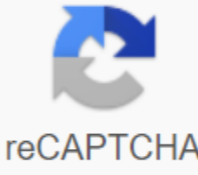


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If you're editing multiple sheets in Microsoft Excel, it might be helpful to group them together. This allows you to make changes to the same range of cells in multiple sheets. Here's how to do it. Grouping multiple sheets in Microsoft Excel Grouping 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 books, 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. Published October 16, 2020 Sunday is an amazing day. For most of us, Sunday is a day of rest - an opportunity to relax, spend family and friends and move away from work. However, for many people, Sunday can be a day of gloom. The thought of having to go back to work the next day and get back into the hustle and bustle of everyday working life creates a dark cloud during the day, which should be a joy. With the right approach, however, Sunday can be a day of rejuvenation-chance to recharge our batteries, and set yourself up for a fantastic week. It's just a matter of how you look at Sundays. Sunday give me a chance to take stock of how my week has gone and decide what I want to achieve next week. Every Sunday allows me to move away from the daily grind and measure my progress against the plan I have for the week and reset that plan to make next week even better. Here are 13 ways to turn Sunday into a surprisingly productive day. Wake up in your usual time I grew up thinking Sunday was a great day to catch up on my dream. The problem here is excessive sleep on a Sunday, you often find it difficult to fall asleep on a Sunday night and that starts a cycle of sleep debt you want to avoid. Waking up at normal times supports regular sleep patterns, and it helps to make sure that your sleep schedule is consistent throughout the week. When you are in perpetual sleep duty all week, your performance will sink. Providing a good night's sleep every night keeps you in a very productive state. Start the day with Me-Time Me-time is the time you give yourself. This is the time you can spend doing whatever you love to do without fear of being interrupted. It can be exercise, reading, walking or meditation. In front of Google and smartphones, people in the UK to wake up on Sunday morning, take a short walk to a local newsagent to buy Sunday newspapers. Sunday newspapers were all sorts of additives to books, lifestyle, gardening and fashion. You'd go home, settle in your favorite chair and spend an hour or two reading through all these supplements. For me, I would like to put on some relaxing music and just relax with a good cup of tea. It was a great way to spend a Sunday morning. No stress, no pressure, just me and the Sunday papers. Decide what you want to do with your Sunday morning, make sure it's geared towards you and start this week. You'll thank yourself for that.3 Do some Exercise Now, that doesn't mean you go out and do a 10-mile run or spend one or two hours at the gym. It means going outside and moving. Our way of life today take away a lot of natural movement. This has become particularly noticeable this year with many of us having to work from home. These walks to the bus stop, the train station and the office are gone. Now get up, move from one room to another, sit down and get started. Sunday gives you a chance to move. It's a challenge. Get yourself outside for an hour or two. Enjoy nature. Go with family or friends and just relax an hour or two outdoors. This is perhaps one of the best ways to reduce stress, get some healthy exercise and set yourself up for a wonderful week. A Day Plan Not having a plan for the day will leave you at the mercy of external events. Instead, decide on Saturday night what you will do the next day. Make sure you wake up at normal times, enjoy your favorite morning drink and start your day. Not having a plan for the day will most likely cause you to wake up late, making it hard to get a good night's sleep the next evening and you'll be wasting the opportunity to make the day count. Your plan should not be too detailed. Something similar to: Wake up and make a coffee Put on some great music Sit down and enjoy a coffee Take a 2-hour walk Read for an hour or two Spend some time with the kids Just make sure you have a rough plan for the day, but keep things as flexible as possible.5 Watch a sports game Is a great way to get yourself away thinking about work and your troubles. I'm a big fan of rugby and motorsport, and even in these difficult times, there are a lot of sporting events that I can watch on YouTube. Whatever sports you enjoy, take some time on Sunday to watch the game. Just getting into the game while enjoying the skills on the show and marveling at the professionalism that removes you from your everyday world for a while. It's a great way to give your brain much needed relaxation and provides a wonderful distraction from your daily