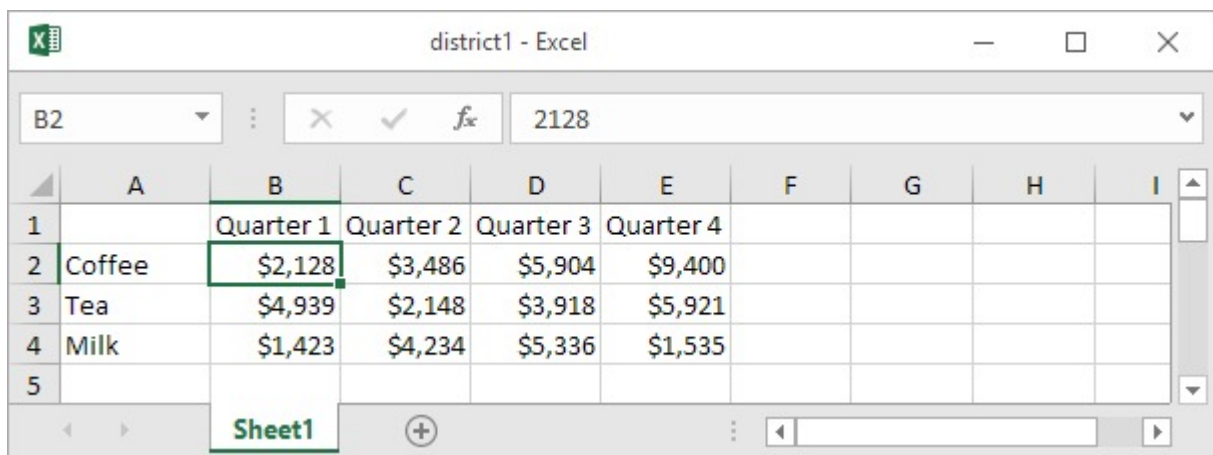


Consolidate Data in Excel

You can use Excel's Consolidate feature to consolidate your worksheets (located in one workbook or multiple workbooks) into one worksheet. Below you can find the workbooks of three districts.

Before you start: if your worksheets are identical, it's probably easier to create [3D-references](#) (if you have one workbook) or [External References](#) (if you have multiple workbooks) to consolidate your data.



	A	B	C	D	E	F	G	H	I
1		Quarter 1	Quarter 2	Quarter 3	Quarter 4				
2	Coffee	\$2,128	\$3,486	\$5,904	\$9,400				
3	Tea	\$4,939	\$2,148	\$3,918	\$5,921				
4	Milk	\$1,423	\$4,234	\$5,336	\$1,535				
5									

Discover more

[Excel](#)

[Microsoft Excel](#)

[calculator](#)

[Data visualization service](#)

[Microsoft Office Suite](#)

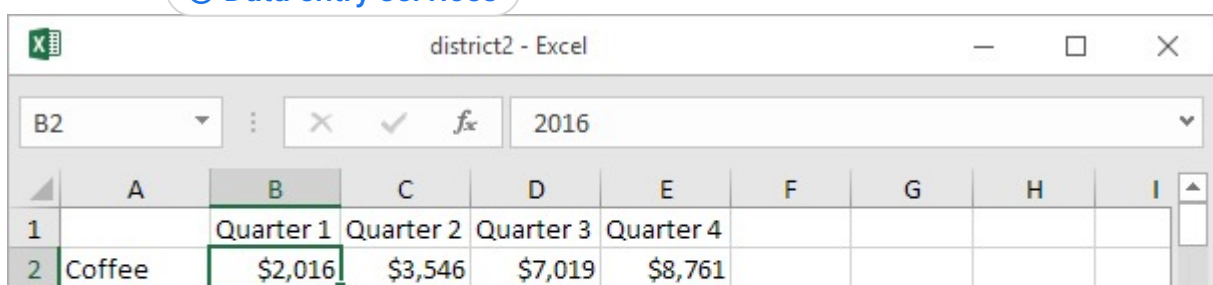
[Microsoft Excel 2021](#)

[Excel courses](#)

[Learning resources subscription](#)

[Excel formula ebook](#)

[Data entry services](#)



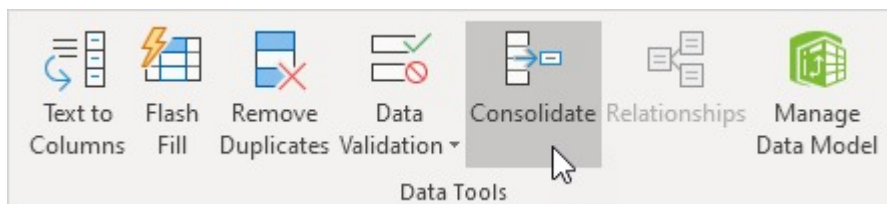
	A	B	C	D	E	F	G	H	I
1		Quarter 1	Quarter 2	Quarter 3	Quarter 4				
2	Coffee	\$2,016	\$3,546	\$7,019	\$8,761				

