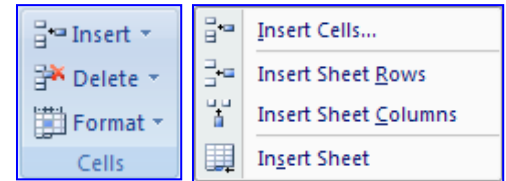


Working with Worksheet Groups

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 page were stored.

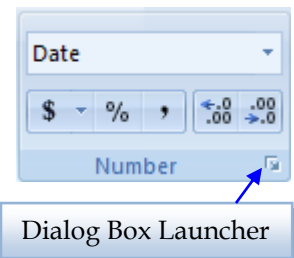
Adding a Documentation Sheet

- ❖ Click the **Home Tab**.
- ❖ In the **Cells Group**, click the **Insert Button**.
- ❖ In the list that appears, click **Insert Sheet** to add the new sheet to the workbook.
- ❖ Double-click the sheet tab, and name the worksheet **Documentation**.
- ❖ If necessary, move the Documentation sheet so it is the first worksheet in the workbook.
- ❖ In cell **A1** input **Workbook Name**.
- ❖ In cell **B1** input **Alpha Sales**.
- ❖ In cell **A2** input **Created by**.
- ❖ In cell **B2** input **Your Name**.
- ❖ In cell **A3** input **Date Created**.
- ❖ In cell **B3** input the **Current Date**.
- ❖ **Format** the **Date** so the month is spelled out, such as January 27, 2007.



To do this:

- Click the **Home Tab**.
- In the **Numbers Group**, click the **Dialog Box Launcher** button.
- The **Format Cells** dialog box will appear with the number tab selected.
- The **Date** option will be selected under **Category**.
- Scroll down in the type list until the proper format is displayed.
- Click the format for the date in the **Type** list.
- Click **OK** to exit the dialog box.
- ❖ In cell **A4**, input **Description**.
- ❖ Add the proper information in the cells in column **B**.
- ❖ **Bold** the **Row Headings** in column **A**.
- ❖ Resize column **A** so that there is a little space between the text in column A and the text in column B.

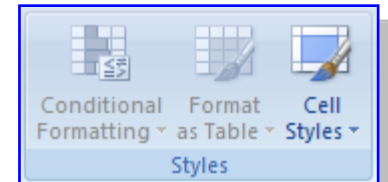
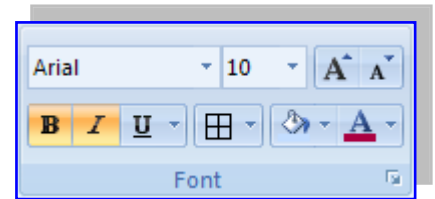


Grouping Worksheets

- ❖ 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**, which indicates they are grouped.
 - The word (**Group**) appears in the **Title Bar**, which also indicates a group is selected.

Formatting the Grouped Worksheets

- ❖ In the **Northwest Region** worksheet, select the first three rows in the **Northwest Region** worksheet.
- ❖ Delete **Row 5**, so there isn't a blank row between the column headings and the data.
- ❖ 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.
- ❖ Select the row with the column headings and apply **Bold** formatting.
- ❖ In the **Styles Group**, click the **Cells Styles** button.
- ❖ Change the **Font Size** for this row to **10 point**.
- ❖ In the **Font Group**, click the **Borders** button list arrow.
- ❖ Choose the option to apply a **Top and Thick Bottom Border**
- ❖ 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.

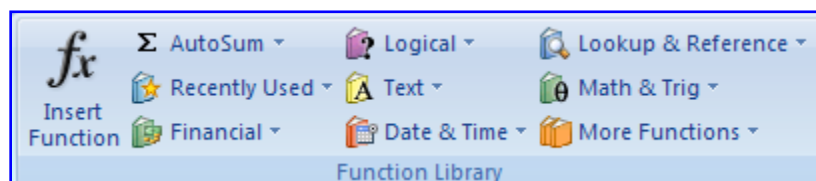


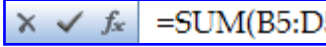
Inputting Additional Data

- ❖ 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

Totaling 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.
 - This indicates that this worksheet is the active sheet.
- ❖ Click cell **E5** in the **Northwest Region** worksheet.
- ❖ Click the **Formulas Tab**.



- ❖ In the **Function Library Group**, click the **AutoSum** button (see illustration on previous page).
 - ❖ The **Formula Bar** should read **=SUM(B5:D5)**.
 - ❖ Click the **Enter** button (see illustration at right) next to the **Formula Bar** to total this row. This is the check mark that appears.
- 
- ❖ 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 cell **B17** and use the **AutoSum** button to figure the total for this column.
 - ❖ The **Formula Bar** should read **=SUM(B5:B16)**.
 - ❖ Use the **Fill Handle** to copy this function to the other columns that contain numbers.
 - ❖ Select cells **A16** through **E16**.
 - ❖ Apply a **Thick Bottom** border to this selection.
 - Click the **Home Tab**.
 - In the **Font Group**, click the **Border** button list arrow.
 - ❖ Select cells **B17** through **E17** and then click **Bold**.
 - ❖ Right-click the **Northwest Region** worksheet tab and then select **Ungroup**.

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- ❖ 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)**.
- ❖ Click in cell **E16** and then click the **Format Painter** button in the **Clipboard Group** on the **Home Tab** (see illustration).
- ❖ Select cells **B16** through **D16** to apply the formatting to these cells.
- ❖ This will apply the borders to the cells where the borders were removed.

