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If you're editing multiple sheets in Microsoft Excel, it might be helpful to group them together. This allows you to make changes to the same range of cells in multiple sheets. Here's how to do it. Grouping multiple sheets in Microsoft Excel Grouping sheets together in Excel can be useful if you have an Excel work book with multiple sheets that contain different data but follow the same layout. The example below shows this in action. Our Excel workbook, called School Data, contains several sheets related to the school's operation. Three sheets have student lists for different classes, called Class A, Class B, and Class C. If we group these sheets together, any actions we perform on any of these sheets will be applied to all of them. For example, let's say we want to insert the IF formula into the G4 (G4 to G12) column on each sheet to determine whether students were born in 1998 or 1999. If we group the sheets together before inserting the formula, we can apply it to the same cell range on all three sheets. ANSWER: How to use the logical features in Excel: IF, AND, OR, XOR, NOT To group worksheets together, click and hold the Ctrl key and click on every sheet you want to group together at the bottom of the Excel window. Grouped sheets are displayed with a white background, while unselected sheets appear in gray. The example below shows the IF formula we suggested above, inserted into the Class B sheet. Grouping all the sheets in Microsoft Excel When you press and hold Ctrl, you can select a few separate sheets and group them together. If you have a lot more book, however, it's impractical. If you want to group all the sheets in the Excel work book, you can save time by correctly clicking on one of the sheets listed at the bottom of the Excel window. Click here to select all the sheets to group all the sheets together. By not grouping worksheets into Microsoft Excel Once you've finished making changes to multiple sheets, you can ungroup them in two ways. The quickest method is to click on the selected sheet at the bottom of the Excel window and then click Ungroup Sheets. You can also ungroup individual sheets one at a time. Simply click and hold Ctrl, and then select the sheets you want to remove from the group. The tabs of the sheet that you ungroup will return to the gray background. Jose Luis Pelaez Inc/Getty Images Students who first learn multiplication often have difficulty with this operation. Let's show students that multiplication is essentially a quick way to add groups. For example, if they have groups of three marbles each, students can problem by determining the number of groups: 3 and 3 and 3 and 3. If students know how to reproduce, however, they can calculate much faster that five groups of three can be represented by an equation of 5×3 , which is equal to 15. The free sheets below offer students many opportunities to hone their multiplication skills. First, print the multiplication table in slide 1. Use it to help students learn their multiplication facts. Subsequent slides have print editions that give students the opportunity to practice one- and double-digit multiplication facts up to 12. Use manipulative elements, physical elements such as gummy bears, poker chips, or small cookies- to show students how to create groups (like seven groups of three) so they can observe in a specific way that multiplication is just a quick way to add groups. Consider using other learning tools such as flash cards to help improve student multiplication skills. Multiplication chart. Print PDF: Multiply Chart Print multiple copies of this multiplication table and give one to each student. Show students how the table works and how it can be used to solve multiplication problems in subsequent sheets. For example, use a chart to show students how to solve any multiplication problem to 12, such as $1 \times 1 \times 2$, 7×8 and even $12 \times 12 \times 144$. Random Sheet 1. Print PDF: A one-minute drill this sheet containing unambiguous multiplication is perfect for giving students one minute exercise. Once students have learned the multiplication table from the previous slide, use this print as a preliminary test to see what the students know. Just hand out the print to each student and explain that they will have one minute to answer as many multiplication problems as they can. When students complete a one-minute sheet, you can write down their scores in the top right corner of the print. Random sheet 3. Print PDF: One-one multiplication practice Once students have completed one-minute exercises from previous slides, use this printed to give them more practice to do unambiguous multiplication. As students work problems, circulate around the room to see understands the multiplication process and which students lack in additional learning. Random sheet 4. Print PDF: More single-adult multiplication No method works better for teaching students than repetition and practice. Consider providing this print as a homework assignment. Contact your parents and ask them to help by having a one-minute exercise for their children. It shouldn't be hard to get parents to get involved as it only takes a minute. Random sheet 5. Print PDF: Single-million drilling This printed is the latest in this series, which contains only unambiguous multiplication. Use it to give a last minute before moving on to the more difficult multiplication problems in the slides below. If students are still struggling, use manipulative