

## How to print grouped worksheets in excel

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In general, clicking File > Print will only print the current sheet tab in Excel. While in some cases, you may need to print all or multiple sheet tabs together. How could you solve this problem? This article will introduce two solutions: Print all tabs in a workbook at once It's easy to print all sheet tabs together in a workbook with the Print Entire Workbook feature in Excel. Please do as follows: 1. Open the specified workbook you will print, and click File > Print. 2. Go ahead to select Print Entire workbook from drop down list below Settings, next specify a printer, and click the Print button. See screenshot. Now all sheet tabs in the workbook are printed out at once. Print multiple tabs in a workbook at once If you want to print multiple sheets in a workbook together, please do as follows: 1. Open the specified workbook, and then select multiple sheet tabs you will print. Note: Holding Ctrl key, you can select multiple nonadjacent sheet tabs with clicking them one by one; holding the Shift key, you can select multiple adjacent sheet tabs with clicking the first one and the last one. 2. Click File > Print. 3. Go ahead to select Print Active Sheets in the drop down list below Settings, specify a printer, and click the Print button. Now only selected sheet tabs are printed out at once. Related articles: No ratings yet. Be the first to rate! This tutorial will teach you how to group worksheets together in Excel to get the ability to modify multiple sheets at a time. Have you ever found yourself in a situation when you need to perform the same tasks on multiple sheets? That's very easy to do with the Group Worksheets feature. If your sheets have the same layout and structure, just group them together, and any changes you make on one sheet will be automatically applied to all other worksheets in the group. Advantages of grouping worksheets in Excel When you are working with a set of identically structured sheets, grouping them together can save you a lot of time. Once the worksheets are grouped, you can enter the same data, make the same changes, write the same formulas and apply the same formatting to all the worksheets at once without having to switch through different sheets and edit each one individually. Here are just a few examples of what you can do to a group of worksheets: Add new or edit the existing data on several worksheets at a time. Perform the same calculations with the same regions and cells. Print out a selection of worksheets. Set up the header, footer, and page layout. Correct the same typo or mistake on multiple sheets. Move, copy, or delete a group of worksheets. In the screenshot below, we are setting up a table with the same data, formatting and layout for the 4 grouped worksheets: East, North, South and West. How to group worksheets in Excel To group sheets in Excel, hold down the Ctrl key and click the sheet tabs of interest one by one. After clicking the last tab, release Ctrl. To group adjacent (consecutive) worksheets, click the first sheet tab, hold down the Shift key, and click the last sheet tab. For example, here's how you can group two worksheets: Once the worksheets are grouped, you can edit them all in one go. Also, you can perform calculations that will automatically reflect on all the worksheets in the group. As an example, suppose we want to calculate the amount of commission based on the commission percentage (column C) and sales (column D) on the following sheets: East, North, South and West. Here's the fastest way: Group the 4 sheets. Enter the below formula in cell E2, and copy it down through cell E5: =C2\*D2 Done! The formula will appear on all the grouped sheets in the same cells. Note. Clicking any unselected tab will ungroup the worksheets. How to group all worksheets in Excel To group all the worksheets in a workbook, this is what you need to do: Right-click any sheet tab. Choose Select All Sheets in the context menu. Note. When all the sheets in a workbook are grouped, switching to another sheet tab will ungroup the worksheet. If only some worksheets are grouped, you can browse through the grouped sheets without ungrouping them. How do you tell if worksheets are grouped in Excel? There are two visual signs of grouped worksheets in Excel: The sheet tabs in a group have a white background; the sheet tabs outside the group appear in gray. The word Group is added to the name of the workbook; as soon as the worksheets are ungrouped, it disappears. How to ungroup worksheets in Excel After you've made the desired changes, you can ungroup the worksheets in this way: Right-click any sheet tab in the group. Choose Ungroup Sheets in the context menu. Or you can simply click any sheet tab outside the group to ungroup tabs. That's how to group and ungroup worksheets in Excel. I thank you for reading and hope to see you on our blog again next week! You may also be interested in Excel has the option to print the active sheet, any selection on the active sheets as well as the entire workbook. But what if you want to print multiple sheets in Excel, but don't want to print the entire worksheets? Of course, you can choose to do print one single sheet at one time and repeat the process, but you don't have to. There is a way to print multiple sheets/tabs in Excel (not the entire workbook), or even print the same selection of cells on multiple sheets Let me show you how! Print Multiple Sheets in Excel Suppose you have five sheets in the Excel workbook and you only want to print the first three (or any other combination). Below are the steps to do this: Select the sheets you want to print. To do this, hold the control key and then click on the tab where you have the sheet name. Hold the Control key and press the P key (or Command + P if you're using a Mac) In the Print window that opens, under the Settings option, select Print Active Sheets Select the Printer Click the Print button That's it! This will print all the selected sheets, as now, Excel considers all the selected sheets as the active sheets and use all of them while printing. Pro Tip: In case you have sheets that are not contiguous, you need to hold the control key and then use the mouse to select the sheets. In case these sheets are contiguous (i.e., all