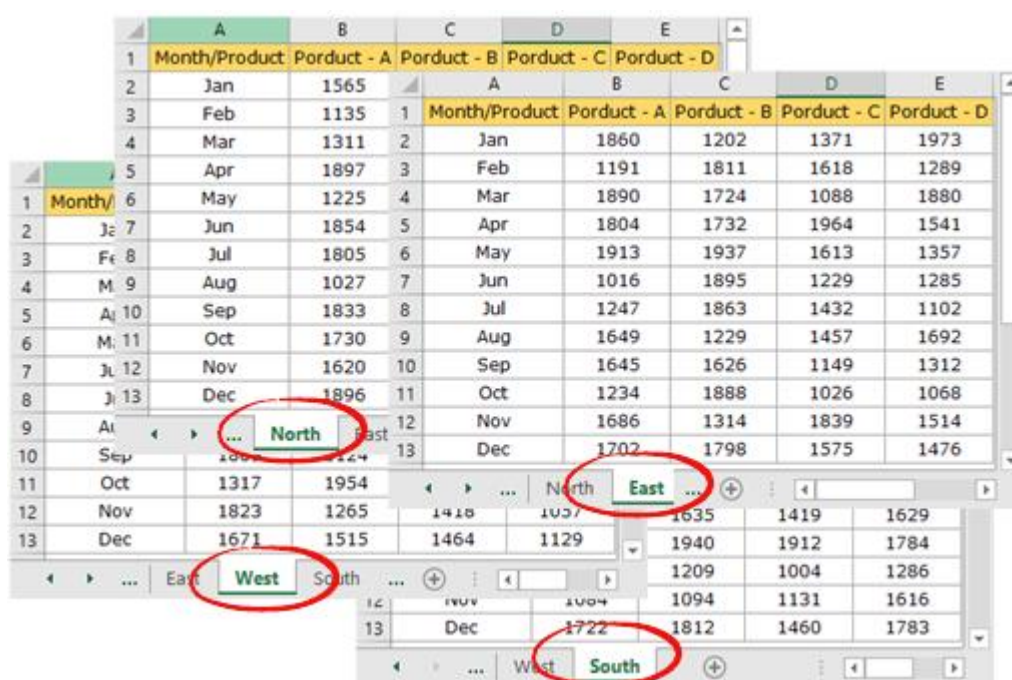## DO YOU KNOW

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.

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

2. Now, go to Data Tab ► Data Tools ► Consolidate.
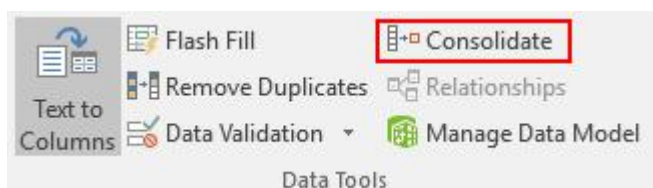
3. Once you click on consolidate, you will get a window like this (just follow the steps for now, I will explain about this window in second part of this post).
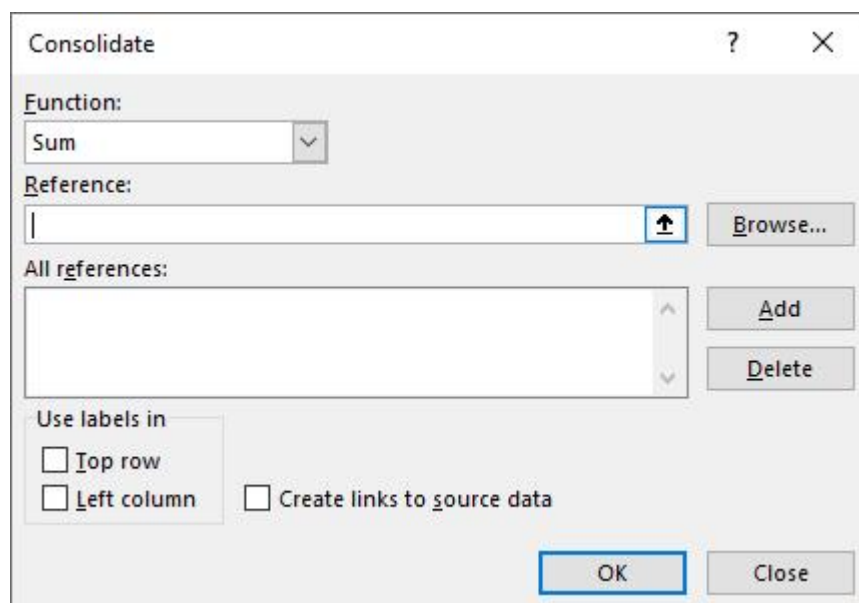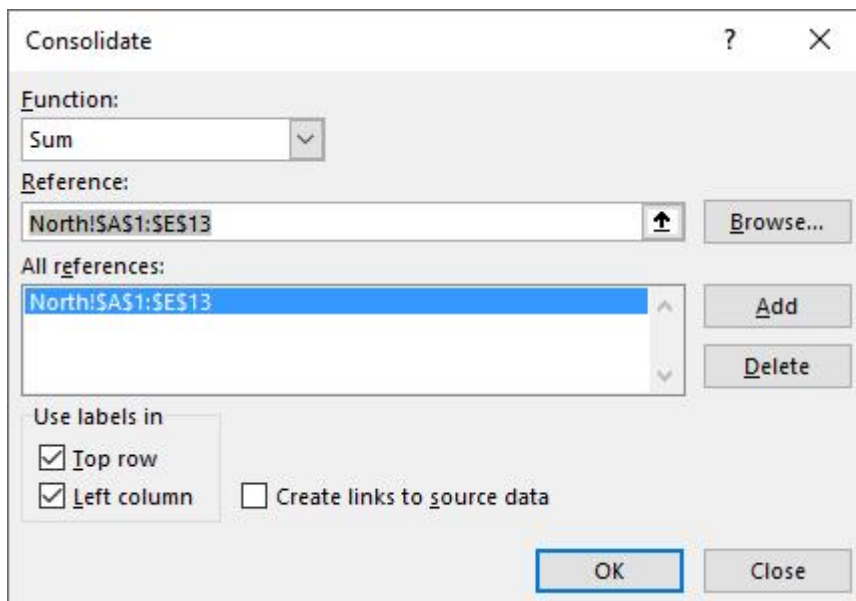

