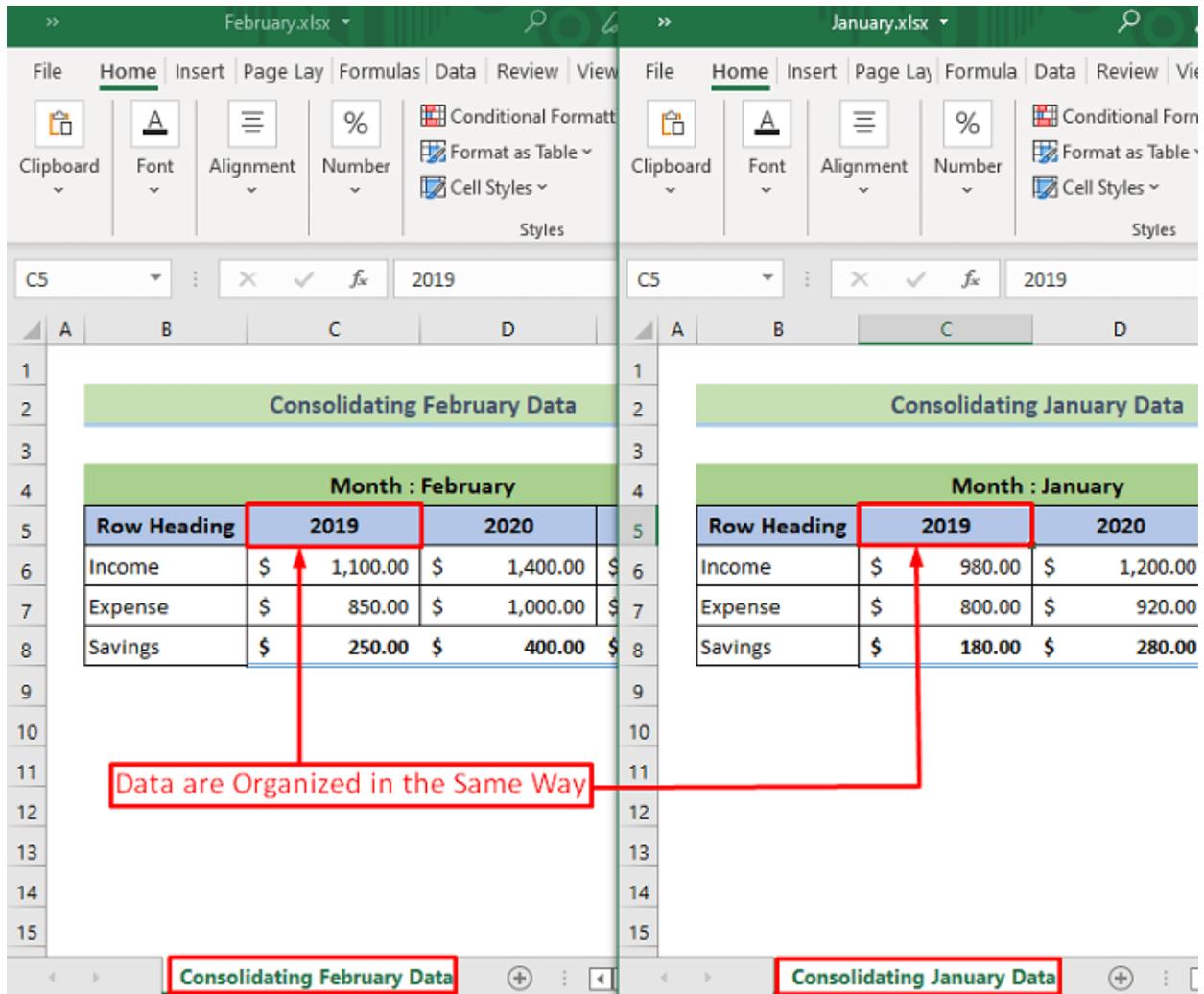
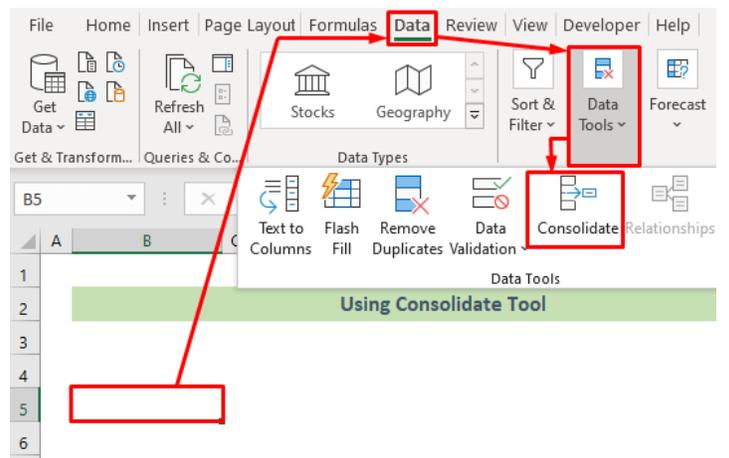


“DJ, how do you consolidate multiple Excel workbooks into one?”