adjacent to each other), you can hold the SHIFT key, click on the left-most sheet, and the right-most sheet and it will select all the ones in between as well. Caution: When you select multiple sheets, these are grouped together. When sheets are grouped, any changes you make will be made to all the grouped sheets. So make sure you ungroup the sheets once you're done with printing Print a Specific Selection in Multiple Sheets In case you want to print multiple sheets in Excel, but not the entire worksheet – only a specific part, you can do that too. Note that this would work only when you need to print the same range from all the selected sheets. Below are the steps to print the same selection from multiple sheets: Select all the sheets that you want to print. To do this, hold the Control key and select the sheets (or Command key if you're using Mac) In the active sheet, select the range of cells that you want to print Hold the Control key and press the P key (or Command + P if using Mac) In the Print window, under the Settings option, click and then select Print Selection Click the Print button The above steps would only print the selected range of cells in the selected sheets. So these are the ways you can use to print multiple sheets in Excel. Hope you found this tutorial useful! You may also like the following Excel tutorials: When your Excel workbook has multiple sheets identical in layout and structure, you can streamline your work by grouping similar sheets. To be more specific, once you learn how to group worksheets in Excel, you can apply a change to corresponding cells in all the grouped sheets by changing just one of the grouped sheets. For instance, if you change the row height and width for one sheet, it will change for the grouped sheets as well. Why Would You Want to Group Worksheets in Excel? You can perform several tasks on grouped sheets, such as: Modify or add data and insert formulas. Print them at the same time. Move, copy or delete information simultaneously. Since Excel doesn't allow adding multiple sheets, you could group 10 sheets, right-click on them, and select the Insert option to insert 10 sheets at once. We'll use the following example to see how to group worksheets in Excel. Say you've divided your sales team into three groups based on the product they sell, and you have sales data for those individual teams. The sales data is in three separate worksheets, each worksheet containing data for one product. You want to calculate the commission for each employee without having to enter formulas on multiple sheets manually. Instead of calculating commissions on each sheet separately, you could group the worksheets. Press-hold the Ctrl button. Click on the sheets you want to group. The grouped sheets turn white, while ungrouped sheets continue to appear grey. You'll see the word Group added to the title bar when you're in one of the grouped sheets. Add the formula to calculate the commission for one employee (column C, row 2), preferably in the first row, so that you can drag the formula into subsequent cells. Notice that we've grouped all three sheets since we'd like to apply the changes to all sheets. Select the cell you just entered the formula in and drag the border selection to apply the formula to the entire cell range. Doing so will apply the same changes to all the grouped sheets. Verify that the changes also appear in other grouped worksheets. If you did everything correctly, all three sheets should have their D column populated with the commission amount due to the employees. How to Group All Worksheets in Excel? If you're dealing with a workbook with several dozen worksheets, it could take you a while (and perhaps an aspirin) to select all worksheets individually. Instead, Excel has a Select All Sheets option that allows you to group all sheets at once. All you need to do is right-click on any one sheet tab and tap Select All Sheets. Note: The catch with using this option is that navigating among worksheets automatically deselects (or ungroups) all worksheets, unlike in the last option (where we selected individual worksheets), where you could switch between sheets without ungrouping them. How to Move, Copy, Delete, Print, or Hide Grouped Worksheets You can apply plenty of Excel operations to grouped sheets like move, copy, or even hide sheets. Usually, it works the same way as it would for normal worksheets. Move or Copy Grouped Worksheets Once you've grouped the worksheets: Right-click on one of them and select Move or Copy. Select the target book from the drop-down and select the position where you want to move or copy the grouped sheets. If you want to copy, select the Create a copy checkbox at the bottom and then select OK. Delete Grouped Worksheets You can also delete grouped sheets the same way. When the worksheets are grouped, right-click on one of the grouped sheets and select Delete. Print Grouped Worksheets When the worksheets are grouped, press Ctrl + P. You'll now see the Print options. Scroll down to Settings and select Print Active Sheets. Before you select Print, look at the preview on the right to make sure you're printing the correct sheets. Once you've confirmed this, select Print. Hide Grouped Worksheets You can also hide grouped sheets at once. Start by grouping the sheets. From the top ribbon, select Home, and select Format from the Cells group. Once you select Format, you'll see a drop-down menu. Select Hide & Unhide > Hide Sheet. This will hide all the grouped sheets. How to Ungroup Worksheets in Excel If you want to ungroup all the grouped worksheets, just right-click on any worksheet and select Ungroup Sheets. If you haven't grouped all worksheets in the workbook, clicking on any of the ungrouped worksheets will also ungroup the grouped worksheets. If you want to ungroup a few worksheets, press-hold Ctrl and click on the sheets you want to ungroup. Save Time by Grouping Worksheets in Excel Grouping worksheets often saves you the time you'd otherwise spend copying and pasting formulas across sheets or performing other repetitive tasks. Excel is a feature-rich program, though, and there are always shortcuts to make things easier in Excel. For instance, if you're working on a workbook with a large number of sheets, there are several ways to switch between worksheets quickly.