manipulative that multiplication is only a quick way to add groups. Random sheet 6. Print PDF: The one- and double-digit multiplication this printed introduces double-digit problems, including several problems with 11 or 12 as a factor - the numbers that you multiply together to calculate the product (or answer). This sheet may intimidate some students, but it doesn't have to be complicated for them. Use the No.1 slide multiplication chart to see how students can easily get answers to problems related to 11 or 12 as factors. Random Sheet 7. Print PDF: One- and double-digit drilling Use this printed to give students another minute of drilling, but in this case the problems have one- or double-digit factors. In addition to several problems with factors 11 or 12, several problems have 10 as a factor. Before you give the exercise, explain to students that to find a product of two numbers where one of the factors is 10, just add zero to the number multiplied by 10 to get your product. Random Sheet 8. Print PDF: Homework one- and Two-Digit Drill This printed should be a confidence enhancer for students as they continue to improve their level of knowledge with multiplication facts. It contains only two double-digit problems, both with 10 as a factor. So it would be a good sheet to send home as homework. As before, involve parents to help their children hone their math skills. Random Sheet 9. PRINT PDF: Random one- and double-digit problems use this print as a cumulative score test to see what students have learned by this point. Students have their multiplication tables stacked. Don't give this test as a minute exercise. Instead, give students 15 or 20 minutes to complete the sheet. If students show that they have learned their multiplication facts pretty well, go for the follow-up sheets. If not, see how to solve multiplication problems and allow students to repeat some of the previous sheets. Random sheet 10. Print PDF: Random Problem Review If students have struggled to learn their multiplication facts, use this sheet of random one- and double-digit problems as a review. This printed should be a confidence enhancer, since most of the problems it contains are unambiguous, and only double-digit problems include 10 as a factor. 2 Times tables. Print PDF: 2 Times Tables This print is the first in this series that uses the same factor, in this case, the number 2 in each problem. For example, this sheet contains problems such as 2×9 , 2×2 and 2×3 . Repeat the multiplication table and start walking through each column and chart row. Explain that the third row across and the third row down contain all the multiplication facts 2, 3 Time tables. Print PDF: 3 Times Tables This Printed Gives Students the Opportunity multiplication problem, where at least one factor is the number 3. 3, this sheet as a homework assignment or for a minute's exercise. 4 Time tables. Print PDF: 4 Times Tables This printed gives students the opportunity to practice multiplication problems where at least one factor is the number 4. Use this sheet as a homework item. This provides an excellent opportunity to allow students to practice at home. 5 times the tables. Print PDF: 5 Fold Tables This printed gives students the opportunity to practice multiplication problems where at least one factor is the number 5. Use this sheet as a minute's exercise. Six time tables. Print PDF: 6 times table This printed gives students the opportunity to practice multiplication problems where at least one factor is the number. 6. Use this sheet as a homework assignment or for a minute's exercise. 7 time tables. Print PDF: 7 Fold Tables This printed gives students the opportunity to practice multiplication problems where at least one factor is the number 7. Use this sheet as a homework assignment or for a minute's exercise. 8 time tables. Print PDF: 8 Fold Tables This printed gives students the opportunity to practice multiplication problems where at least one factor is the number 8. Use this sheet as a homework assignment or for a minute's exercise. 9 Times Tables. Print PDF: 9 Fold Tables This printed gives students the opportunity to practice multiplication problems where at least one factor is the number 9. Use this sheet as a homework assignment or for a minute's exercise. 10 Times tables. Print PDF: 10 Times Tables This printed gives students the opportunity to practice multiplication problems where at least one factor is the number 10. Remind students that to calculate any product, just add zero to the number multiplied by 10. Print PDF: Doubles Times Tables This printed feature doubles the problem where both factors are the same number, such as 2×2 , 7×7 , and 8×8 . This is a great opportunity to view the multiplication table with students. 11 Times tables. Print PDF: 11 Times Table This sheet features a problem where at least one factor is 11. Students may still be intimidated by these problems, but explain that they can use their multiplication tables to find the answer to every problem on this sheet. Tables 12 times 12 times tables. Print PDF: 12 Times Tables This printed offers the most complex problems in the series: Each problem includes 12 as a factor. Use this print several times. On the first attempt, let students use their multiplication tables to find products; On the second, students solve all the problems without the help of their multiplication chart. On the third attempt, give students one minute of exercise using this seal. Print.

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