4. Now, by using "Reference" input box, select the data to range from the first sheet where you have data (north zone).

Month/Product	Porduct - A	Porduct - B	Porduct - C	Porduct - D
Jan	1565	1548	1470	1693
Feb	1135	1984	1352	1770
Mar	1311	1185	1547	1152
Apr	1897	1625	1866	1739
May	1225	1352	1170	1752
Jun	1854	1520	1663	1438
Jul	1805	1508	1755	1356
Aug	1027	1803	1091	1658
Sep	1833	1552	1511	1596
Oct	1730	1928	1355	1125
Nov	1620	1860	1704	1263
Dec	1896	1815	1247	1049
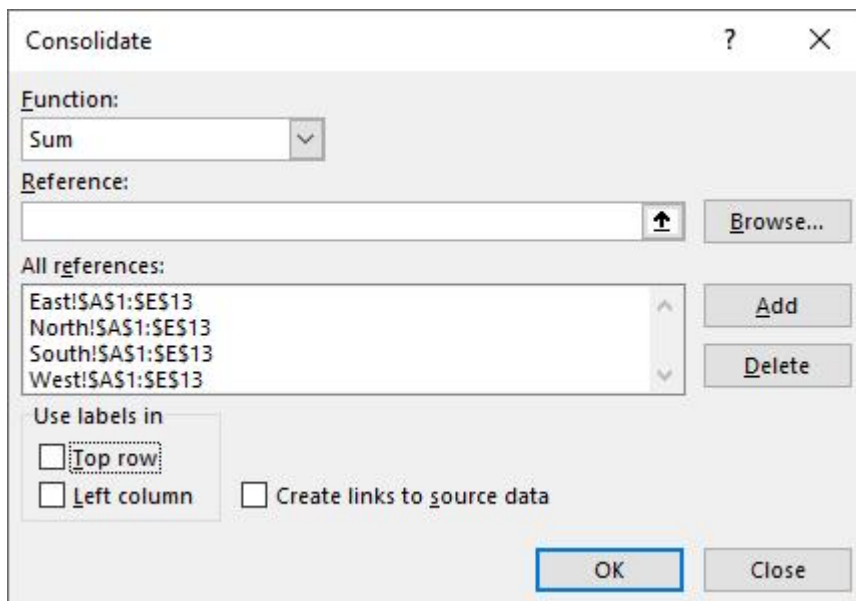
Consolidate - Reference:

North!$A$1:$E$13

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).

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		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
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