PRODUCTIVITY

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Kingsoft Spreadsheets has a consolidation feature that can help users analyze and manage data cells stored in different worksheets. This can be done easily by combining data into one worksheet.

<u>Click here</u> to learn how you can consolidate data on your spreadsheets.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Excel

Consolid	ating Data
Kingsoft Spreadsheet 2013	MS Excel 2007
 Create worksheets with similar table structures and name these as Data 1, Data 2 and Consolidated Data. 	1. Select the cell in the upper left corner of where you want the consolidated data to appear.
2. Click Data 1 worksheet tab, and input the data.	2. Click the Consolidate button in the Data Tools group of the Data Tab. The Consolidate dialouge box appear as: Consolidate Euroction: Sum Reference:
 3. Click Data 2 worksheet tab, and input the data. Income Expenses Monday 30,000 10,000 Tuesday 35,000 12,000 Wednesday 45,000 9,000 Thursday 26,000 17,000 Sunday 50,000 22,000 Sunday 50,000 22,000 Sunday 63,000 30,000 Data 1 Data 2 consolidated Data worksheet tab, and enter the title of the table. 	 All references: Add Delete Dop row Create links to gource data OK Close 3. Click the Function list arrow and select the function you want to use to summarise the data.
Consolidated Data	 Click in the Reference field, click the worksheet tab, and then select the first range of data to consolidate. If the range of data is located on a different workbook, click the Browse button and locate the file. Click Add button.
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ProductivI.T.y tip 202 (Excel) Consolidate Data in Kingsoft Spreadsheets

5. Click the **Consolidate** icon in the **Data** tab.



6. The **Consolidate** dialogue box will open and as shown below:



7. Choose the **Consolidated Data** worksheet as the target worksheet and select the target range where you want to put the data. In the Function box, click SUM or the function that you want Kingsoft Spreadsheets to use to consolidate the data.



- 6. Repeat steps 4 and 5 to select all the ranges you want to consolidate.
- 7. To copy the labels to the consolidated worksheet, click the **Top row** or **Left column** options. This refers to where the labels are located in the source ranges.

function:			
Sum	~		
Seference:		1.00	
			Browse
All references:			
Bristoll\$A\$10:\$B\$17			Add
Manchester!\$A\$10	8\$18 10:\$8\$16		Delete
Use labels in			
Iop row			
🗹 Left column	Create links to source data		
Left column	Create links to gource data		

- 8. Click the **Create links to source data** checkbox if you want the consolidation to automatically update, whenever the source ranges change.
- 9. Click OK.

8. Choose **Data 1** worksheet then enter the range path in the Reference box. Or click the source worksheet and select the range of data to be consolidated. Then the range path of the original data will be displayed automatically in the Reference box.

			Sum	
			Reference:	
			Data 1'!\$8\$17:\$D\$23	e
			All references:	
			Click add button Add	d
			Dele	te
	Income	Expenses		
Monday	30,000	10,000		
Tuesday	35,000	12,000	Use labels in	
Wednesday	45,000	9,000	V Top row	
Thursday	26,000	17,000	✓ Left column	
Friday	20,000	15,000		
Saturday	50,000	22,000	UK Clos	c

9. Click the **Add** button. Then the range will be added in the All References Box.

			Function:
			Reference:
			Data 1'1\$B\$17:\$D\$23
			All references:
			'Data 1'!\$B\$17:\$D\$23 Ad
	Income	Expenses	
Monday	30,000	10,000	
Tuesday	35,000	12,000	Use labels in
Wednesday	45,000	9,000	V Top row
Thursday	26,000	17,000	Left column
Friday	20,000	15,000	
Saturday	50,000	22,000	

10. Repeat the step mentioned in #8 but this time Choose Data 2 worksheet.

			Function:	
			Sum	
			Reference:	
			'Data 2'!\$8\$16:\$D\$23	Browse.
			All references:	_
			'Data 1'ISB\$17:SD\$23 Click add button	Add
	Income	Expenses		Delete
Monday	30,000	10,000		
Tuesday	35,000	12,000		
Wednesday	45,000	9,000	Use labels in	
Thursday	26,000	17,000	Top row	
Friday	20,000	15,000	V Left column	
Saturday	50,000	22,000		Class
Sunday	63,000	30,000	OK	Close

11. Click the **Add** button. Then the range will be added in the All References Box.

			Function:	
			Sum	
			Reference:	
			Data 2'!\$8\$16:\$D\$23	Browse.
			All references:	
		1	'Data 1'!\$B\$17:\$D\$23	Add
	Income	Expenses	'Data 2'!\$B\$16:\$D\$23	Delete
Monday	30,000	10,000		
Tuesday	35,000	12,000		
Wednesday	45,000	9,000	Use labels in	
Thursday	26,000	17,000	Top row	
Friday	20,000	15,000	✓ Left column	
Saturday	50,000	22,000		-
Sunday	63,000	30,000	OK	Close

12. Go to **Consolidated Data** worksheet and press the **OK** button. The result of consolidation will be displayed in the target worksheet.

	Income	Expense	
Monday	60,000	20,000	
Tuesday	70,000	24,000	
Wednesday	90,000	18,000	
Thursday	52,000	34,000	
Friday	40,000	30,000	
Saturday	100,000 63,000	44,000	
Sunday		30,000	

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