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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. Last updated October 14, 2020 What is success for you? How to be successful in life? For some, when they think of success, they imagine Want power; some just want to have a positive impact on the world. All of this is quite real, really success is a concept that means different things to different people. Although no matter what success is for you, it almost certainly won't be something that will come easy. There are countless guides and books to be successful, however, as success is personal and unique to each person. The advice contained in these books often may not be relevant. Therefore, following the advice of one person can often be useless. With this in mind, given the advice of so many people, people whose ideas of success differed from each other, and it is possible that you can be a good alternative. Below is a list of the 13 best tips from some of the most successful people who have ever lived. If you want to learn how to be successful, these tips are important.1 Think Big From Michelangelo Buonarroti, the Great Renaissance Artist: The great danger for most of us is not setting our goal too high and not being lived up to; but in setting our goal too low and reaching our mark. There are several artists as influential as Michelangelo. Today, centuries after his death, his work is still inspiring and connected with people. His work is world famous, just think of his statue of David, or Mural in the Sistine Chapel in the Vatican. Being a successful artist has always been extremely difficult, imagine if he decided to give up these ambitions in favor of something easier? Often people often decide to put their dreams aside for something more realistic. Give up your dream for something easier. This quote teaches us the dangers of such a view. Instead, be ambitious.2 Find what you love to do and do it from Oprah Winfrey, Media Mogul: You know you're on your way to success if you do your job and not get paid for it. It's a good quote to remember and think about when you're at work. Imagine being as successful as possible in your current job. Ultimately, you will probably find yourself working very hard and it will take most of your time. If it's a job you hate, then being successful in doing it can only mean filling your life with something you hate doing. What's the point? Instead, why not focus on doing what you love? When you find something you love, you get the motivation to keep you moving. Success in this means fulfilling your dream. Don't know what your passion is yet? You should find out about this Motivation engine first. Even if you're not successful, you've still filled your time with something you love to do. Many successful musicians have spent years of their making unpaid performances, the only reason they kept playing was because they liked to perform. 3. Learn how to balance Phil Phil's life CEO of Nike Inc.: There is an immutable conflict at work in life and in business, a constant struggle between peace and chaos. Neither of them can be mastered, but both can be influenced. As you go about that is the key to success. Too often people think that in order to be successful, they must make their lives a success. If a person thinks that his work will lead them to success, then they can spend countless hours a day and work hard in the evening. However, this is due to rest, your health and a pleasant life. Ultimately they can burn out and stop being successful at their job anyway. If success comes from having a strong social life and a good group of friends, their work may suffer; this means that they may lose their job and then be unable to afford to go out with friends. So success, as Phil Knight says above, helps balance. Think of it as a balance between rest and work, or work and play. To achieve this balance, this ultimate guide to prioritizing your work and life can help you. Don't be afraid of failure SO Henry Ford, founder of Ford Motors: Failure is just an opportunity to start over, this time more reasonable. There is a story, it is unconfirmed whether it actually happened, but the message inside is nonetheless true: Thomas Edison's reinvention of the light bulb was the result of several hundred failed attempts. In the interview he was asked: How do you feel after all your failed attempts? His response was great: I didn't let you down, I learned hundreds of ways not to reinvent the light bulb He saw every failure as a lesson. From this lesson he learned that he would not work, and could also work instead. Every failed attempt, every failure were key steps on his path to success. It's easy to feel that you have to give up after failure. But perhaps this failure is a lesson. Pay attention to your failures, study them. Maybe then you'll learn how to succeed. If you find it hard to deal with your fear of failure, here's a guide for you: Why you have the fear of failure (and how to defeat it step by step)5 Have an unwavering resolution to succeed From Colonel Sanders, founder of KFC: I made the decision, what I was going to compose something if I could. And neither the clock, nor the amount of work, nor the amount of money would not prevent me from giving the best that was in me. And I've been doing it ever since, and I've been winning it. I know. This is largely due to the above quote about learning from your failures. This is the easiest thing in the world to give up failure. The only way to click on this is if you have a true burning desire to succeed so as not to be moved or dissuaded from your goals. If you are not really dedicated to success, every failure will hurt Each set back will slow you down. Success is difficult; without an unwavering desire to succeed, it's may seem insurmountable. With desire it is just an obstacle to pass6. Being human action From Leonardo da Vinci, Renaissance Genius: It has long come to my attention that people reaching rarely leaned back on the back of the day and let things happen to them. They went out and happened to things. Although it was said hundreds of years