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.

   ![Illustration of grouped worksheets]

   ✧ 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, 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.

   ![Illustration of font and fill color formatting]

❑ Select the row with the column headings.
❑ In the Styles Group, 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.

or

☆ Click the **Home Tab**.
☆ In the **Editing Group**, click the **AutoSum** button.

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

Click the **Enter** button next to the **Formula Bar** to total this row.

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**.

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).