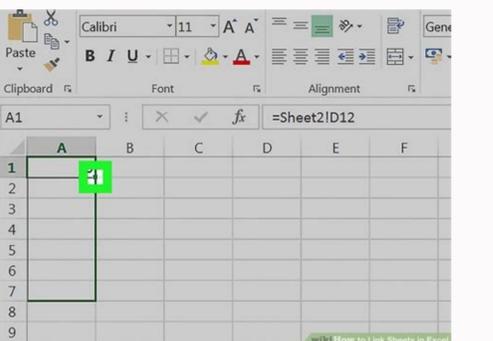
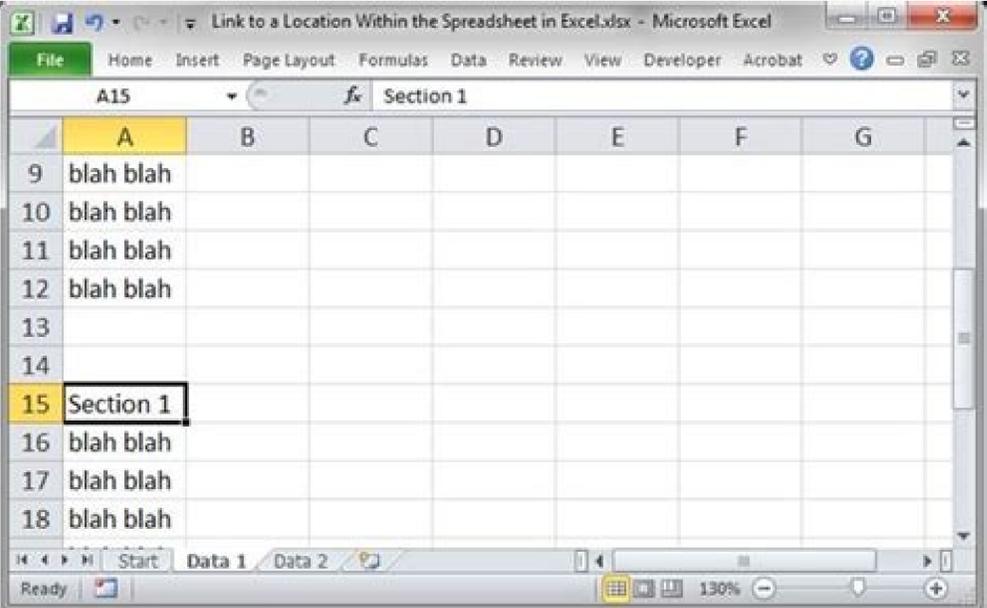
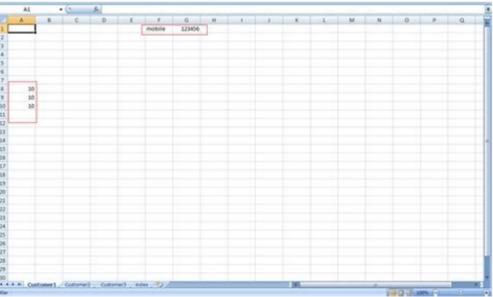
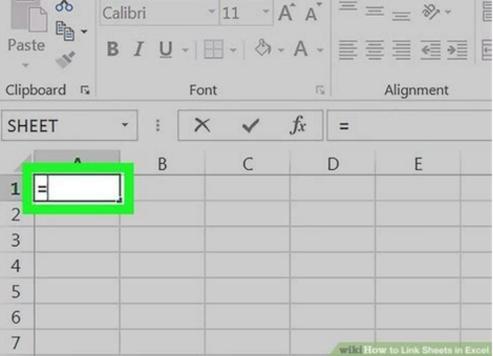


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How to link 2 excel sheets together. How to link 2 cells in different sheets in excel. How to link 2 excel sheets in power bi. How to link data of 2 sheets in excel. How to create link between two sheets in excel. How to link 2 excel sheets in sharepoint. Linking 2 sheets in excel.

