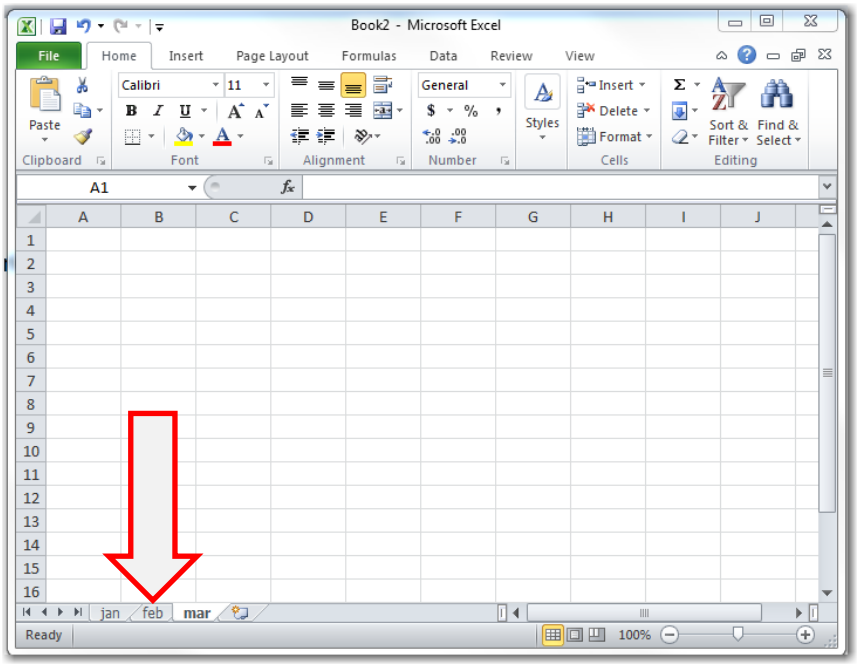
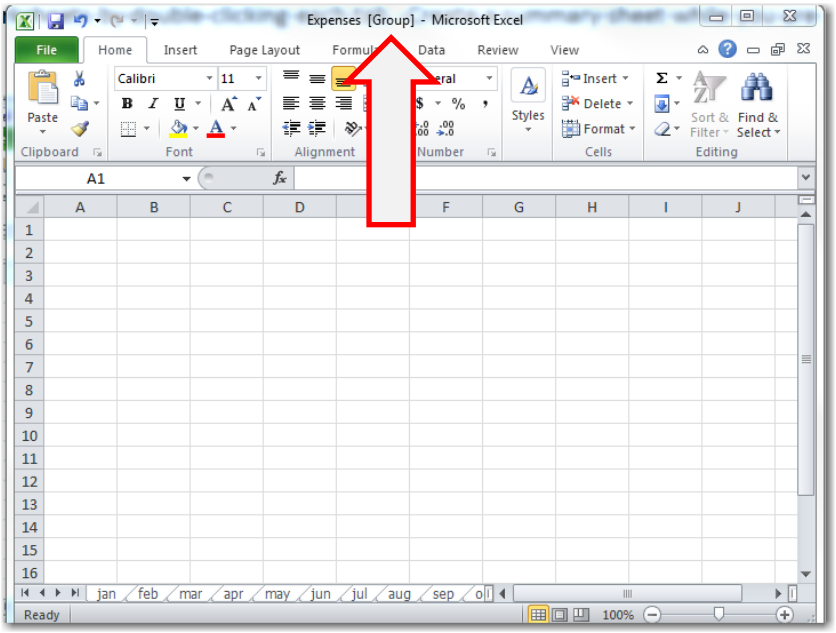
Group a Worksheet and Create a Summary Sheet

