Chapter 12: Working with multiple worksheets, workbooks and applications

Objectives:

This chapter will teach you,

- The different ways to work with multiple worksheets
- The different ways to work with multiple workbooks

Creating Links between Different Worksheets

If there are month wise data n different worksheets and we need to have yearly data on a different worksheet as shown in figure 12.1, we may use inter-sheet reference.

To use a cell-reference from a different sheet, you can use the following syntax

Sheetname!Reference

However, if the product names are not the same or are not in the same order, in all the other sheets, this method would not prove useful. In these scenarios, you may use the consolidation feature of excel.

To consolidate data from different worksheets, follow the steps below.

1) Go to Data Tab >> Consolidate
2) You will get the consolidate dialog box
3) Select the function you want to apply on the data from the function drop down box
4) Click on browse and select the first group of data
5) Click on add
6) Repeat Step 2 and 3 for all the data
7) 7) Click on Top Row And Left Colum if you want the row and column Title to be picked up

8)   8) Select create links to source data if you wish to have the updated data for every change in the source data

Creating links between different software

Let's assume we have to copy a certain data from an excel sheet to the Word document .If you do a normal copy-paste the contents pasted in the Word document are static i.e. they will not be updated even if there is a change of data in the excel worksheet. Now let's see how to create a link so that the data is updated even in the Word document.

1) Copy the contents from the Excel worksheet.
2) While pasting in a Word document click on home tab from clipboard group 3) select Edit-Paste special
4) In the Paste Special dialog box select the option Paste Link then select Microsoft Office word Object Document
5) click on OK

Now whenever the data in the excel worksheet in changed the change will be automatically reflected in the word document.

Auditing features

You can use Excel's auditing features to trace errors in a worksheet. You can also trace the relationships between cells and formulas on your worksheets. You might want to identify the cells on which the value of a formula is based. Excel provides the Trace Precedents and Trace Dependents commands to point out such cells.

Dependent and precedent cells

A precedent cell provides data to a specific cell. A dependent cell relies on the value of another cell. When you click the Trace Precedents and Trace Dependents buttons in the Formula Auditing ribbon group on the Formulas ribbon tab, Excel draws arrows showing precedent and dependent cells.

Workgroup collaboration

Sharing a workbook makes it possible for several members of a workgroup to collaborate on the same set of data. For example, several sales managers could enter their respective regional sales figures in the same workbook, making   it   unnecessary   to   collect and consolidate the data manually.

Sharing workbooks

To share a workbook:
1) Open the workbook that you want to share.
2) Activate the Review ribbon tab.
3) In the Changes ribbon group, click Share Workbook to open the Share Workbook dialog box.
4) Activate the Editing tab.
5) Check Allow changes by more than one user at the same time, and then click OK.
6) Save the workbook in a location where other users can access it

You can control how a workbook is shared by using the advanced tab of the Share Workbook dialog box. For example, under Update changes, you can select when file is saved to see other users' changes each time you save the workbook. You can also set the interval at which changes will be shown automatically.

Merging workbooks

You may need to share a workbook among users who cannot access the same file simultaneously. In such a situation, you can distribute copies of the shared workbook, allow users to make changes to their copies, and then merge those copies into a single workbook. To share a workbook that you intend to merge later:

1) Open the Share Workbook dialog box, activate the Editing tab, and check Allow changes by more than one user at the same time.
2) On the Advanced tab, under Track changes, select Keep change history for. In the box, enter the number of days you want to allow users to make changes in the workbook, and then click OK.
3) Make copies of the workbook and distribute one to each user.
4) After the users have made changes to their copies of the workbook, you can merge the copies into a single workbook. Here's how:
5) Choose File, Excel Options to open the Excel Options dialog box.
6) Select Customization, and add Compare and Merge Workbooks to the Quick Access Toolbar.
7) On the Quick Access Toolbar, choose Compare and Merge Workbooks to open the Select Files to Merge into Current Workbook dialog box.
8) Select the copies of the workbook that contain changes you want to merge. 9) Click OK.

Tracking changes

You can analyze changes users have made to a workbook by using the Track Changes feature. This will tell you who made the changes, when they were made and the original and changed values without having to manually compare the two workbooks. If your workbook is not shared, Excel makes the workbook shared automatically when you turn on the Track Changes feature. **Figure 12.8** To highlight changes:

1) Activate the Review ribbon tab.
2) In the Changes ribbon group, click Track Changes and choose Highlight Changes to open the Highlight Changes dialog box.
3) If the workbook is not shared, check Track changes while editing. If the workbook is shared, this option will be checked by default.
4) Specify how you want the changes to be tracked:
5) If you want to view changes based on when they were made—for example, after a specific date—check "When", and then select the necessary setting from the list.
6) If you want to view the changes made by a specific user, check "Who", and then select "Everyone" or "Everyone but Me" from the list.
7) If you want to view the changes made to a specific range of cells, check "Where", and then enter the range.

8) Click OK.

To Review Workbook Changes and Accept or Reject them:

1) Open the workbook that contains the tracked changes.
2) Activate the Review ribbon tab.
3) In the Changes ribbon group, click Track Changes and choose Accept/Reject Changes. You'll be prompted to save the workbook.
4) Click OK to save the workbook. The Select Changes to Accept or Reject dialog box appears.
5) If you want to view changes based on when they were made, check When and then select a time period.
6) Click OK to open the Accept or Reject Changes dialog box. At the same time, a cell that contains a changed value will be highlighted. This dialog box displays information about each change, including the name of the person who made the change, the date and time it was made, and other changes that will occur if you accept or reject the suggested change. You can scroll down to view the rest of the contents.
7) Click Accept to accept the change, or click Reject to restore the original value. The next cell with a changed value will be highlighted

Creating Hyper Link

Creating Links within the Same Workbook

To link a particular cell, first name the cell.

1) Select the cell, click on Formula Tab – select Define Name .The define name dialogue box will appear. In the define dialogue box type a name for the cell and click on Add. Click on Close.
2) Now click on the cell where the hyper link is to be created and Click on Insert- Link or press Ctrl+K.
3) The Insert Hyperlink box will appear. Click on "Place in this document" option.
4) Click on the "Defined name" option the defined names for the workbook would appear. Select the defined name, which we created in the above step and click on OK.

The link is created.

Creating Links to a Different File

To link a particular cell, first define name to the cell.

1) Select the cell, click on Formula Tab – select Define Name .The define name dialogue box will appear. In the define dialogue box type a name for the cell and click on Add. Click on Close.
2) Now click on the cell where the hyper link is to be created and Click on Insert- Hyperlink or press Ctrl+K.
3) The Insert Hyperlink box will appear. Click on "Existing file or webpage" option.
4) Browse to the folder where you have saved the file you want to link to.
5) Click on the file in the list below
6) The path of the file will appear in the address box below.
7) Click ok

You may use this method to link to a webpage as well. To do this, type the url of the webpage in the address box. To link to a particular cell in an excel workbook, at step six in the above

process, mention the sheet name and cell reference at the end of the file path in the address box in this format

File Path#sheetname!Named Range

For example, use **c:\test.xlsx#salary!A1** to refer to cell A1 of Salary sheet in the file test.xlsx located in the c drive.

You may also create a new document while creating a hyper link or hyper link to an email address using the options in the hyperlink dialog box.