2. Linking Spreadsheet Data

- **Setting up Multiple Worksheets**

  1. **Inserting Sheets**

     i.   Select sheet by clicking after the existing sheet.
     ii. In the Insert Sheet option select - Before current sheet
                                             - After current sheet
     iii. Select number of sheets you want to insert and click OK.

  2. **Renaming Sheets**

     i.   Right click the sheet and choose Rename Sheet option.
     ii. Give name to sheet and click OK.

  3. **Deleting Sheets**

     i.   Right click on the sheet which you want to delete and choose Delete Sheet option.
     ii. Click OK.

- **Linking Sheets / using data from other Sheets**

  Ques. What is the notation of cell location within a sheet and outside a sheet?

  Ans. Notation Within Sheet -

  <Cell Reference> = <Column Letter> + <Row Number>

Example: B2 =   B   +   2

Column letter   Row number

Notation Outside Sheet -

<Sheet Name> **.** <Cell Reference>

Example: Sheet1   **.**   B2

Sheet name   Cell reference

**Ques. How to use data from other sheets?**

Ans. Data from other sheets can be used in the following steps:

 1. Check the cell reference of data in various sheets.

 2. Now enter equal sign (=) in the cell where you want output. This
  output can be calculated from the data of different sheets.

 3. Press **Enter**

 Example:

  - Suppose there is some data in Cell B2 of the Sheet1.

  - There is more data on various sheets say sheet 2, sheet3
   etc.

- Now go to the sheet in which you want to calculate final output.

- Write (=) sign and enter the address of data.

Sheet1.B2   +   **Sheet2.C3**

Cell Reference   Cell Reference

Any Operation can be performed
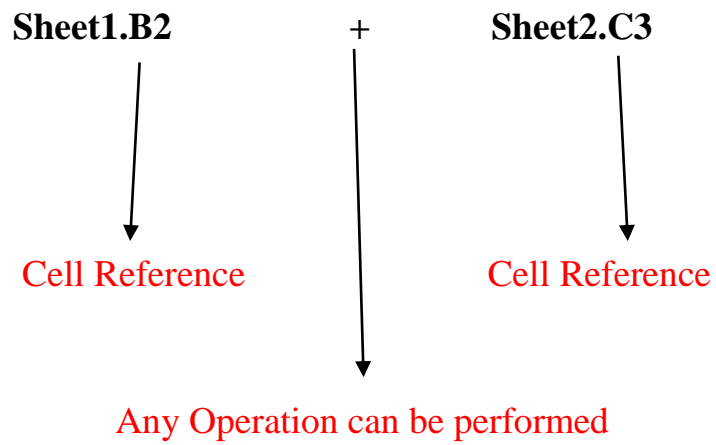
- **You will obtain the required output.**

Hyperlinks to the Sheet

Ques. What is a document hyperlink? What are the steps of creating it?

Ans. A document hyperlink is a link which on clicking opens a linked document like spreadsheet, text document, images etc.

