

Merge Excel Files

To merge Excel files into one, use the 'Move or Copy' feature. If you need to merge many Excel files, consider using VBA to automate the process.


♦ Move or Copy

To merge only a few Excel files (2-10), execute the following steps.

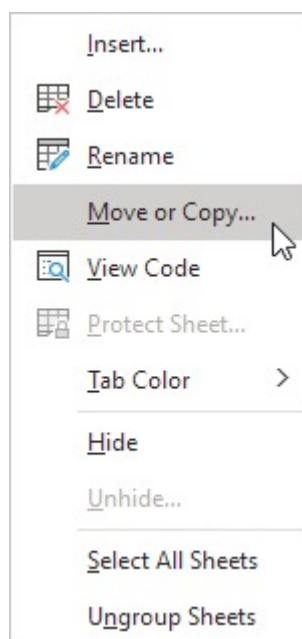
1. Open the Excel files you want to merge. For example, [quarter-1.xlsx](#) and [quarter-2.xlsx](#).
2. Go to the Excel file quarter-2.xlsx, hold Ctrl and click the sheet tabs you want to move.

	A	B	C	D	E
1	Product	Sold			
2	Tables	41			
3	Chairs	32			
4	Lamps	56			
5					
6					

◀	▶	Apr	May	Jun	+
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Ready 

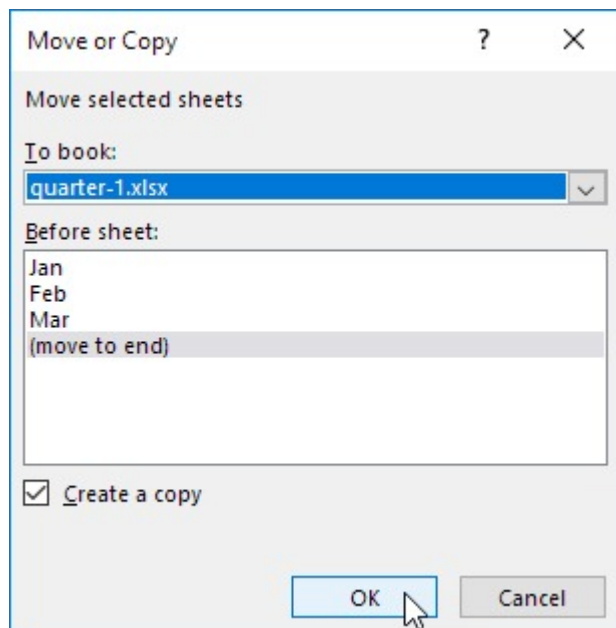
3. Right-click one of the selected tabs, and then click Move or Copy.



The 'Move or Copy' dialog box appears.

4. Select quarter-1.xlsx from the "To book" drop-down list.

5. Click (move to end).
6. Check Create a copy.
7. Click OK.



8. Repeat these steps for any additional Excel files, such as quarter-3.xlsx and quarter-4.xlsx.
9. Finally, save the merged workbook as a new file by selecting File > Save As. As a result, the original 'quarter-1.xlsx' will remain unchanged.

The merge is complete.

	A	B	C	D	E	F	G
1	Product	Sold					
2	Tables	41					
3	Chairs	32					
4	Lamps	56					
5							
6							
			Jan	Feb	Mar	Apr	May
						Jun	

Tip: when merging Excel files, you can quickly select multiple sheets by clicking the first tab, holding down Shift, and clicking the last tab.

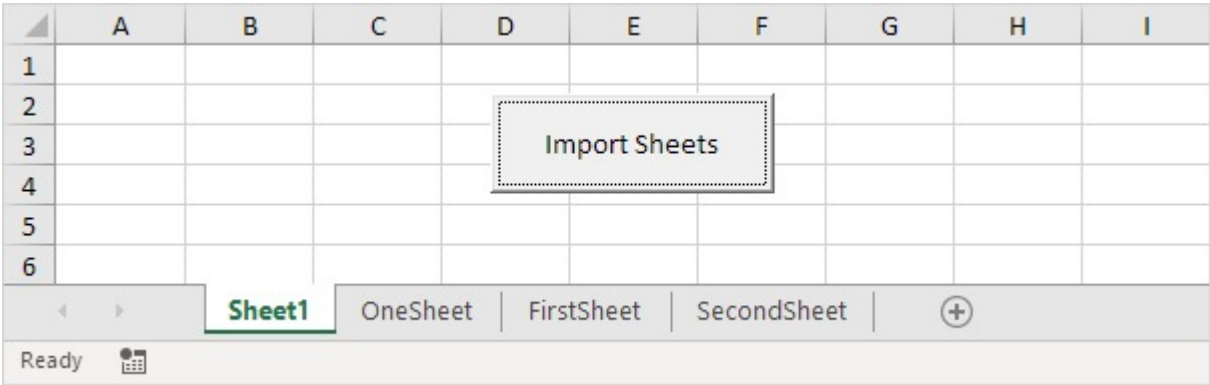
◆ Use VBA to Merge Files

To efficiently merge many Excel files, use the VBA macro you can find here:

<https://www.excel-easy.com/vba/examples/import-sheets.html>

1. Start by downloading the file 'import-sheets.xlsm' from the above link.
2. Move all the Excel files you want to merge into the folder located at 'C:\test' on your computer.

3. Open 'import-sheets.xlsm' and click the 'Import Sheets' button to execute the macro.



This will combine all the Excel files into one. For instance, in our demonstration, we merged 'book4.xlsx', which contains a single sheet named 'OneSheet', and 'book5.xlsx', which includes two sheets, 'FirstSheet' and 'SecondSheet'. Of course, the VBA script also works efficiently with numerous Excel files; a simple click of the button makes the merging process straightforward and efficient.

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⬇ Download Excel Files

- [quarter-1.xlsx](#)
 - [quarter-2.xlsx](#)
-

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