

Lesson 5

Lesson 5

Consolidating Multiple Lists

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Learn how to:

- ◆ Open multiple files at the same time
- ◆ Work with a group of files displayed in multiple windows
- ◆ Move worksheets between workbooks
- ◆ Consolidate detailed data in a summary
- ◆ Create a conditional number format to make specific values stand out

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Open Multiple Files at the Same Time

- ◆ You can open more than one file at a time from the Open dialog box.
 - ✓ From the list of available files, click the first required file, hold down the CTRL key (continue holding it down), and click on the remaining files to be opened.
 - ✓ All the files you clicked will be highlighted
 - ✓ Release the CTRL key, & click the Open button
 - ✓ All the selected files will be opened, but only one will be shown on the screen at a time

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Viewing multiple files at a time

- ◆ When you have multiple workbooks open, you may notice that only one file is visible on the screen
- ◆ You can arrange to see all the open files at the same time
 - ✓ Click Arrange under the Window menu option
 - ✓ Choose the options, Tiled, Cascade, Horizontal etc. depending on how the files should be arranged on the screen

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Consolidating Data from multiple Worksheets

- ◆ You can summarize (consolidate) data from multiple sheets
- ◆ First copy data (sheets) into a single workbook (this step is actually not necessary)
- ◆ Go to a blank worksheet, & click on cell A1
- ◆ Choose the option Consolidate under the Data menu
- ◆ Contd.....

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Consolidation (contd...)

- ◆ You can consolidate by summing the data from multiple worksheets, or by computing the average, maximum etc.
 - ✓ Choose the appropriate function (Sum etc.) in the function in the consolidate dialog box
- ◆ Select the source range (range of cells from the source worksheet) and click add
 - ✓ Continue this to select all the sources ranges
- ◆ Contd.....

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Consolidation (contd...)

- ◆ If your selected ranges have headings in the top row, and/or labels in the left column (the column before the numbers), check the appropriate boxes
- ◆ Click OK, and you will see the consolidated list in the blank sheet

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Conditional Number Formatting

- ◆ Some times you would want to highlight numbers based on certain conditions
 - ✓ Greater than (or less than) a specific number
 - ✓ Within a specific range etc
- ◆ Choose the cell range for conditional format
- ◆ Choose Format | Conditional Formatting
 - ✓ In the conditional formatting dialog box, choose 'between' for selecting a range, or greater than etc.
 - ✓ In the right box enter the number (to be greater than etc.)
 - ◆ You would enter two numbers if you choose 'between'
 - ✓ Click on the format and specify the format (color, font etc)
 - ✓ Click OK and again click OK

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