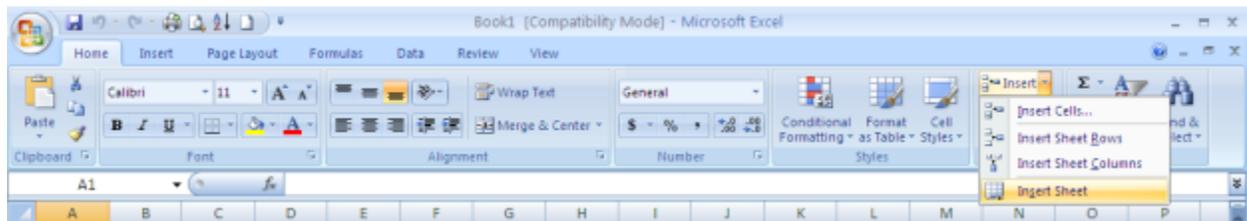


Multiple Worksheets

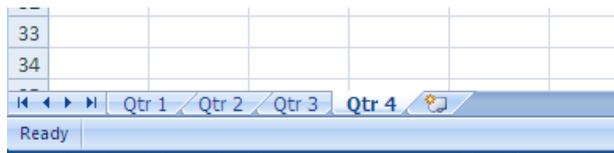
by Dick Evans

Most of the workbooks you have created have probably used one worksheet for the data and a second for a related chart. Even if you have created a workbook with multiple worksheets, you probably built them individually. This paper explains how to create all the worksheets at one time. Then it discusses how to use 3D referencing to summarize the multiple worksheets.

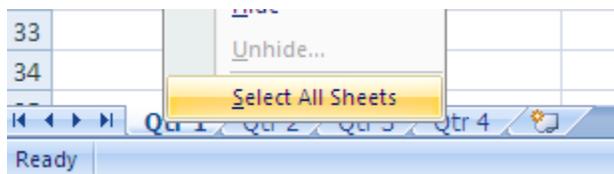
One Worksheet equals Four



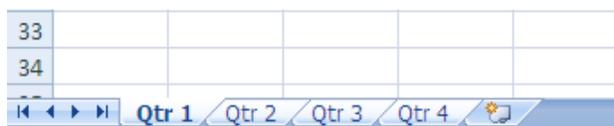
1. Open Excel, and then **add** a fourth worksheet



2. **Rename** the four sheets to represent four quarters



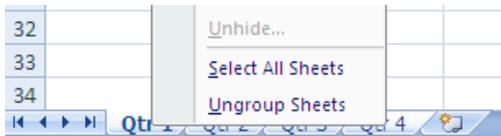
3. Right-click one of the tabs, then click **Select All Sheets**



4. All four tabs are selected. Anything done to one tab will be duplicated in the others. Enter the following data.

B13		fx =SUM(B5:B12)	
A	B	C	D
1	Widget Manufacturing Company		
2	Sales for 2006		
3			
4	Location	Sales	
5	Warwick		
6	Cranston		
7	Providence		
8	Johnston		
9	East Greenwich		
10	Westerly		
11	Woonsocket		
12	East Providence		
13		-	

5. Include the formula in B13 to sum the sales for all stores for the quarter.



6. Right-click one of the tabs, then click **Ungroup Sheets**

A	B	C	D
1	Widget Manufacturing Company		
2	Sales for 2006	Qtr 4	

7. One at a time, click the tab for each quarter and add the name of the quarter to the worksheet

4	Location	Sales
5	Warwick	=ran
6	Cranston	
7	Providence	
8	Johnston	
9	East Greenwich	

Returns a random number between the numbers you specify

8. Using the random number function, include values between 10,000 and 50,000 for each store. Select all worksheets before randomizing.

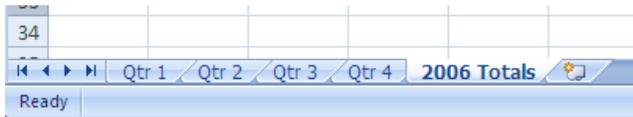
B5		fx =RANDBETWEEN(10000,50000)	
A	B	C	D
1	Widget Manufacturing Company		
2	Sales for 2006	Qtr 4	
3			
4	Location	Sales	
5	Warwick	40,712.00	
6	Cranston		