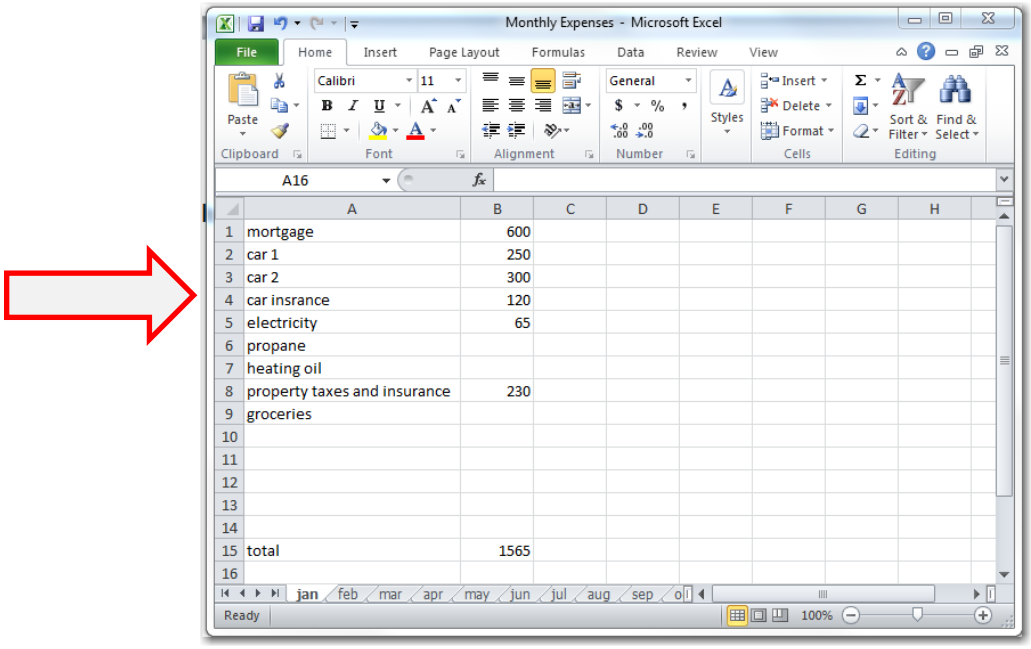
1. Name your worksheets by double-clicking each tab. Create a summary sheet while you are right there.



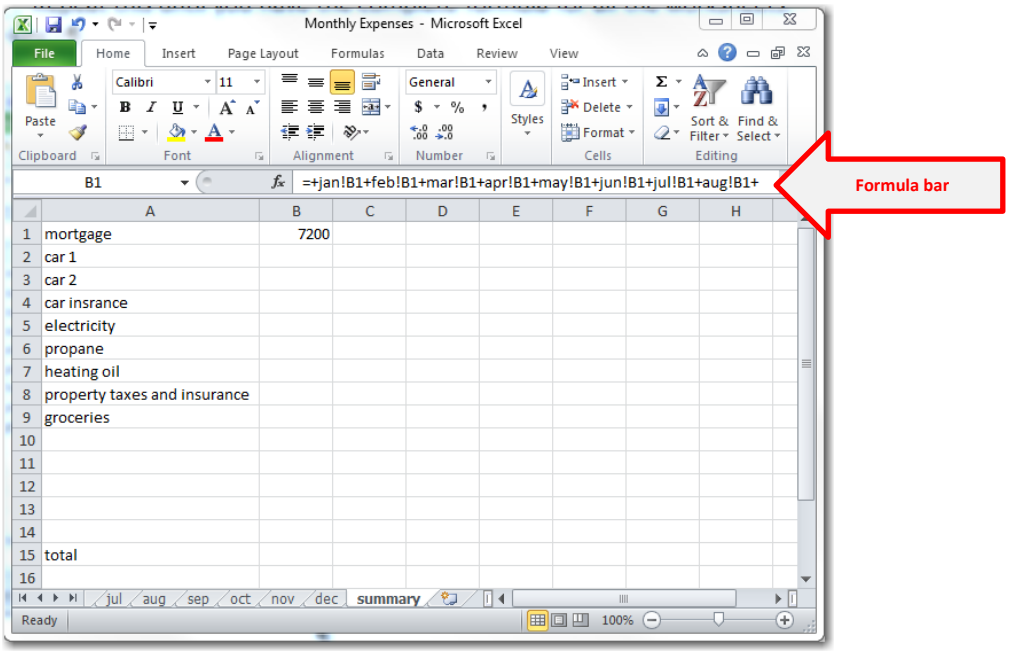
2. Group all of your worksheets before you begin to enter data. Click the 1st sheet, press the "Ctrl" key on your keyboard and click each tab in your workbook. You will know it worked when you see [Group] in the title.



