

# Cell linking course activity



By the end of this activity, you will be able to:

- Create a cell link from the destination to the source sheet
- Create a cell link from the source to the destination sheet



Follow these steps to get the course activity assets

1. Go to the Get the Course Activity Assets lesson on the left
2. Click the appropriate link for your region
3. Open the following sheet: 01\_Sheet Basics Course Assets > 05\_Cell Linking Activity > 05\_Marketing Request Tracker - Cell Linking

## Cell Linking

There are two methods for creating a cell link:

1. Destination to source - to use this method, open the destination sheet, right click on the cell you want to link and select Link from Cell in Other Sheet. This will open the cell link window where you can find the source sheet and pick the appropriate cell to link to.
2. Source to destination - to use this method, open the source sheet, copy the cell you want to link, go to the destination sheet, right-click in the cell you want to link and select Paste Special. This opens the paste special window. Select Links to copied cells.

Let's create the following cell links between your Marketing Request Tracker and the Project Plan for Request 3 sheet. You can use either linking method to make these cell links, just make sure the source and destination sheets are correct.

Cell Link	Description
Link the budget	Source sheet: Project Plan for Request 3 Destination sheet: Marketing Request Tracker Cells to link: link the parent budget cell for request 3 to the Marketing Materials budget cell
Link the actuals	Source sheet: Marketing Request Tracker Destination sheet: Project Plan for Request 3 Cells to link: link the children Actual column cells for each of the brochures to the Actual Budget column cells in the Marketing request Tracker. You are creating two separate cell links for this. <i>Tip: you can highlight and copy multiple cells and then paste special multiple cells in the appropriate location to create multiple cell links at the same time.</i>
Link the Requestor Name	Source sheet: Project Plan for Request 3 Destination sheet: Marketing Request Tracker Cells to link: link the Requestor Name cell for request 3 to the Assigned To cell on the Project Plan for Marketing Materials.

## Clean up the Project Plan for Request 3

For extra practice, do the following to the Project Plan for Request 3 sheet:

1. Format the Actual column in dollars.
2. Create a sum formula in the Actual column for the Marketing Materials row that adds together the children columns.
3. Create a formula in the budget variance column that subtracts the actual from the budget column for the Marketing Materials row.
4. Format the Budget Variance column in dollars.

---

*Great job! You reached the end of the activity!*