

Webinar on

Linking and Consolidating Data in Excel Workbooks

Learning Objectives

- Creating Linked Cells*
- Grouping Worksheets*
- Understanding 3-D References*
- Using 3-D References in Summary Functions*
- Naming Cells*
- Creating External Reference Formulas*
- Editing Links*
- Consolidating Data*

We all collect data and store it in multiple workbooks and in multiple worksheets.

PRESENTED BY:

Cathy Horwitz is an independent consultant specializing in Microsoft Office instruction. She has over 30 years of experience as a Microsoft Office instructor. Cathy is proficient in all levels of Excel, Word, PowerPoint, Outlook, and Access. Cathy holds a degree in Psychology and a Master in Business Administration degree with an emphasis in Human Resources.

On-Demand Webinar

Duration : 60 Minutes

Price: \$200

Webinar Description

Excel provides the ability to connect a cell to data entered into another cell. A linked cell behaves as if it actually contains the data in the original cell. A reference that refers to the same cell or range on multiple sheets is called a 3-D reference. A 3-D reference is a useful and convenient way to reference several worksheets that follow the same pattern while cells on each worksheet contain the same type of data. Grouping worksheets is an important skill to have for many more reasons than creating 3-D formulas.

Creating names for cells can make formulas between worksheets and workbooks much easier to understand and maintain. You can define a name for a cell range, function, constant, or table. A 3D named range is a name that spans more than one worksheet. Although you can copy and paste data from one Excel file to another, you can also create a link between two files or workbooks. When you create a link between files, the copied data updates when the original data changes.

Once links between workbooks are created, the links have to be maintained if the source files are moved or renamed. The consolidated function in Excel combines information from multiple workbooks into one place. The Excel consolidate function lets you select data from its various locations and creates a table to summarize the information for you.



Who Should Attend ?