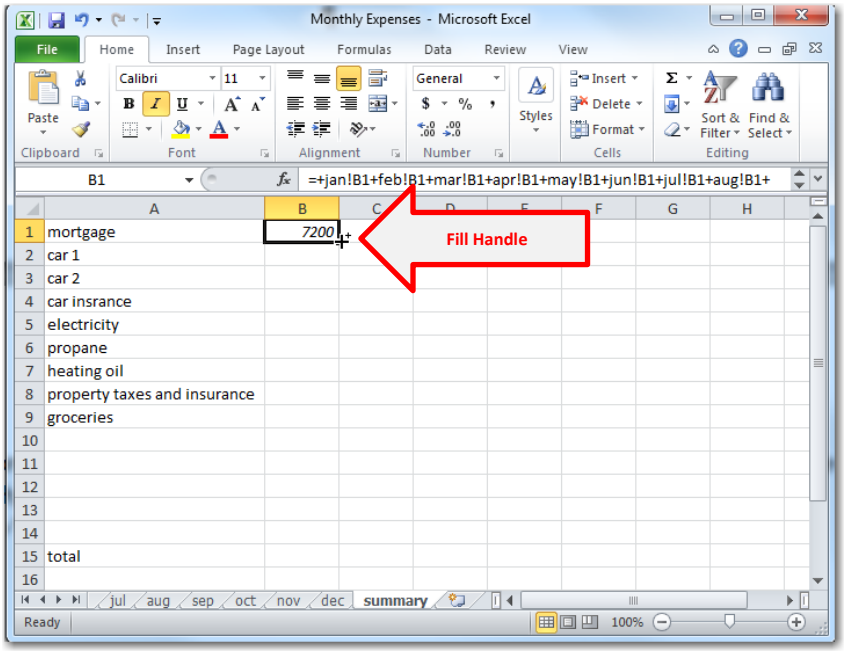
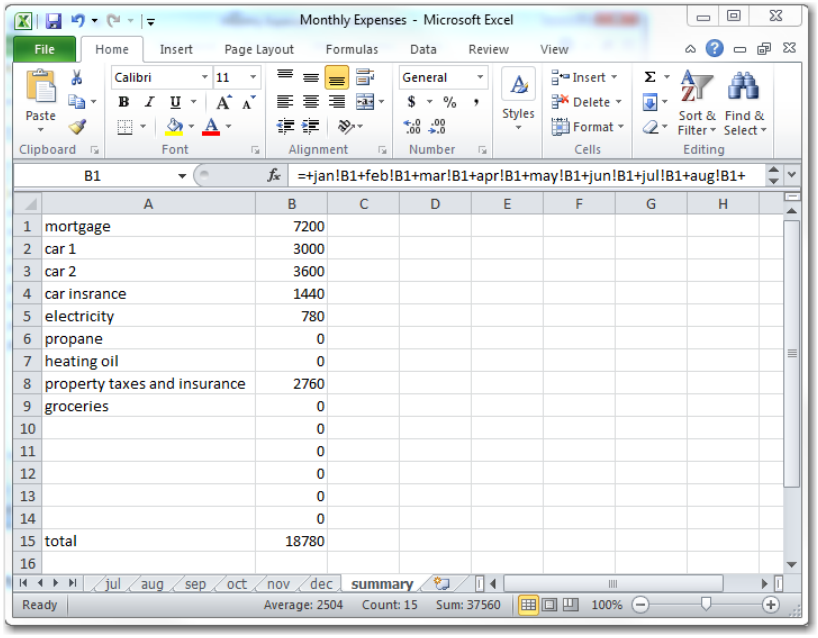
3. Type your labels and enter the data that you want to show up on each worksheet.



4. Ungroup the worksheets before you enter a formula on the Summary sheet. Select cell B1 and enter + to let Excel know a formula is coming. Go to the 1st worksheet (jan) and select cell B1. Enter + . Repeat this until you have the complete formula for all the worksheets. Press the Enter key.



5. Before going forward on formulas, do some math on your own. For example, the mortgage is $600 a month, multiply that by 12 months. Your total and Excel's total should be the same! This is a "good" formula, so we are going to fill it down through column B. The fill handle is the small + in the lower-right side of the cell.



6. Drag the fill handle to the end of the column (total). That completes your formulas! As you enter data, the Summary sheet will automatically update.