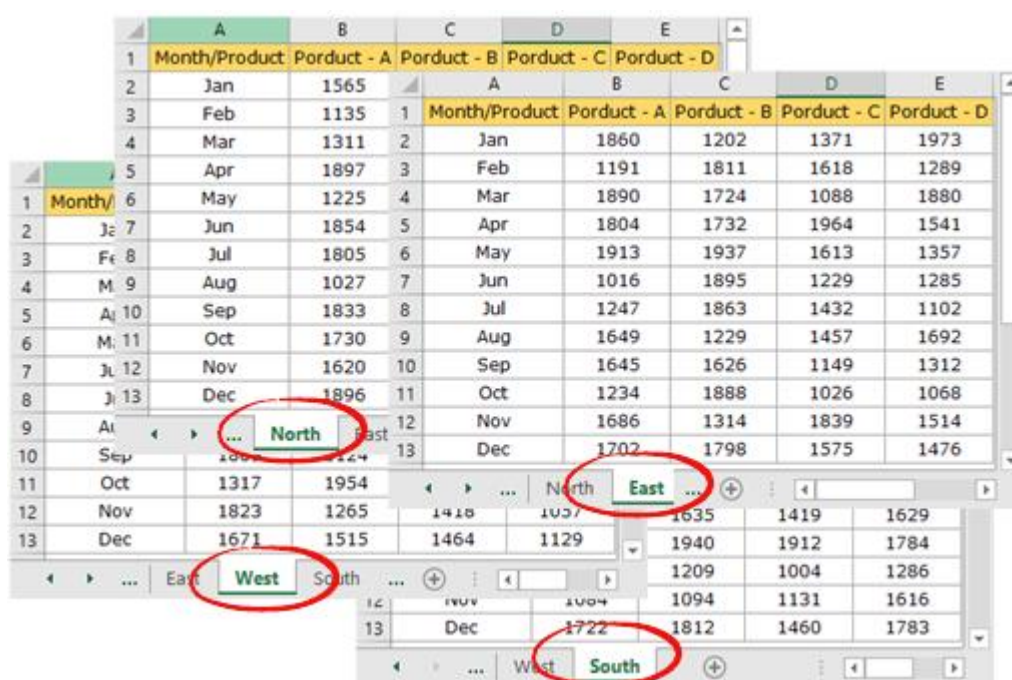


DO YOU KNOW

How to Consolidate Data From Multiple Worksheets in a Single Worksheet?

Description:

You have these four worksheets here for four different zones which have the same structure. Now, you need to consolidate all these worksheets in another worksheet.



Month/Product	Product - A	Product - B	Product - C	Product - D
Jan	1565			
Feb	1135			
Mar	1311			
Apr	1897			
May	1225			
Jun	1854			
Jul	1805			
Aug	1027			
Sep	1833			
Oct	1730			
Nov	1620			
Dec	1896			

Month/Product	Product - A	Product - B	Product - C	Product - D
Jan	1860	1202	1371	1973
Feb	1191	1811	1618	1289
Mar	1890	1724	1088	1880
Apr	1804	1732	1964	1541
May	1913	1937	1613	1357
Jun	1016	1895	1229	1285
Jul	1247	1863	1432	1102
Aug	1649	1229	1457	1692
Sep	1645	1626	1149	1312
Oct	1234	1888	1026	1068
Nov	1686	1314	1839	1514
Dec	1702	1798	1575	1476

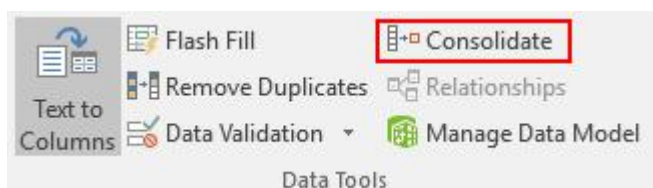
Month/Product	Product - A	Product - B	Product - C	Product - D
Jan	1418	1057	1635	1419
Feb	1464	1129	1940	1912
Mar			1209	1004
Apr			1094	1131
May			1094	1131
Jun			1094	1131
Jul			1094	1131
Aug			1094	1131
Sep			1094	1131
Oct			1094	1131
Nov			1094	1131
Dec			1094	1131

Month/Product	Product - A	Product - B	Product - C	Product - D
Jan	1418	1057	1635	1419
Feb	1464	1129	1940	1912
Mar			1209	1004
Apr			1094	1131
May			1094	1131
Jun			1094	1131
Jul			1094	1131
Aug			1094	1131
Sep			1094	1131
Oct			1094	1131
Nov			1094	1131
Dec			1094	1131