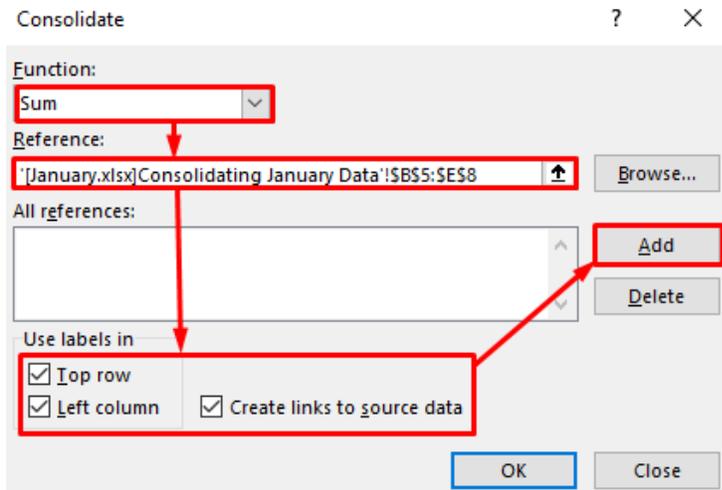
- 1) Open all of the workbooks that you want to consolidate.
 - a. IMPORTANT: Make sure all of the data you want to consolidate are organized in the same way. i.e. they should have the same headings, labels, etc.



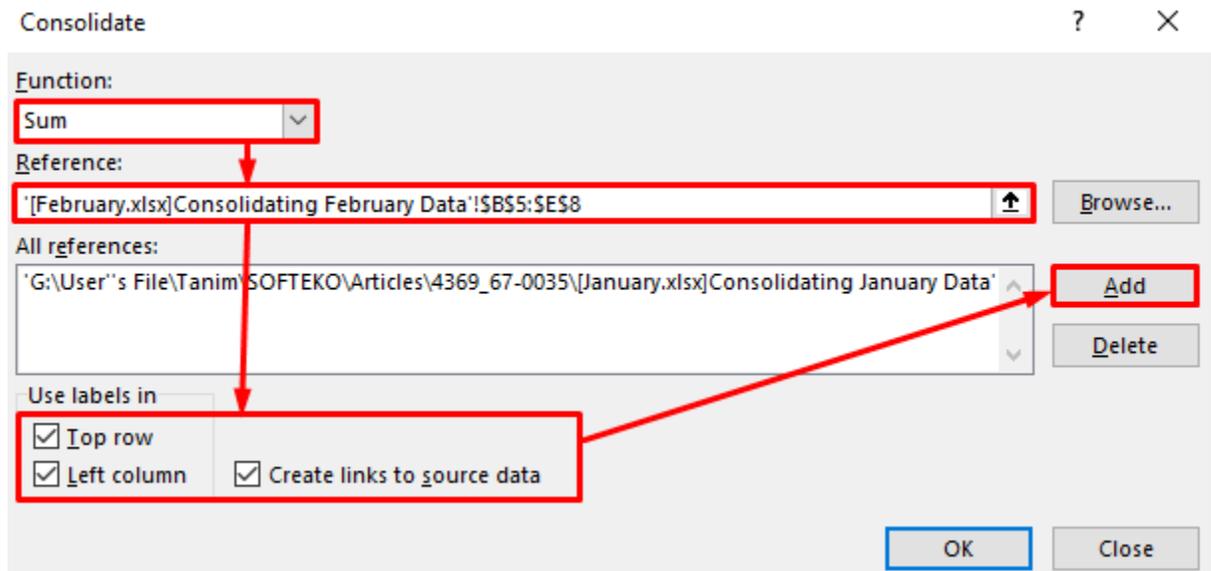
- 2) Open a new file, or the file that you want everything consolidated into.
- 3) Click on the cell where you want the data to start being consolidated.
- 4) Go to the Data tab – Data Tools group – Consolidate tool.



- 5) The Consolidate dialogue box will appear. Choose the function as Sum. In the Reference text box, refer to the cells that you want from the first worksheet that you're looking to consolidate. Make sure all options in the Use Labels In group are checked. Finally, click the Add button.



- 6) Add the data from your next worksheets in the same way.



After all of your data is added to the Consolidate box, click on the OK button.