You can establish links across multiple spreadsheets and workbooks in Microsoft Excel to streamline data management. A link enables a cell in one spreadsheet - the destination spreadsheet - to reference or obtain information from a cell in another spreadsheet - the source spreadsheet. Microsoft Excel can't map nonadjacent cells from the source spreadsheet to nonadjacent cells in a destination spreadsheet, however. While it has no problem linking groups of cells, nonadjacent cells must be copied individually. Open both workbooks, if applicable. Select the source spreadsheet. Highlight each cell you want the destination spreadsheet to link to. Hold "Ctrl" while clicking to select multiple cells. Right-click a selected cell and then choose "Copy" from the context menu. Switch to the destination spreadsheet. Select the cell where the source data should be populated. If transferring data from multiple cells to a group of cells, choose the upper left-most cell in the group. Right-click the target cell. Point to "Paste Special" and then press "N" to establish a link between the two spreadsheets. You can also create links in Excel from the destination spreadsheet. Select the destination cell and then press "=" . Go to the source spreadsheet, select the cell to link the destination cell to, and then press "Enter." 1 Open a Microsoft Excel workbook. The Excel icon looks like a green-and-white "X" icon. 2 Click your destination sheet from the sheet tabs. You will see a list of all your worksheets at the bottom of Excel. Click on the sheet you want to link to another worksheet. Advertisement 3 Click an empty cell in your destination sheet. This will be your destination cell. When you link it to another sheet, the data in this cell will be automatically synchronized whenever the data in your source cell changes. 4 Type "=" in the cell. It will start a formula in your destination cell. 5 Click your source sheet from the sheet tabs. Find the sheet where you want to pull data from, and click on the tab to open the worksheet. 6 Check the formula bar. The formula bar shows the value of your destination cell at the top of your workbook. When you switch to your source sheet, it should show the name of your current worksheet, followed by an equals sign, and followed by an exclamation mark. Alternatively, you can manually write this formula in the formula bar. It should look like =!, where "!" is replaced with the name of your source sheet. 7 Click a cell in your source sheet. This will be your source cell. It could be an empty cell, or a cell with some data in it. When you link sheets, your destination cell will be automatically updated with the data in your source cell. For example, if you're pulling data from cell D12 in Sheet1, the formula should look like =Sheet1!D12. 8 Click "Enter" on your keyboard. This will finalize the formula, and switch back to your destination sheet. Your destination cell is now linked to your source cell, and dynamically pulls data from it. Whenever you edit the data in your source cell, your destination cell will also be updated. 9 Click your destination cell. This will highlight the cell. 10 Click and drag the square icon in the lower-right corner of your destination cell. This will expand the range of linked cells between your source and destination sheets. Expanding your initial destination cell will link the adjacent cells from your source sheet. You can drag and expand the range of linked cells in any direction. This could include the entire worksheet, or only parts of it. Advertisement Ask a Question Advertisement This article was co-authored by wikiHow Staff. Our trained team of editors and researchers validate articles for accuracy and comprehensiveness. wikiHow's Content Management Team carefully monitors the work from our editorial staff to ensure that each article is backed by trusted research and meets our high quality standards. This article has been viewed 279,851 times. Co-authors: 2 Updated: May 15, 2018 Views: 279,851 Categories: Microsoft Excel Print Send fan mail to authors Thanks to all authors for creating a page that has been read 279,851 times. Microsoft Excel is a very powerful multi-purpose tool that anyone can use. But if you're someone who works with spreadsheets every day, you might need to know more than just the basics of using Excel. Knowing a few simple tricks can go a long way with Excel. A good example is knowing how to link cells in Excel between sheets and workbooks. Learning this will save a lot of time and confusion in the long run. Why Link Cell Data in Excel Being able to reference data across different sheets is a valuable skill for a few reasons. First, it will make it easier to organize your spreadsheets. For example, you can use one sheet or workbook for collecting raw data, and then create a new tab or a new workbook for reports and/or summations. Once you link the cells between the two, you only need to change or enter new data in one of them and the results will automatically change in the other. All without having to move back and forth between different