

MERGING WORKBOOKS

If you distribute multiple copies of the same workbook with the share and track changes features turned on, then several users can make changes to them at the same time. When these multiple copies are returned, it is possible to merge the workbooks into a single, comprehensive workbook. You can then accept or reject changes as described in the link on [Reviewing, Accepting, and Rejecting Changes](#).

To properly merge two workbooks, certain criteria must be met.

- The workbooks used in the merge must all be copies of the same workbook.
- The workbook that is being copied must be Shared with other users.
- Each workbook must have a different file name.
- If a password has been used in one of the workbooks, the password will have to be removed or the same password will have to be used for all the workbooks that are to be merged.

To merge the workbooks, complete the steps below:

- ❖ Open the workbook [High Tech Stock Club \(Changes\)](#) from the folder where the documents that were downloaded from the Excel Web page were stored..
- ❖ This is going to be the copy of the workbook in which the results of the merge are going to appear.
- ❖ Select [Tools](#) from the [Menu Bar](#).
- ❖ Select [Compare and Merge Workbooks](#) from the list of options.
- ❖ Click [OK](#) to save the workbook, if necessary.
- ❖ The [Select Files to Merge into Current Workbook](#) dialog box will appear.
- ❖ Click the [Look in](#) drop-down arrow and select the folder where the files are stored.
- ❖ Click the [High Tech Stock Club \(Changes2\)](#) file from the list.
- ❖ Hold down the [Ctrl](#) key on the keyboard and then select the [High Tech Stock Club \(Changes3\)](#) file.
- ❖ Click [OK](#) to exit the dialog box.
- ❖ All the changes for the three workbooks will be merged into the workbook [High Tech Stock Club \(Changes\)](#) workbook.
- ❖ Follow the procedure described in the link on [Reviewing, Accepting, and Rejecting Changes](#) to review and accept or reject the changes to the workbook.