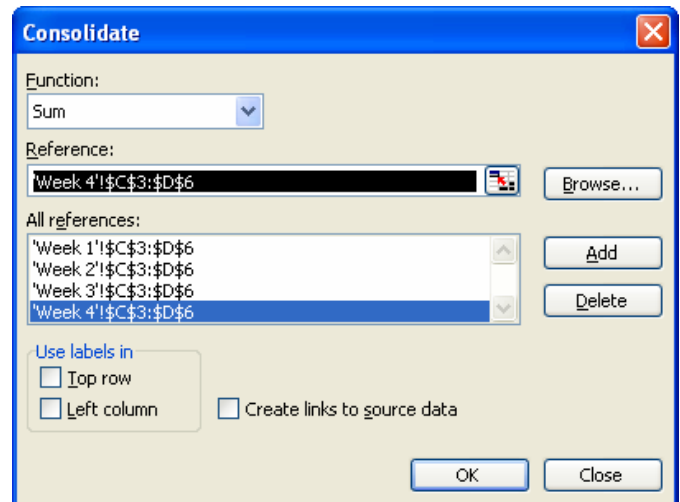


DATA CONSOLIDATION

This option is used to define ranges of cells from multiple worksheets and have Excel summarize the data. Excel allows data in various ranges to be consolidated into a single worksheet. With the Consolidate command, it is possible to use the SUM, AVERAGE, COUNT, MAX, MIN, PRODUCT, and so forth functions to consolidate data from ranges on the same worksheet, on different worksheets, and even different workbooks. Prior to consolidating data, it is a good idea to open and arrange on-screen the worksheets or workbooks that contain the data that are to be used. When Consolidate is used to link worksheets and/or workbooks, the 3-D references are inserted into the dialog box. To consolidate worksheets, complete the steps below.

Linking Worksheets

- ❖ Open the document **EMP Monthly Earnings (Link Worksheets)** from area where the files that were downloaded from the Excel Web page are stored.
- ❖ Select cells **C3** through **D6** from the **Monthly Total** worksheet.
- ❖ Click **Data** on the **Menu Bar**.
- ❖ Click **Consolidate** from the list of options.
- ❖ The **Consolidate** dialog box will open.
- ❖ If **Sum** is not displayed in the **Function** box, click the drop-down arrow and choose **Sum**.
- ❖ In the **References** box, click the **Collapse** button. (This is the red arrow at the end of the reference box.)
- ❖ Click the **Week 1** tab and then select cells **C3** through **D6**.
- ❖ Click the **Expand** button on the **Consolidate - Reference** dialog box. (This is the red arrow at the end of the box.)
- ❖ The reference **'Week 1'!\$C\$3:\$D\$6** appears in the **Consolidate - Reference** box.
- ❖ Click the **Add** button to add this information to the **All References** box.
- ❖ Click the **Reference Collapse** button again.
- ❖ Click the **Week 2** tab.
- ❖ Select the same cells that were selected in the **Week 1** sheet.
 - The reference in the **Consolidate - Reference** box should change to **Week 2**.
 - The rest of the reference should remain the same as the reference for **Week 1**.
- ❖ Continue the above process to add the references for **Week 3** and **Week 4**.
- ❖ After the four references have been added to the **Consolidate** dialog box, click the **OK** button.
- ❖ The totals for these four worksheets should be displayed in the **Monthly Total** worksheet.



Linking Workbooks

- ❖ Open the following documents from the folder where the documents that were downloaded from the Excel Web page were stored.
 - **EMP Monthly Earnings (Link Workbooks)**
 - **EMP Week 1**
 - **EMP Week 2**
 - **EMP Week 3**
 - **EMP Week 4**
- ❖ Click **EMP Monthly Earnings (Link Workbooks)** on the **Task Bar**.

- ❖ Select cells **C3** through **D6** in this workbook.
- ❖ Click **Data** on the **Menu Bar**.
- ❖ Click **Consolidate** from the list of options.
- ❖ The **Consolidate** dialog box will open.
- ❖ If **Sum** is not displayed in the **Function** box, click the drop-down arrow and choose **Sum**.
- ❖ Click the **Collapse** button in the **Reference** box.
- ❖ Click the **EMP Week 1** tab on the **Task Bar**.
- ❖ Select cells **C3** through **D6** in this workbook.
- ❖ Click the **Expand** button on the **Consolidate - Reference** dialog box.
- ❖ The reference '[EMP Week 1]Sheet 1!\$C\$3:\$D\$6 appears in the **Reference** box.
- ❖ Click the **Add** button to add this information to the **All References** box.
- ❖ Continue the above process to add the references for **Week 2**, **Week 3** and **Week 4**.
 - This option works differently than when you were linking Worksheets.
 - When Workbooks are linked, you have to select the range in each workbook.
 - The range doesn't stay selected for each one.
 - You may have to delete the information in the **Consolidate-Reference** dialog box.
- ❖ Click the **Create links to source data** check box to select it.
 - With this option, links are created to each of the worksheets.
 - When the data is updated in the original documents, it will be updated in the workbook where the consolidation was created.
- ❖ Click the **OK** button.

Viewing Data from Links

Once the data has been consolidated, it is possible to view it in different ways. These ways are described in this section.

- ❖ Look at the **Row Numbers**. You will notice that some rows are not displayed.
- ❖ Click the **Number 2** in the **Level** area on the left side of the worksheet.
- ❖ The numbers that were consolidated will be displayed, as well as the totals.
- ❖ Click the **Number 1** button to show just the **Totals**.
- ❖ To display the consolidated data for each individual section, click the **Show Detail** button. This is the plus (+) sign beside the total for the category.
- ❖ To remove the display for the consolidated data for each of the data categories, click the **Hide Details** button. This is the minus (-) sign beside the total for the category.
- ❖ Close the document and save the changes.

		A	B	C	D
	1	Monthly Payroll Totals			
	2	Employee	Rate of Pay	Hours Worked	Gross Pay
+	7	A3121	14.15	182.75	2,585.91
+	12	B4325	12.75	188.60	2,404.65
+	17	H9891	21.95	142.50	3,127.88
+	22	K7198	13.60	182.35	2,479.96
	23	Total		1,209.65	18,610.88