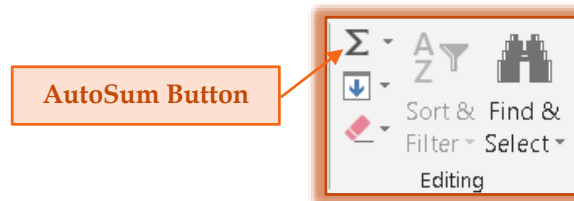
★ In the **Function Library Group**, click the **AutoSum** button (see illustration below).



Or

Click the **Home Tab**.

In the **Editing Group**, click the **AutoSum** button (see illustration below).



The **Formula Bar** should read **=SUM(B5:D5)**.

Click the **Enter** button (see illustration below) next to the **Formula Bar** to total this row. This is the check mark that appears to the left of the Formula Bar.

The **Total Sales** should be **0.121**.

Use the **Fill Handle** to copy this function to cells **E6** through **E16**.

Delete row **17** from this worksheet.

Click in the new cell **B17** and use the **AutoSum** button to figure the total for this column.

The **Formula Bar** should read **=SUM(B5:B16)**.

The **Total** should be **0.888**.

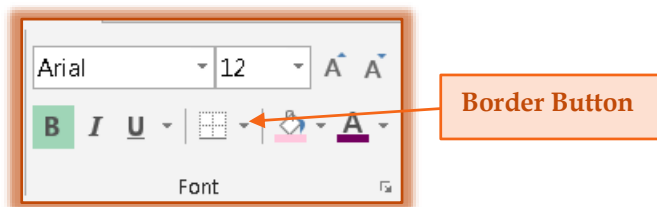
Use the **Fill Handle** to copy this function to the other columns that contain numbers.

Select cells **A17** through **E17**.

Apply the **Total Cell Style** to these cells.

Select row **3**.

Click the **Border** button in the **Font Group** (see illustration below).



Select **More Borders**.

Apply a border to this cell and change the color to match the color of the font or the Cell Style.

Right-click the **Northwest Region** worksheet tab and then select **Ungroup Sheets**.

3-D References

Click the tab for the **Total Sales** worksheet.

Click **Cell B5** in this worksheet.

Type the **equal sign (=)**.

- 📄 After the equal sign, input **SUM(**.
- 📄 Click the **Northwest Region** sheet tab.
- 📄 Click cell **B5**.
- 📄 Hold down the **Shift** key and click the **Southeast Region** tab.
- 📄 The **Formula Bar** in the **Northwest Region** worksheet should read **=SUM('Northwest Region:Southeast Region'!B5**.
- 📄 Click the **Enter** button on the **Formula Bar** or hit the **Enter** key.
- 📄 The function **=SUM('Northwest Region:Southeast Region'!B5)** should appear in the **Formula Bar** for the **Total Sales** sheet.
- 📄 The value **0.478** should appear in the **Total Sales** sheet in cell **B5**.
- 📄 Use the **Fill Handle** to copy this formula from cell **B5** through cell **D5** to insert the **Totals** for the other pharmaceuticals.
- 📄 Select cells **B5** through **D5**.
- 📄 Use the **Fill Handle** to copy the functions in **row 5** down to **row six (6)** through **row sixteen (16)**.