Business Owners

CEO's / CFO's / CTO's

Managers

Accountants

CPA's

Financial Consultants

IT Professionals

Auditors

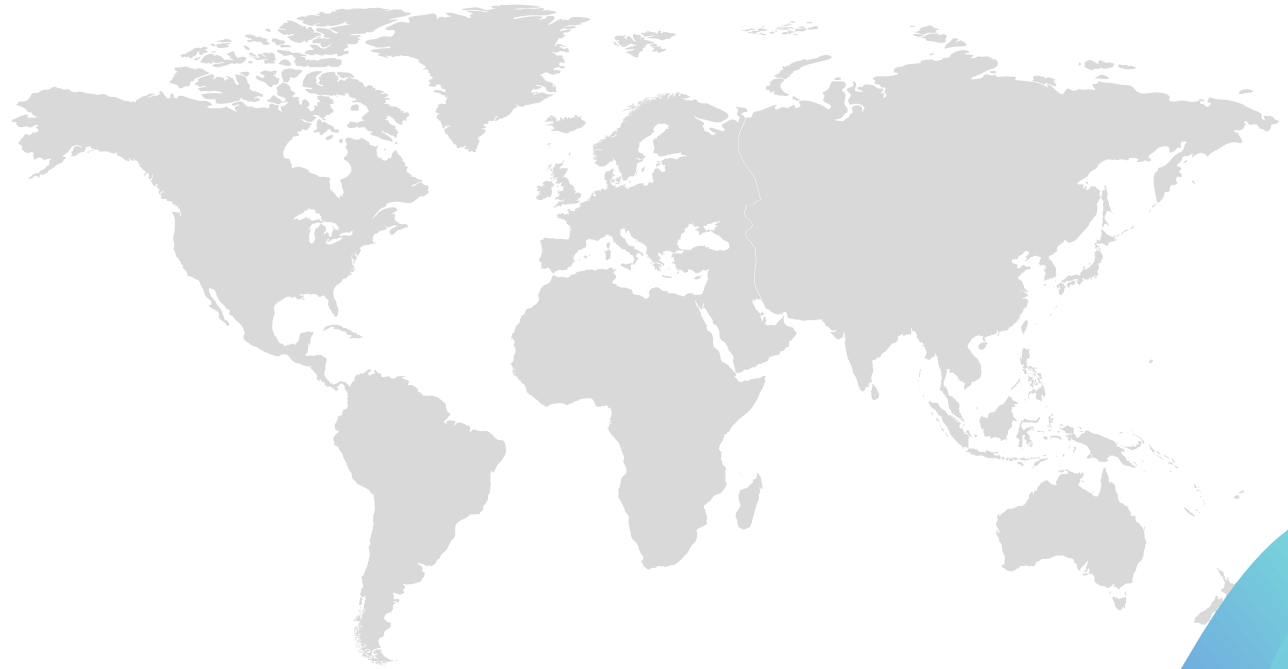
Human Resource Personnel

Bookkeepers

Marketers

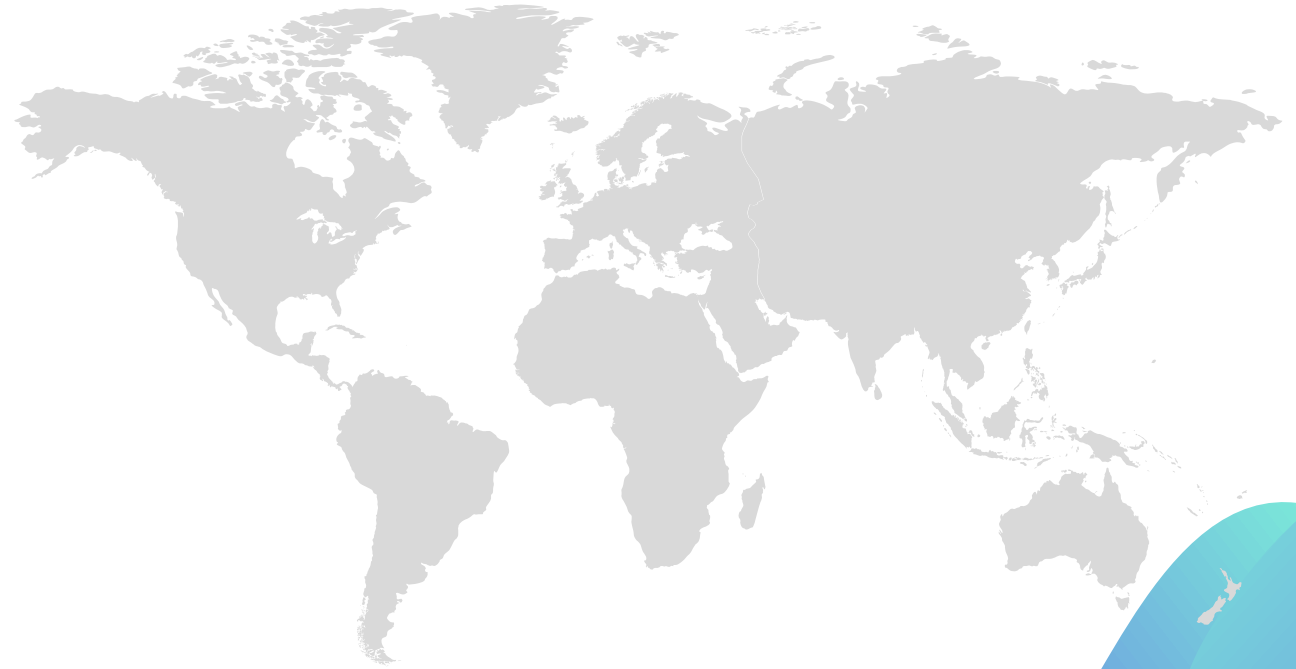
Anybody with large amounts of Data

Anybody who uses Microsoft Excel on a regular basis, and wants to be more efficient and productive



Why Should You Attend ?

We all collect data and store it in multiple workbooks and in multiple worksheets. Summarizing data within a single worksheet is done on a regular basis. But at times you may want to combine data from multiple workbooks and worksheets into a YTD summary or consolidate data from multiple workbooks into one. Excel has many options for combining and linking data from multiple sources that allow you to create these summary reports. Linking data can be used to prevent holding many copies of the same data. It is an excellent method of showing a summary of up to date data.



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