

## Experiment ⑧.

Working with multiple sheets: work with multiple sheets within a workbook is crucial for organizing and managing data, perform complex calculations and create comprehensive reports.

### Advantages.

1. Organize data into separate sections
2. Improve data management and analysis
3. Enhance collaboration and sharing.

### Common Tasks.

1. Creating new sheets.
2. Renaming sheets.
3. Moving or copying sheets.
4. Referencing data across sheets.

- Tips :
1. Use descriptive sheet names.
  2. Use sheet tabs to navigate.
  3. Use formulas to link data between sheets.

eg.

Step 1 In your Excel sheet down sheet 1 change to (Rename) Product list.

Step 2 In Product list sheet add below table.

Product Name	Price
washing machine	25,000/-
Air conditioners	50,000/-
Television	15,000/-
Fan	2500/-

Step 2 go to page layout  $\rightarrow$  formulas  $\rightarrow$  name manager  $\rightarrow$  new type name: wm  $\rightarrow$  OK.

Now, you will see wm (washing machine value) in the Name manager box.

Same as follow as Air conditioners, Television, Fan. before going to Air conditioners cell, close the Name manager box  $\times$  and set cell in Air conditioners price cell after go to page layout  $\rightarrow$  formula -- -- same as follow above

for washing machine      wm  
Air conditioners            AC

Television                    TV  
Fan                            Fn.

Shot on vivo Z1x  
Vivo AI camera



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Step 3. Next go to sheet 2, Rename sheet 2 [double click on sheet 2 and rename].

Rename as East, sheet 3 [west], sheet 4 [north], sheet 5 [south].

Step 4. In East sheet enter below table

(use formula you will get price)

Sl.No.	Month	Product Name	Price	No of Units	Total
1	April	washing Machine	=wm	5	= Price * nof units
2	April	Air Conditioner	=AC	8	
3	May	Fan	=fan	6	
4.	May.	Television	=TV	3	

Step 5. Same above table is copy & past in Sheet 3 [west], sheet 4 [north], Sheet 5 [South] changing only No of Units.

Step 6.

Now, we are calculating the Total of all sheets.  
use the formula = price [Select cell] \* No of units [Select cell].

$$= E3 * F3$$

↓  
No of units cell.

Price cell

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- May month total cell) enter.

=Sum(East!E5 + west!E5 + North!E5 + South!E5) Enter.

Step 14. After completing sub total calculations of April month and May month, calculate grand total.

Step 15. Just you drag the cursor April total to May total. you will get Grand total.

Eq.	Ap. Month	total
	April	=sum(East!45 + --- + North!45) 1,70,300
	May	6800050
	Grand total	<u>6982350</u>

Conclusion:

working with multiple sheets helps you manage complex data and streamline your workflow.

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Step 7. go to each sheet → go to Data tab → Select entire table then select **Subtotal** in the **Data bar**. Now you will get Sub total box.

At each change in:  → click here, Select Month.

Use function:   
Sum

Add Subtotal to:

Sl.no.

month

Product

Price

No of units

Total

[Remove] [OK]  [Cancel]

Sl.No.	Month	Product	Price	No of units	Total
1.	April	Washing machine		5	
2.	April	Air Conditioner		8	
	April Total				
3.	May	Split Fan		6	
4.	May	Televisions		3	
	May Total				
	Grand Total				

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Step 8. Same calculations follow as west, North, South.

Step 9. Next one sheet select, that sheet rename as, Summary.

Step 10. In Summary sheet you enter Month and total (Step 14).

Step 11. In month column you add April and May.  
[b's you already calculating in east, west, North, South sheet as April and may.]

Step 12. Now you will calculate sum of all April months total and May Month total.  
So, use the formula as,

April = Sum(East!G\$ + west!G\$ + North!G\$ + South!G\$)   
↓  
(go to west sheet and select April month total cell)  
(go to east sheet and Select April month total cell) +

Step 13. Same as calculate May month also,  
equals to, Sum, ( go to East sheet - Select May month total cell)  
west sheet - Select May month total cell + go to North sheet &  
Select May month total cell + go to South sheet & etc.