ago, it works just as today as it ever was. This applies literally to any successful person. Think about it, imagine someone like William Shakespeare: When we think of the time when he lived, we think of time in a way shaped by it. Or think of the present, Bill Gates or Steve Jobs. Our current way of life would have been simply incomparably different if they hadn't done what they did. You're probably reading this article on the device of the company they either founded or the company under their influence. All these numbers were pre-emptive, they saw ways to do things differently and did it. If they allowed the world to shape them, they would simply take a back seat. Instead, they shaped the world. Apply this to you? Don't be afraid to go beyond the norm. If you can come up with a better way to do something, do it that way. If you fail, try again. Cultivating a positive relationship From Theodore Roosevelt, the 26th president of America: The most important ingredient in the formula for success is the ability to get along with people. The best leaders and some of the most influential people (and Theodore Roosevelt is one of the best leaders and one of the most influential people who lived) were not the ones who caused unrest, who fought people or ignored people; but there were people who were friendly to others. People liked them. They wanted them to be okay. This is the key to good leadership. That makes sense. If someone loves you, they want to help you; if you give them an offer, they will gladly follow through with it. But if someone doesn't like you, they can either refuse to help or actively paste on your way. What's more, it's always a good idea to develop a good relationship. You can never tell who will be someone who can help you in a big way, or even be a good and supportive friend. So help people and they can help you; and be good to the people, and they are my being kind to you.8 Don't be afraid to introduce new ideas From Mark Twain, the famous author: The Man with the New Idea is an eccentric until the idea succeeds. Unfortunately, those with the boldest ideas are often ignored. Most of us learn from an early age to think and do things similar to everyone else. It can be great to fill an existing role. But to really do things differently (and all successful people did differently), you have to think differently. If you have new idea, don't throw it away because it's new and different; instead, celebrate it. Your strange new idea may one day be what will lead you to success9. Believe in your ability to succeed From Walter Disney, founder of the Walt Disney Company: If you can dream about it, you can do it. Success should be something you can imagine achieving. It is possible that you meet those who doubt you and your ability to succeed. You don't have to become one of these people because the moment you stop believing and dreaming is the moment those dreams fall away. Keep dreaming! 10. Always maintain a positive mental attitude From Thomas Jefferson, the 3rd President of America: Nothing can stop a person with the right mental attitude from achieving his goal; nothing on earth can help a person with the wrong mental attitude. As the above quote says, you have to believe in your ability to succeed. It's the only way to cultivate the right mindset. Replace negative thoughts with positive ones. You have to approach the problems, not as obstacles, stopping you, but simply tasks that need to be completed for you to keep going. If you stay positive and think like this, failures won't affect you so much, people's doubts won't affect you, and even the biggest obstacles will seem like minor problems. However, with the wrong thinking doubts, you will be much easier to stop. 11. Don't let despondency stop you from pushing on From Abraham Lincoln, America's 16th President: Let there be no sense of frustration to prey on you, and in the end you are sure to succeed. This is a sad fact of human nature - we all doubt ourselves in some way. It can be done much worse if others doubt us too. When surrounded by doubt, failure can actually seem like a good idea. Don't look at the doubts. If you are discouraged, ignore it. Watch this video and find out what to do, even if others don't believe you'll succeed: If that frustration moves in your mind and you start to doubt yourself. It's important to ignore this too. This is how self doubt keeps you stuck and how to overcome it.12 Get ready to work hard From J.C. Penney, founder of J.C. Penney Inc.: If you're not willing to douse yourself into your work beyond the capabilities of the average person, you just don't cut for positions at the top. You may have heard a quote that success is 1% inspiration, 99% sweat, or you may have heard of a 10,000-hour idea. Whichever way you frame it, they say one thing: True success comes from work. You will never become successful if you do not work towards your goal in life and continue to work towards it. Check out this article and you'll understand why hard work Talent.13. Be brave enough to follow your intuition From Steve Jobs, co-founder of Apple Inc.: Use courage to follow your heart and intuition. Intuition, somehow already know what you really want to become. Everything else is secondary. In ancient Greece there was a group of oracles that lived in Delphi. Anyone who needed advice or to know their future visited them, from the poorest in society to the kings. Above the doors of the temple were words of knowing yourself. If you firmly believe and want something, chances are that you already have an idea how to get there. If not, you can naturally know that things will help you and what things will slow you down. It's like how your body can detect danger even when things seem safe. Ultimately, then, you have to trust your instincts. Final thoughts What you may have noticed that many of the above lessons are similar - most of them about developing the right state of mind. This makes it clear that the key to success, whatever you want, is how you approach it mentally. Also, no matter what stage of life

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