Selecting Multiple Worksheets

This guide will explain how to select multiple worksheets to either edit data in multiple sheets or print multiple sheets at one time.

**Step 1**
To select multiple adjacent cells, the click-shift-click method can be used. Click the first sheet in the selection, hold down the shift key, and click the last sheet in the selection.

**Step 2**
To select multiple nonadjacent worksheets, the click-control-click method can be used. Click the first sheet in the selection, hold down the control key, and click, one by one, the other nonadjacent sheets to be selected.

**Step 4**
Excel lets its user know that multiple sheets are selected by placing the word “Group” in brackets at the top of the window.

**Step 5**
To deselect multiple worksheets, simply click on a worksheet that is outside of the selection. Another option is right-clicking on the selection and clicking on the Ungroup Sheets option.

**More Information**
For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, [http://www.butler.edu/it/cat](http://www.butler.edu/it/cat), contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

**Bibliography**

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