


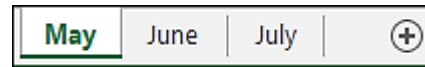
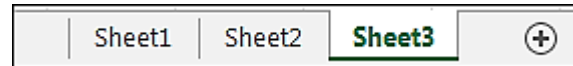
## Microsoft Excel 2013: Link Formulas and Data on Other Worksheets

You don't have to have all your data on one worksheet. In fact, it's common practice to create lots of worksheets in the same workbook. In this example how to tutorial below we will reference a formula that is on a different worksheet. This comes in handy if, for example, you have 12 worksheets, one for each month of the year. You can then create another worksheet that holds totals for the entire year. This is a step by step tutorial for performing this.

Open up Excel 2013 to a new blank workbook. Click the plus  & add two more sheets.

Rename these sheets to **May, June, July**

(Double click, right mouse click or select **Rename** from the menu)  
(No special characters or spaces in worksheet names)



Click on the **May, June & July** sheet, and enter the same data as in the following images:

	A	B
1	<b>May Sale Dates</b>	<b>Amount</b>
2	12/3/2013	1000

	A	B
1	<b>June Sale Dates</b>	<b>Amount</b>
2	12/3/2013	2000

	A	B
1	<b>July Sale Dates</b>	<b>Amount</b>
2	12/3/2013	3000

On each worksheet put the word **Totals** in cell **A20**. In cell **B20** add the **Sum Formula**.

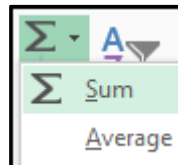
Be sure it grabs the above cells to include the entire column above it but not the heading row. It gives it a color as it selects the cells.

Hit **Enter**

*(Example shown below is for May)*

20	<b>Totals</b>	<b>1000</b>
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Do this for each month.



We now need to create a new worksheet. So click the plus sign again. Rename the sheet to **YearlyTotals**. This worksheet will hold all the months' totals so anytime you can find the totals. *(no spaces or special characters in the name)*

In cell **A1** put **Month**, in cell **B1** put **Totals**. Now we will add the months starting in cell **A2** & be sure to use the Fill Command. (grab corner of January's cell, black plus, click & drag down)

	A	B
1	Month	Totals
2	January	

We're now going to add the monthly **Totals (B20 cells)** from **May, June** and **July** worksheets, by linking the totals onto the **YearlyTotals** worksheet.

**Long Way For May:** On the **YearlyTotals** worksheet, in cell **B6** enter **=May!B20**  
Hit **Enter** (you should see 1000)

**Tips:** A = sign let's Excel know you are starting a formula.  
If you just type B20 by itself, Excel would assume that you meant the current worksheet. **To reference data on another worksheet, you use the exclamation point.** It is very important to name sheets with no spaces or special character or hyphens. It has to be exactly like it is named, capital & lower case letters has to be correct for it to work.

**Quick Way for June:** On the **YearlyTotals** worksheet in cell **B7** enter = (equal sign)  
then click the **June** worksheet tab, click on the cell **B20** and hit **Enter**.

**Tips:** While using the quick way do not click anywhere except the worksheet tab, then the cell you want to be linked to then Return.

**Extras:** Change **Format** to **Currency** for the money amount columns. **Home** tab, **Number** grouping to select **Currency**.

Copy worksheets to make more months like January & so on. Right mouse on worksheet tab, choose **Move or Copy**, be sure to select **Create a copy** first. Save time do the first month the copy to make the remaining months. **Shortcut:** Hold **Cntl** down while dragging worksheet tab to right & it will copy a worksheet.

Need to add more rows? Add more by right mouse clicking to add a row in the middle & always double check that it is included in the formula by double clicking the cell. Then hit **Enter**.