You can add content or apply formatting to two or more worksheets in your file by "grouping" the sheets together. When you group multiple sheets, any content or formatting that you add to one sheet also gets added to all the other sheets, so you can add a row of headers to one sheet and have it automatically appear on all the sheets that are grouped together with it.

To group all the sheets in a worksheet, **right-click** on any of **the tabs in the lower left of the window**, and click **Select All Sheets**.

If you only want to select two or more individual sheets, hold down the **Ctrl key** and click on **the tabs of the sheets** that you want to format or edit at the same time. When two or more sheets are grouped, Excel adds the word "[Group]" (in square brackets) after the sheet's name in the title

Note that if you delete the contents of a cell in one grouped sheet, the contents of the cells at the same location in all the other grouped sheets will also be deleted. So before you start editing in a worksheet with grouped sheets, right-click on one of the tabs at the lower-left and choose Ungroup Sheets.

For a screen cast of this tip, go to:
http://screencast.com/t/VN913DVQtZLX