spreadsheets. Second, this trick will avoid duplicating the same numbers in multiple spreadsheets. This will reduce your working time and the possibility of making calculation mistakes. In the following article, you'll learn how to link single cells in other worksheets, link a range of cells, and how to link cells from different Excel documents. How to Link Two Single Cells Let's start by linking two cells located in different sheets (or tabs) but in the same Excel file. In order to do that, follow these steps. In Sheet2 type an equal symbol (=) into a cell. Go to the other tab (Sheet1) and click the cell that you want to link to. Press Enter to complete the formula. Now, if you click on the cell in Sheet2, you'll see that Excel writes the path for you in the formula bar. For example, =Sheet1!C3, where Sheet1 is the name of the sheet, C3 is the cell you're linking to, and the exclamation mark (!) is used as a separator between the two. Using this approach, you can link manually without leaving the original worksheet at all. Just type the reference formula directly into the cell. Note: If the sheet name contains spaces (for example Sheet 1), then you need to put the name in single quotation marks when typing the reference into a cell. Like = 'Sheet 1'!C3. That's why it's sometimes easier and more reliable to let Excel write the reference formula for you. How to Link a Range of Cells Another way you can link cells in Excel is by linking a whole range of cells from different Excel tabs. This is useful when you need to store the same data in different sheets without having to edit both sheets. In order to link more than one cell in Excel, follow these steps. In the original tab with data (Sheet1), highlight the cells that you want to reference. Copy the cells (Ctrl/Command + C, or right click and choose Copy) Go to the other tab (Sheet2) and click on the cell (or cells) where you want to place the links. Right click on the cell(-s) and select Paste Special... At the bottom left corner of the menu choose Paste Link. When you click on the newly linked cells in Sheet2 you can see the references to the cells from Sheet1 in the formula bar. Now, whenever you change the data in the chosen cells in Sheet1, it will automatically change the data in the linked cells in Sheet2. How to Link a Cell With a Function Linking to a cluster of cells can be useful when you do summations and want to keep them on a sheet separate from the original raw data. Let's say you need to write a SUM function in Sheet2 that will link to a number of cells from Sheet1. In order to do that, go to Sheet2 and click on the cell where you want to place the function. Write the function as normal, but when it comes to choosing the range of cells, go to the other sheet and highlight them as described above. You will have =SUM(Sheet1!C3:C7), where the SUM function sums the contents from cells C3:C7 in Sheet1. Press Enter to complete the formula. How to Link Cells From Different Excel Files The process of linking between different Excel files (or workbooks) is virtually the same as above. Except, when you paste the cells, paste them in a different spreadsheet instead of a different tab. Here's how to do it in 4 easy steps. Open both Excel documents. In the second file (Help Desk Geek), choose a cell and type an equal symbol (=). Switch to the original file (Online Tech Tips), and click on the cell that you want to link to. Press Enter to complete the formula. Now the formula for the linked cell also has the other workbook name in square brackets. If you close the original Excel file and look at the formula again, you will see that it now also has the entire document's location. Meaning that if you move the original file that you linked to another place or rename it, the links will stop working. That's why it's more reliable to keep all the important data in the same Excel file. Become a Pro Microsoft Excel User Linking cells between sheets is only one example of how you can filter data in Excel and keep your spreadsheets organized. Check out some other Excel tips and tricks that we put together to help you become an advanced user. What other neat Excel lifehacks do you know and use? Do you know any other creative ways to link cells in Excel? Share them with us in the comment section below. Something went wrong. Wait a moment and try again. Microsoft Excel provides the ability for cells in one worksheet to be linked to cells in other worksheets in the same or different workbook. In this tutorial, you'll learn how to link worksheet data in all versions of Excel. For information about our related tutorials, see Linking Worksheet Data Tutorials. This tutorial contains links to products some readers may find helpful. As an Amazon affiliate partner we may earn from qualifying purchases. See our disclosure policy to learn more. Creating links, or external cell references, can eliminate having the same data maintained in multiple sheets. This saves time, reduces errors, and improves data integrity. A Sales Manager can have a detailed sheet for each rep, and a summary sheet