3	Milk	\$8,528	\$3,837	\$9,605	\$2,559				
4									
5									

district3 - Excel									
B2									
	A	B	C	D	E	F	G	H	I
1		Quarter 4	Quarter 3	Quarter 1					
2	Coffee	\$9,037	\$7,156	\$2,480					
3	Tea	\$6,529	\$1,230	\$6,002					
4	Milk	\$7,144	\$2,505	\$8,674					
5									

As you can see, the worksheets are not identical. However, the beauty of the Consolidate feature is that it can easily sum, count, average, etc this data by looking at the labels. This is a lot easier than creating formulas.

1. Open all three workbooks.
2. Open a blank workbook. On the Data tab, in the Data Tools group, click Consolidate.



3. Choose the Sum function to sum the data.
4. Click in the Reference box, select the range A1:E4 in the district1 workbook, and click Add.
5. Repeat step 4 for the district2 and district3 workbook.

Consolidate ? X

Function: Sum

Reference: [district3.xlsx]Sheet1!\$A\$1:\$D\$4 Browse...

All references:

- [district1.xlsx]Sheet1!\$A\$1:\$E\$4
- [district2.xlsx]Sheet1!\$A\$1:\$E\$3
- [district3.xlsx]Sheet1!\$A\$1:\$D\$4

Use labels in:

☒ Top row

☒ Left column

☒ Create links to source data

OK Close

6. Check Top row, Left column and Create links to source data.

Note: if you don't check Top row and Left column, Excel sums all cells that have the same position. For example, cell B2 (in district1.xlsx) + cell B2 (in district2.xlsx) + cell B2 (in district3.xlsx). Because our worksheets are not identical, we want Excel to sum cells that have the same labels. If you check Create links to source data, Excel creates a link to your source data (your consolidated data will be updated if your source data changes) and creates an [outline](#).

7. Click OK.

Result:

C5											
1	2	A	B	C	D	E	F	G	H		
	1			Quarter 1	Quarter 2	Quarter 3	Quarter 4				
+	5	Coffee		\$6,624	\$7,032	\$20,079	\$27,198				
+	8	Tea		\$10,941	\$2,148	\$5,148	\$12,450				
+	12	Milk		\$18,625	\$8,071	\$17,446	\$11,238				
	13										
	14										

C2											
1	2	A	B	C	D	E	F	G	H		
	1			Quarter 1	Quarter 2	Quarter 3	Quarter 4				
	2		District1	\$2,128	\$3,486	\$5,904	\$9,400				
	3		District2	\$2,016	\$3,546	\$7,019	\$8,761				
	4		District3	\$2,480		\$7,156	\$9,037				
-	5	Coffee		\$6,624	\$7,032	\$20,079	\$27,198				
	6		District1	\$4,939	\$2,148	\$3,918	\$5,921				
	7		District3	\$6,002		\$1,230	\$6,529				
-	8	Tea		\$10,941	\$2,148	\$5,148	\$12,450				
	9		District1	\$1,423	\$4,234	\$5,336	\$1,535				
	10		District2	\$8,528	\$3,837	\$9,605	\$2,559				
	11		District3	\$8,674		\$2,505	\$7,144				
-	12	Milk		\$18,625	\$8,071	\$17,446	\$11,238				
	13										
	14										

Discover more

[Excel](#)

[Microsoft Excel](#)

[calculator](#)

[VBA programming guide](#)

[Free Excel](#)

[Online learning platforms](#)

[⚡ VBA programming courses](#)

[⚡ Calculator](#)

[⚡ Computer monitors](#)

[⚡ Excel training course](#)

Search Entire Site

Go

Chapter

- [Worksheets](#)

Learn more, it's easy

- [Zoom](#)
- [Split](#)
- [Freeze Panes](#)
- [Group Worksheets](#)
- [Consolidate](#)
- [View Multiple Worksheets](#)
- [Get Sheet Name](#)
- [Comments](#)
- [Spell Check](#)
- [Unhide Sheets](#)
- [Chart Sheet](#)

↓ Download Excel Files

- [district1.xlsx](#)
- [district2.xlsx](#)
- [district3.xlsx](#)
- [consolidate.xlsx](#)

Next Chapter

- [Format Cells](#)
-

Follow Excel Easy



Become an Excel Pro

- [1. Introduction](#)
 - [2. Basics](#)
 - [3. Functions](#)
 - [4. Data Analysis](#)
 - [5. VBA](#)
-

Consolidate • © 2010-2026

Start with Excel in 2026: Range • Formulas and Functions • Ribbon • Cell References • Sort • Filter