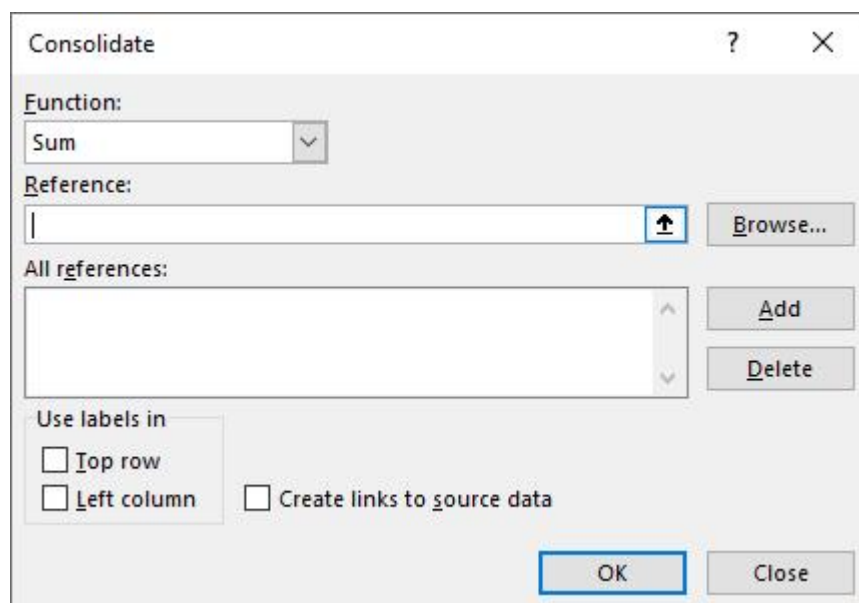
1. First of all, insert a new worksheet and name it "Total" (or whatever you want) and select cell A1 in that worksheet.

Total	North	East	West	South
-------	-------	------	------	-------

2. Now, go to Data Tab ► Data Tools ► Consolidate.




3. Once you click on consolidate, you will get a window like this (just follow the steps for now, I will explain about this window in second part of this post).



The image shows the 'Consolidate' dialog box in Excel. The 'Function' is set to 'Sum'. The 'Reference' field is empty, with a 'Browse...' button next to it. The 'All references' list is empty, with 'Add' and 'Delete' buttons. The 'Use labels in' section has checkboxes for 'Top row' and 'Left column', both of which are unchecked. There is also a checkbox for 'Create links to source data' which is unchecked. The 'OK' and 'Close' buttons are at the bottom.

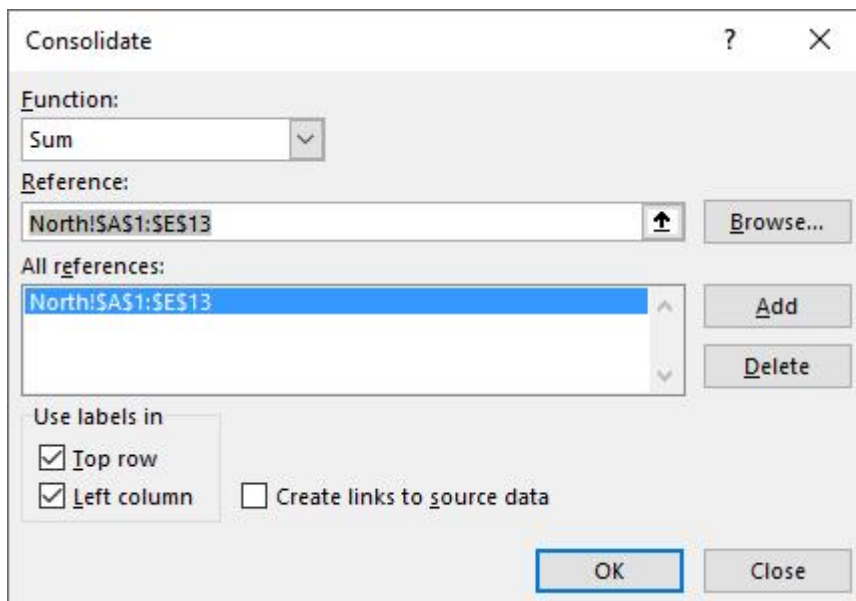
4. Now, by using "Reference" input box, select the data to range from the first sheet where you have data (north zone).

