Working with Workbooks & Worksheets in Excel

Grouping Worksheets

Adjacent grouping:	Select the sheet tab of the 1st worksheet in the group, press & hold the Shift key, & then select the sheet tab of the last worksheet in the group.
Nonadjacent grouping:	Select the sheet tab of the 1st worksheet in the group, press and hold the Ctrl key and then select the sheet tabs of additional worksheets in the group.
Ungroup worksheets:	Select the sheet tab of a worksheet not in the group; or right-click the sheet tab of one grouped worksheets, and then select "Ungroup Sheets" on the shortcut menu.

Working with Multiple Worksheets - (View tab)

Arrange All	Allows the user to see all worksheets. Selection consists of: Tile, Horizontal, Vertical or Cascade views. When needing to select one worksheet, simply double-click on the worksheet to make it active and send any other open worksheets to the background.
Side-by-Side	Allows the user to compare two Excel documents side by side. Synchronous scrolling is available to move both screens simultaneously. To view worksheets in the same workbook, use the New Window button to view this in the side-by-side option.

Freezing Panes & Splitting Windows

Freeze Panes	Allows for selected cells to remain visible when moving the rest of the spreadsheet.
The Freeze Panes menu is in the View Tab. To Customize where the user freezes panes, use the "Freeze Panes" option. You will select the intersection of the row and the column that you want to remain frozen. This intersection will be the top left corner of the cell.	
Splitting Windows	Allows for separating a worksheet to view it in 2 or 4 windows simultaneously.
At the top of the vertical scroll bar and to the right of the horizontal scrollbar, there is a small rectangle. Click on this bar and hold down the mouse button. Drag the bar to the left or down to split your window. To eliminate the bar, select the bar and drag it back to the top or side of the window.	

Linking Worksheets   WorksheetName!CellRange

1) Use information from different worksheets: Select the cell in which you are inserting the formula or function
2) Add the contents / cell references need for the formula. To link a worksheet to a formula, go to Step 3.
3) Click on the needed worksheet tab, and Select the needed cell or range of cells.
4) Click in the formula bar and complete your formula or function and press Enter.
(Do not click back into the active worksheet. You must finish the formula before clicking on any cell or worksheet that is not part of your formula. Clicking on anything inside an unfinished formula will add that reference to the formula.)

Microsoft Excel Worksheet Tips

Rename Worksheet	Assists in navigating through the workbook & simplifies linking worksheets in formulas. Double Click on the Worksheet Tab at the bottom & Type in the Worksheet Name.
Move Worksheet	Allows the worksheet to be moved into a different workbook. Right-click on the moving worksheet tab, Select the Move / Copy Option, Select the workbook name or select a new workbook from the menu. The worksheet will be removed from the original workbook.
Copy Worksheet	Copies the worksheet selected. Repeat steps for moving the worksheet, but select the checkbox at the bottom "Create a Copy." The worksheet will remain in the workbook.
Tab Color	Right-click on the worksheet tab, and select Tab Color Menu and choose a color.