to compare performance. Prices can be stored in a master sheet to which other worksheets link. When we link data, we tell Excel to display data from another worksheet. The worksheet that has the data is the source worksheet. Any time the source data changes, the destination worksheet will show the new data the next time it is opened. A KeynoteSupport.com Tutorial We'll look at three methods for creating a link formula. These instructions assume that the source and destination worksheets are in the same workbook. If not, go to section 5. And always format the cell which will contain the link formula before beginning. Link Worksheet Data - Method One Start in the destination sheet and end in the source worksheet. In the destination worksheet, click in the cell that will contain the link formula and type an equal sign, but do NOT press Enter (figure 1). In the source worksheet, click in the cell with the data to link (figure 2) and press Enter. Excel returns to the destination sheet and displays the linked data. Excel creates a link formula with relative cell references: =Paris!B6. Copy from the source worksheet and Paste Link in the destination sheet. In the source worksheet, copy the data to be linked. As in the example above, we are bringing in the value of cell B6 from the Paris worksheet. In the destination sheet, click the cell where you want the link formula, and click Paste Paste Link on the Home tab - see figure 3. (Old versions of Excel: Edit Paste Special Paste Link) The destination worksheet displays the formula value, and the link formula displays in the formula bar (figure 4). With this method, Excel creates the formula with an absolute cell reference: =Paris!\$B\$6. Return to the source worksheet and press ESC key to remove the animated border. Copy methods: 1) keyboard shortcut Ctrl + C, 2) right-click menu. 3) copy button on the ribbon's Home tab. Manually Write Formulas - Method 3 affiliate link Entering formulas manually is not difficult: equal sign, sheet name, exclamation mark, and cell reference: =SheetName!CellReference. If you have multiple formulas to enter, open a Notepad file, type the formula, and copy, paste, and modify. Don't worry about capitalizing worksheet names. If the worksheet name is capitalized and you enter the name in the formula without the capital letter, Excel will add it. And vice versa. See Naming and Renaming Worksheets. In linking formulas, spaces or special characters must be wrapped in single quotes; e.g. =Retail Prices!B6. (Excel automatically wraps worksheet names C or R in single quotes.) To link a range of cells, select the cells and click Copy. In the destination sheet, click the cell where the upper-left cell of the range should be located and click Paste Paste Link on the Home tab. Cell values in the range will be linked, and will display on the destination sheet. Each cell in the range will contain its own link formula which references the corresponding cell in the source worksheet. Linking to Worksheets in Different Workbooks If the worksheets are in different workbooks in the same folder or directory, the formula must also include the workbook name in brackets as shown, =[BookName.xlsx]SheetName!CellReference =[BookName.xlsx]SheetName!CellReference If the workbooks are in different folders, the formula would have to include the complete file path as well, so it is best to avoid this situation. Don't forget that versions older than Excel 2007 have a file extension of xls. A KeynoteSupport.com Tutorial To ensure that the external cell reference automatically updates when the source is updated, follow the steps below for your version of Excel: Excel 2007 and Newer Versions Method #1: In the Calculation section of ribbon's Formulas tab, click the small arrow by Calculation Options and select Automatic as shown. Method #2: Click File (or the Excel button) and click Options (or Excel Options). On the left sidebar, click Formulas, and ensure Automatically is checked under Calculation Options. Excel 2003 and Older Versions From the top menu line, click Tools and click Options. Click the Calculation tab and click Automatic under Calculation. Moving Worksheets with External Cell References If the source and destination worksheets are in the same workbook, moving the workbook to a different folder or even a different computer should not be a problem. But if either worksheet is moved to a different folder, the link will break! Also, companies that store worksheets on network servers have additional factors to consider that are outside the scope of this tutorial. The next time you open the destination worksheet, you will undoubtedly see one of the following security alerts, warning you that Automatic update of links has been disabled. Procedures for responding to this message and a subsequent security warning differ depending on your version of Excel. For detailed information and the procedure for permanently disabling these security warnings, please see Automatic Updates When Linking Data and Charts. Return to the top

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