- **Steps of creating a document hyperlink are as under:**

  1. Click on the cell where you want to create hyperlink.

  2. Go to Hyperlink icon on standard toolbar

  Or

  Go to **Insert → Hyperlink**

  3. Hyperlink dialog box will be opened, **now**

  I. Go to **Document option**
  II. Go to **Path** and load any document

Optional
  III. Go to target if you want the hyperlink to point to a specific section.
  IV. In further settings section, go to **Form box and choose text or button.**
  V. Go to text box and give any name if you want.
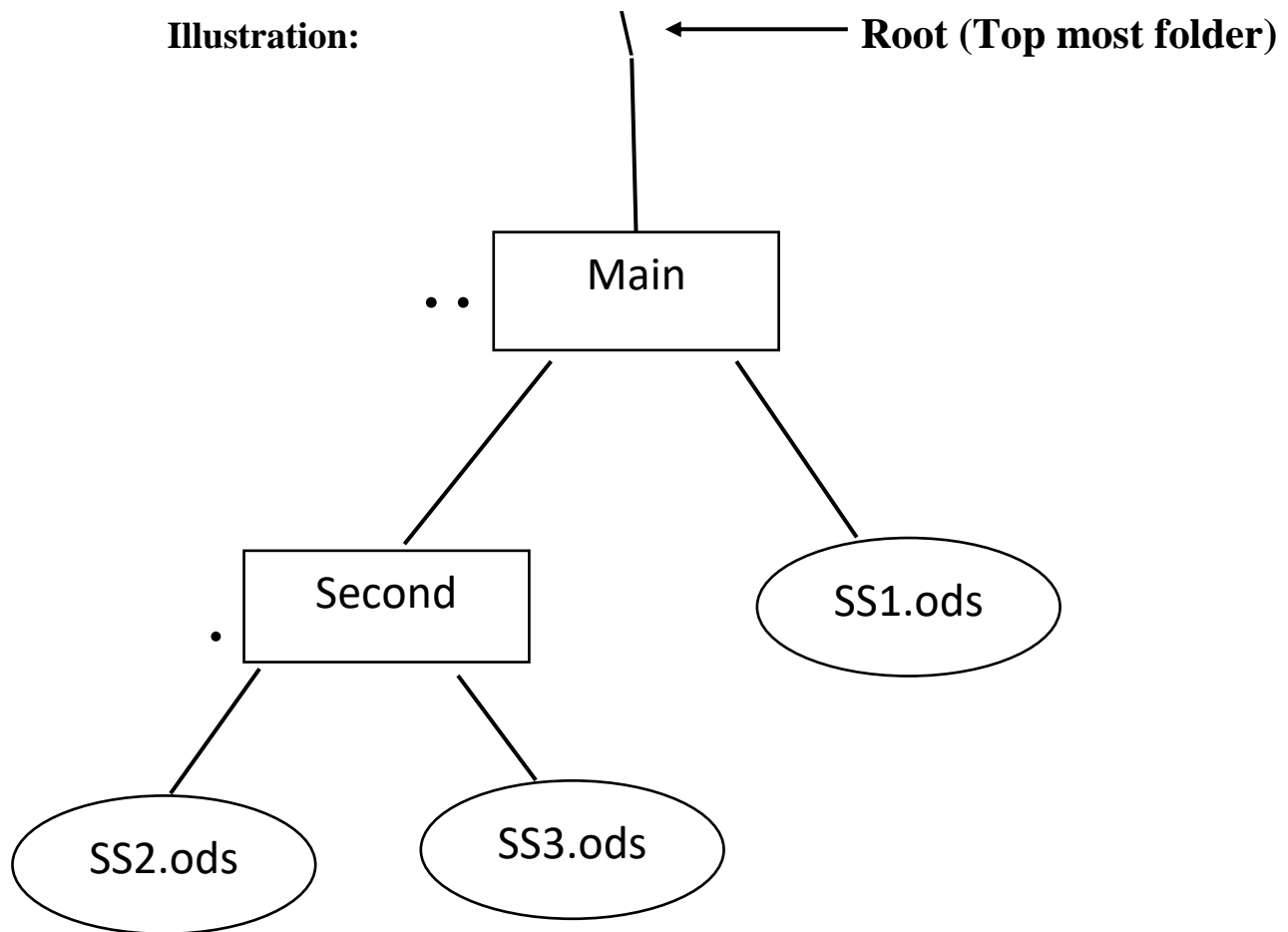 **VI.** Click Apply and **hyperlink will be created.**

Ques. What are Relative and Absolute hyperlinks?

Ans. Relative Hyperlink- It tells the path of a certain document with respect to the current active location.

Or

relative to the current active location.

Illustration:

Root (Top most folder)

Main

Second

SS1.ods

SS2.ods

SS3.ods

Current File

☐ ← Folder

◯ ← File

.. ← In front Parent folder

. ← In front Current folder

Now, Relative Hyperlinks for Files **- SS1.ods** and **SS2.ods** from within **SS2.ods** will be -
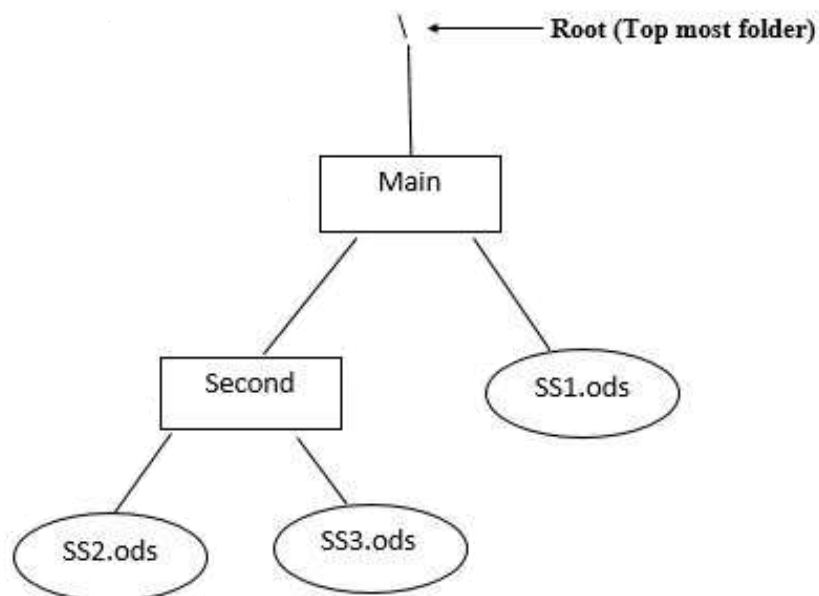
1. **For SS3.ods**

   .\ SS3.ods → Here **single dot** is used because **SS3.ods** is in the same current folder as **SS2.ods** (**current file**)

2. **For SS1.ods**

   ..\ SS1.ods → Here double dot is used because **SS1.ods** is in the parent folder of **SS2.ods** (**current file**)

   Absolute Hyperlinks - It tells a path to reach to a document starting from the top most folder.

   Now, Absolute hyperlink for files - **SS1.ods** and **SS3.ods** from within **SS2.ods** will be-

1. For SS3.ods

   \Main\Second\SS3.ods

2. For SS1.ods

   \Main\SS1.ods

- **Uses of Hyperlinks-**

  ➢ Hyperlinks are very useful when additional information is required with a current document.

  ➢ **Various advantages of hyperlinks are as under:**

   1. Reduce size of document - As we don't require to add all the information.

   2. Additional information is available by clicking on hyperlinks.

   3. Hyperlinks make documentation reader friendly.