PRODUCTIVITY

Consolidate Data in Kingsoft Spreadsheets

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.

Click here to learn how you can consolidate data on your spreadsheets.

Excel

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

Consolidating Data	
Kingsoft Spreadsheet 2013	**MS Excel 2007**

Kingsoft Spreadsheet 2013

1. Create worksheets with similar table structures and name these as Data 1, Data 2 and Consolidated Data.

2. Click **Data 1** 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
Friday	20,000	15,000
Saturday	50,000	22,000

Data 1   Data 2   Consolidated Data   ··· +

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
Friday	20,000	15,000
Saturday	50,000	22,000
Sunday	63,000	30,000

Data 1   Data 2   Consolidated Data   ··· +

4. Click **Consolidated Data** worksheet tab, and enter the title of the table.

Consolidated Data

Data 1   Data 2   Consolidated Data   ··· +

MS Excel 2007

1. Select the cell in the upper left corner of where you want the consolidated data to appear.

2. Click the **Consolidate** button in the Data Tools group of the **Data** Tab. The Consolidate dialouge box appear as:
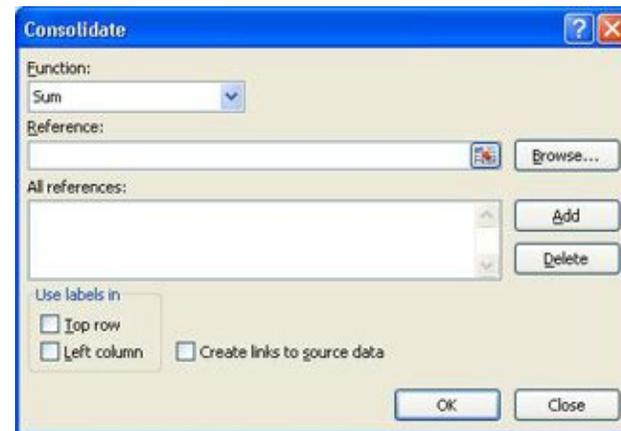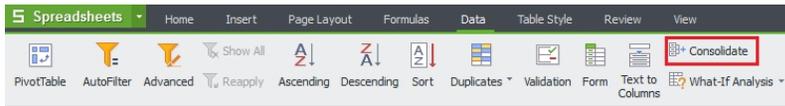

3. Click the **Function** list arrow and select the function you want to use to summarise the data.
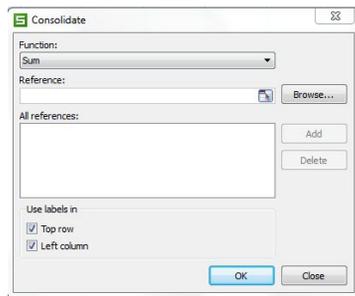
4. Click in the **Reference** field, click the worksheet tab, and then select the first range of data to consolidate. If the range of data is located on a different workbook, click the **Browse** button and locate the file.
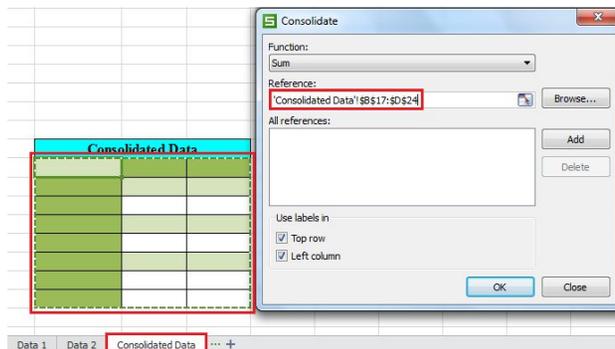
5. Click **Add** button.

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.
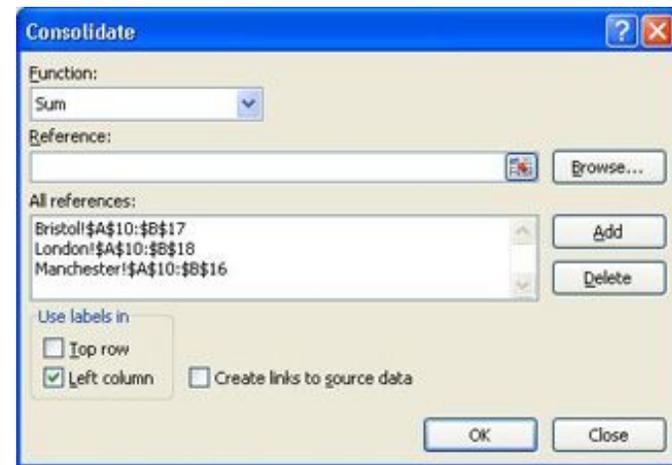

8. Click the **Create links to source data** checkbox if you want the consolidation to automatically update, whenever the source ranges change.