9. Double-click the fill handle to auto copy the formula down the list of store locations.

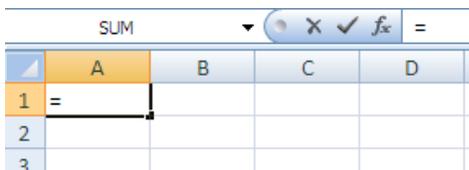
4	Location	Sales
5	Warwick	10,618.00
6	Cranston	43,087.00
7	Providence	24,296.00
8	Johnston	29,983.00
9	East Greenwich	14,470.00
10	Westerly	43,760.00
11	Woonsocket	34,539.00
12	East Providence	31,556.00
13		232,309.00

10. Select the sales figures, then right-click **Copy**. Mouse to B5, then right-click **Paste Special**, and then select **Values**. The randomly generated numbers in all worksheets have been made permanent values and all worksheets contain different values according to how the randomization worked.

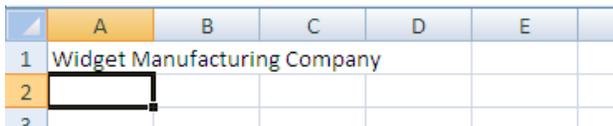
3D Reference



11. Create a new worksheet after Qtr 4, and name it 2006 Totals



12. On the 2006 Totals sheet, begin to enter a formula in A1, and then click one of the Qtr tabs, point to A1 in the new tab, and then press Enter.



13. The data from that worksheet is displayed on the new worksheet. It is not copied to the new sheet, but referenced by the formula in the new sheet. Copy the formula A1 down and over to B13

	A	B
1	Widget M	0
2	Sales for 2 Qtr 1	
3	0	0
4	Location	Sales
5	Warwick	10618
6	Cranston	43087
7	Providence	24296
8	Johnston	29983
9	East Green	14470
10	Westerly	43760
11	Woonsock	34539
12	East Provi	31556
13	0	232309

14. Format the new worksheet as desired, and change Qtr 1 to read Annual Totals

	A	B	C
1	Widget Manufacturing Company		
2	Sales for 2006	Annual Totals	
3			
4	Location	Sales	
5	Warwick	10,618.00	
6	Cranston	43,087.00	
7	Providence	24,296.00	
8	Johnston	29,983.00	
9	East Greenwich	14,470.00	
10	Westerly	43,760.00	
11	Woonsocket	34,539.00	
12	East Providence	31,556.00	
13		232,309.00	

15. **Delete** the sales values that were copied.

	A	B	C
1	Widget Manufacturing Company		
2	Sales for 2006	Annual Totals	
3			
4	Location	Sales	
5	Warwick		
6	Cranston		
7	Providence		

16. Select the first sales cell

3			
4	Location	Sales	
5	Warwick	=SUM(
6	Cranston	SUM(number1, [number2], ...)	
7	Providence		

17. Type **=SUM** and select the SUM function, then click on the **Qtr 1** tab

	A	B	C	D	E
1	Widget Manufacturing Company				
2	Sales for 2006	Qtr 1			
3					
4	Location	Sales			
5	Warwick	10,618.00			
6	Cranston	43,087.00	=SUM(number1, [number2], ...)		
7	Providence	74,296.00			

18. Click the sales value for Warwick, then holding the Shift key down, click the **Qtr 4** tab.

	A	B	C	D	E
1	Widget Manufacturing Company				
2	Sales for 2006	Qtr 1			
3					
4	Location	Sales			
5	Warwick	10,618.00			
6	Cranston	43,087.00	=SUM(number1, [number2], ...)		

19. Press the **Enter** key

	A	B	C	E
1	Widget Manufacturing Company			
2	Sales for 2006	Annual Totals		
3				
4	Location	Sales		
5	Warwick	102,164.00		
6	Cranston			
7	Providence			

20. The Total sheet contains the sum of the four quarters. Copy the formula down by double-clicking the fill handle in B5

	A	B	C	D
1	Widget Manufacturing Company			
2	Sales for 2006	Annual Totals		
3				
4	Location	Sales		
5	Warwick	102,164.00		
6	Cranston	136,556.00		
7	Providence	112,214.00		
8	Johnston	107,872.00		
9	East Greenwich	94,629.00		
10	Westerly	161,254.00		
11	Woonsocket	110,570.00		
12	East Providence	154,268.00		
13		979,527.00		

21. Check the total formula in B13. Depending on your copy, this may have copied a value instead of the AutoSum formula. If so, use AutoSum to create a new formula in that cell.