normal life. Make sure you do something different doing the same things day in and day out to eventually turn every day into a grind. You want to look forward to your Sunday. Plan to go for a walk in the countryside, or walk in an unfamiliar park, or go to the movies or an external concert. Do anything that breaks your routine. As you watch a sports game, it takes its off from the normal daily life you lead, and gives you something refreshingly different to enjoy and experience.7. Clean Up I know most people hate doing household chores, but having a clean, ordered home does wonders for your overall mental well-being. I love finishing Sunday with a beautifully clean house, knowing that everything is in its place, the floors are clean and my whole laundry is cleaned and ready for next week. It can be hard to find time to stay on top of all the cleaning for a week, so putting off some time each Sunday to do the cleanup leaves you feeling refreshed, energized and ready for what next week will throw at you.8 Prepare your Clothes for next week It may seem a little excessive, but it saves so much time and cognitive overload. All it takes is one bad night's sleep and you wake up and find yourself rushing around trying to get yourself ready for your first meeting. In that that Trying to decide what clothes to wear in another solution you just don't need. It's much better to make a rough plan on a Sunday that you'll wear to work and all those clothes are ready, washed and ironed. It also prevents the opening of the shirt you want to wear for the early morning meeting to still be in the laundry basket when you need it. Plan ahead. It saves so much time and stress. Do weekly planning Session I've experimented to do a weekly planning session on different days, but by far, the best day to plan Sunday. I believe that Sunday evenings are the best time to open your calendar and to-do list, and plan for the week ahead. It sets me up for the week ahead. It also helps me sleep better on a Sunday night, knowing exactly what I need to perform next week. I can start on Monday morning without wasting time trying to figure out where things stayed last Friday. What I'm looking for is where all my meetings are, what days I can focus on my deep and design work and make sure I'm all processed from week to week. Clear your email What? Keeping an email on Sunday? Yes. Why? Because the worst thing you can do is start a new week with a mailbox full of unrepented emails last week. For most of us, Monday morning will probably be one day a week we don't have a lot of email in our inboxes, so we can start the day on our most important design work. If you spend an hour or two cleaning your email from last week, you'll miss a huge opportunity to start from scratch. We don't get much email on Sunday, so you can process your inbox and action folder to make sure when the new week starts, you have not only a set of results that you want to achieve this week, but also start a new week without a hangover from the week before. 11. Have some work on your side of Project Now, this does not mean that work. This means your personal projects. It can be a DIY project, doing something in your garden, restoring an old car or writing a book. Sunday give you incredible opportunities to do all those things that you dream of doing, but never seem to find the time to do them. Just getting and doing these side projects removes you from your daily work, and allows you a few hours to do what you love to do. Read Book During Week, it can be hard to read a good book. We get up, rush out the door to get to work (or go to our home work station and start a computer). When we finish the day, we're exhausted and just want to veg out in front of the TV. Don't waste Sunday. They give you a great opportunity to spend time with that you want to read.13 Get ready for next week's meal It's great for those of you who follow a healthy diet and exercise plan. Cooking next week not only saves a lot of time, but also You eat healthy on those grueling days when all you want to do is eat pizza and flop down on the couch. Having a set of pre-prepared meals reduces temptation during the week when your willpower is at its lowest level. It's fast, cool and easy to do. It is to make sure that you are sticking to your diet plan. Bottom line I'm not suggesting you try and fit all these things on a Sunday. Just select a few that resonate with you. Do the ones that will give you the greatest benefit and the most joy. Sunday needs to be calm, relaxing and give you the opportunity to do those things that you usually don't have time to do. It's an incredible day, so don't waste it lying in bed watching endless episodes of your favorite TV series. More on what you can do during the Weekend Featured photo credit: Priscilla Du Preez through unsplash.com unsplash.com

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