

Linking Workbooks

With Excel it is possible to link different workbooks together in order to consolidate the information into one area. When workbooks are linked, the name of the workbook has to be included in the reference that is created. The general form of a 3-D cell reference that includes the workbook name is:

Location[Workbook Name]Sheet Range!Cell Range.

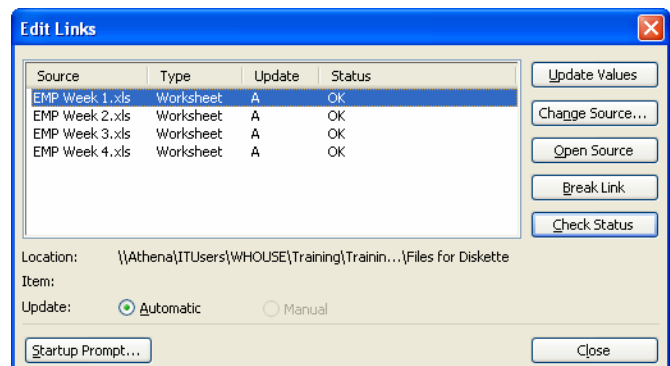
The location is the drive and folder that contains the workbook in which the reference is being created. The workbook name is inserted in square brackets; the sheet name is enclosed in single quotes if there is a space in the sheet name. If the workbooks that you are referring to are in the same folder as the summary workbook, then it is not necessary to include the location name. To create the workbook references, complete the steps below:

- ❖ Open the workbook **EMP Monthly Payroll** from the area where the documents that were downloaded from the Excel Web page are stored.
- ❖ Click in cell **B3**.
- ❖ Input the function ='[EMP Week 1]Sheet1!C7'.
 - If the workbook name is more than one word, then single quotes have to be placed before the opening bracket for the workbook name and after the sheet name.
 - If the workbook name is only one word, then using the single quotes is optional.
- ❖ Press the **Enter** key on the keyboard or click the **Enter** button on the **Formula Bar**.
- ❖ The results of the formula will be entered into cell **B3**.
- ❖ Complete the above procedure to complete the entries for the other cells under **Hours Worked** using **EMP Week 2** through **EMP Week 4** as the workbooks to link to.
 - It is also possible to use the Fill Handle to copy the formulas down to the other cells.
 - You then have to go to each formula and change the number of the worksheet and the cell reference.
- ❖ Use **Sheet 1** for all the worksheet names.
- ❖ Click cell **C3** and input ='[EMP Week 1]Sheet1!D7 for the formula.
- ❖ Press the **Enter** key or click the **Enter** button on the **Formula Bar**.
- ❖ Complete the above procedure to complete the entries for the other cells under **Gross Pay** using **EMP Week 2** through **EMP Week 4** as the workbooks to link to.

NOTE: It is also possible to copy the formulas from column B into column C. You will get the same results.

Working with Linked Workbooks

- ❖ When updates are made to the weekly workbooks, they will be reflected in the summary workbook.
- ❖ To view the list of Links:
 - Click **Edit** on the **Menu Bar**.
 - Click **Links** from the list of options.
 - The **Edit Links** dialog box should open.
- ❖ To open a linked workbook, click on the link and then click the **Open Source** button.
- ❖ If an error message appears saying that the workbook cannot be found, click the **OK** button.



- ❖ Click the **Change Source** button and then click the workbook name that you are trying to link to.
- ❖ Click the **Update Values** button to update the information for a particular workbook.
- ❖ Click the **Break Link** button to remove the link in the workbook.
- ❖ Click the **Check Status** button to see the status of the process.
- ❖ Click the **Close** button to exit from the dialog box.
- ❖ Close the **EMP Monthly Payroll** worksheet, saving the changes for future reference.