	A	B	C	D	E	F
1	Month/Product	Porduct - A	Porduct - B	Porduct - C	Porduct - D	
2	Jan	1565	1548	1470	1693	
3	Feb	1135	1984	1352	1770	
4	Mar	1311	1185	1547	1152	
5	Apr	1897	1625	1866	1739	
6	May	1225	1352	1170	1752	
7	Jun	1854	1520	1663	1438	
8	Jul	1805	1508	1755	1356	
9	Aug	1027	1803	1091	1658	
10	Sep	1833	1552	1511	1596	
11	Oct	1730	1928	1355	1125	
12	Nov	1620	1860	1704	1263	
13	Dec	1896	1815	1247	1049	

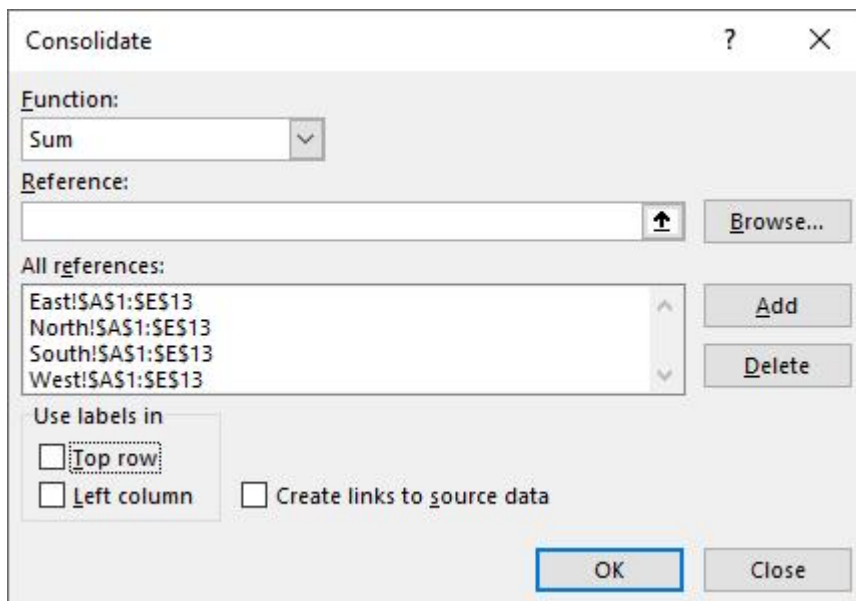


The image shows the 'Consolidate - Reference' dialog box in Excel. The 'Reference' field contains the text 'North!\$A\$1:\$E\$13'. The 'OK' button is highlighted with a blue border.

5. After that, click "Add".



6. By using the same method, add references from all the four worksheets.



7. Now, from the bottom of the window tick mark "Top Row" and "Left Column". (as we have labels in the first row and first column).

Consolidate

Function:
Sum

Reference:
Browse...

All references:
East!\$A\$1:\$E\$13
North!\$A\$1:\$E\$13
South!\$A\$1:\$E\$13
West!\$A\$1:\$E\$13

Use labels in
☒ Top row
☒ Left column

☐ Create links to source data

OK Close

8. Click Ok.

Once you click OK, it will instantly give you a consolidated data table with the same structure.

	A	B	C	D	E
1		Product - A	Product - B	Product - C	Product - D
2	Jan	6251	6238	6477	6808
3	Feb	5468	7024	6456	6363
4	Mar	6898	5463	6209	6875
5	Apr	7111	5903	6198	5961
6	May	6024	6672	5553	5939
7	Jun	5911	5830	4988	5478
8	Jul	6232	6210	5908	5188
9	Aug	5696	6091	5272	6585
10	Sep	6670	6242	6340	6671
11	Oct	5501	6979	5021	5262
12	Nov	6213	5533	6092	5450
13	Dec	6991	6940	5746	5437

Add table heading in cell A1. You can also use format painter to copy formatting from other worksheets.

	A	B	C	D	E
1	Month/Product	Porduct - A	Porduct - B	Porduct - C	Porduct - D
2	Jan	6251	6238	6477	6808
3	Feb	5468	7024	6456	6363
4	Mar	6898	5463	6209	6875
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10	Sep	6670	6242	6340	6671
11	Oct	5501	6979	5021	5262
12	Nov	6213	5533	6092	5450
13	Dec	6991	6940	5746	5437

Finally, you have consolidated worksheet.

THANK YOU

