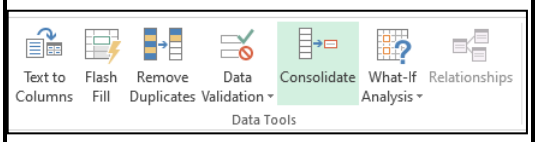
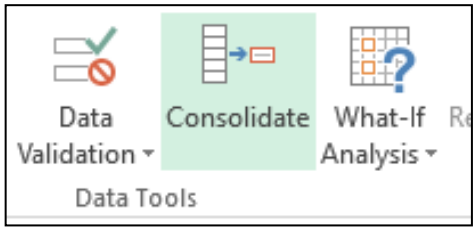
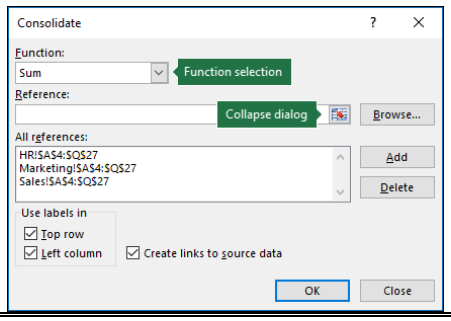
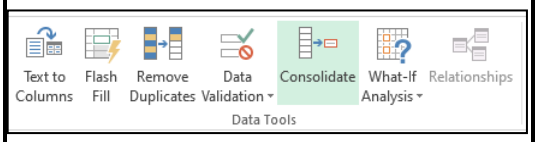
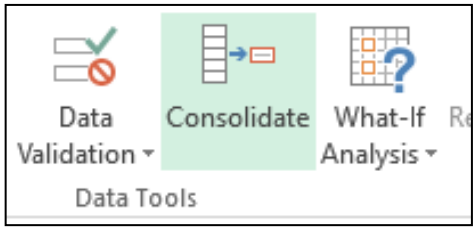
Action	Technique
Consolidate   	To summarize and report results from separate worksheets, you can consolidate data from each sheet into a master worksheet. The sheets can be in the same workbook as the master worksheet, or in other workbooks. When you consolidate data, you assemble data so that you can more easily update and aggregate as necessary. For example, if you have an expense worksheet for each of your regional offices, you might use consolidation to roll these figures into a master corporate expense worksheet. This master worksheet might also contain sales totals and averages, current inventory levels, and highest selling products for the entire enterprise. Follow these steps to consolidate several worksheets into a master worksheet: 1. If you haven't already, set up the data in each constituent sheet by doing the following: a. Ensure that each range of data is in list format. Each column must have a label (header) in the first row and contain similar data. There must be no blank rows or columns anywhere in the list. b. Put each range on a separate worksheet, but don't enter anything in the master worksheet where you plan to consolidate the data. Excel will do this for you. c. Ensure that each range has the same layout. 2. In the master worksheet, click the upper-left cell of the area where you want the consolidated data to appear. 3. Click **Data** tab > **Consolidate** (in the **Data Tools** group). 4. In the **Function** box, click the summary function that you want Excel to use to consolidate the data. The default function is **SUM**. 

Consolidate (continued)





5. Select your data.

   Next, in the **Reference** box, click the **Collapse** button to shrink the panel and select the data in the worksheet.

   Click the worksheet that contains the data you want to consolidate, select the data, and then click the **Expand Dialog** button on the right to return to the **Consolidate** dialog.

   If a worksheet containing data that you need to consolidate is in another workbook, click **Browse** to locate that workbook. After locating and clicking **OK**, Excel will enter the file path in the **Reference** box and append an exclamation point to that path. You can then continue to select other data.

6. In the **Consolidate** popup window, click **Add**. Repeat this to add all of the ranges that you consolidate.

7. **Automatic vs. Manual updates**: If you want Excel to update your consolidation table automatically when the source data changes, simply check the **Create links to source data** box. If this box remains unchecked, you can update the consolidation manually.

   Notes:

- You cannot create links when source and destination areas are on the same sheet.
- If you need to change the extent of a range—or replace a range—click the range in the Consolidate popup and update it using the steps above. This will create a new range reference, so you'll need to delete the previous one before you consolidate again. Simply choose the old reference and press the Delete key.

8. Click **OK**, and Excel will generate the consolidation for you. Optionally, you can apply formatting. It's only necessary to format once, unless you rerun the consolidation.

- Any labels that don't match up with labels in the other source areas result in separate rows or columns in the consolidation.
- Ensure that any categories that you don't want to consolidate have unique labels that appear in only one source range.

Microsoft Office Online at https://support.office.com/en-us/article/consolidate-data-in-multiple-worksheets-007ce8f4-2fae-4fea-9ee5-a0b2c9e36d9b