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.
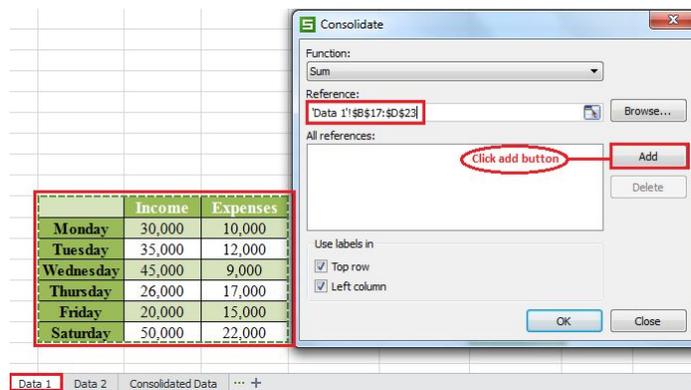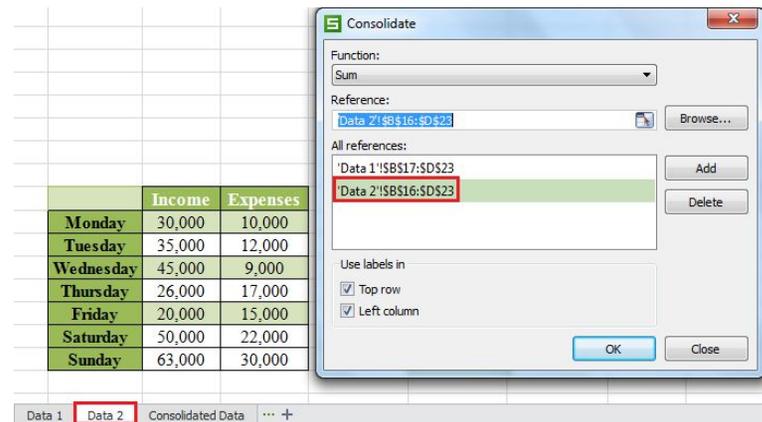

9. Click the **Add** button. Then the range will be added in the All References Box.
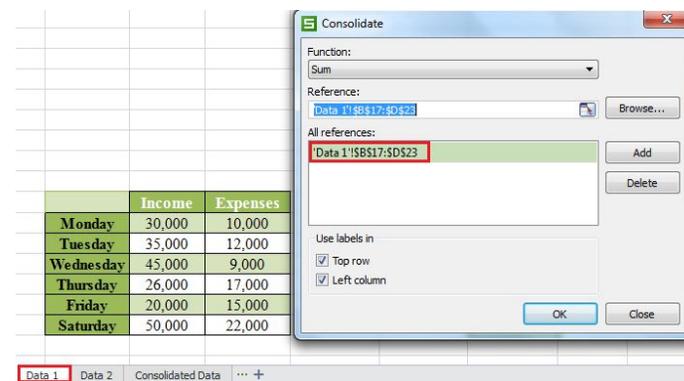
10. Repeat the step mentioned in #8 but this time Choose **Data 2** worksheet.
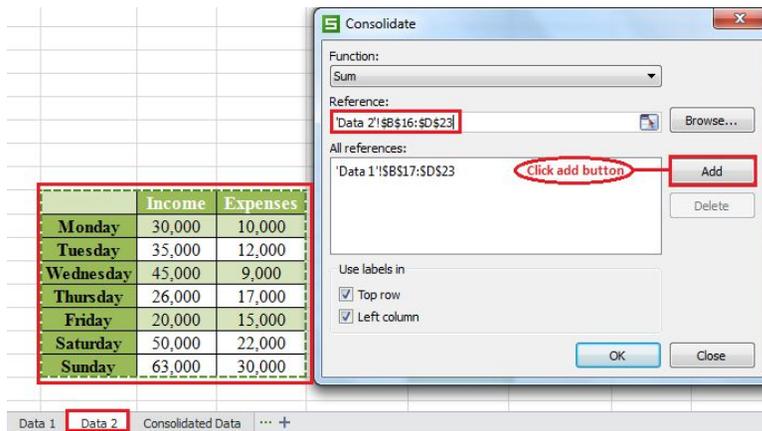
11. Click the **Add** button. Then the range will be added in the All References Box.

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

Consolidated Data		
	Income	**Expenses**
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	44,000
Sunday	63,000	30,000

Data 1 | Data 2 | Consolidated Data | ··· +

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