

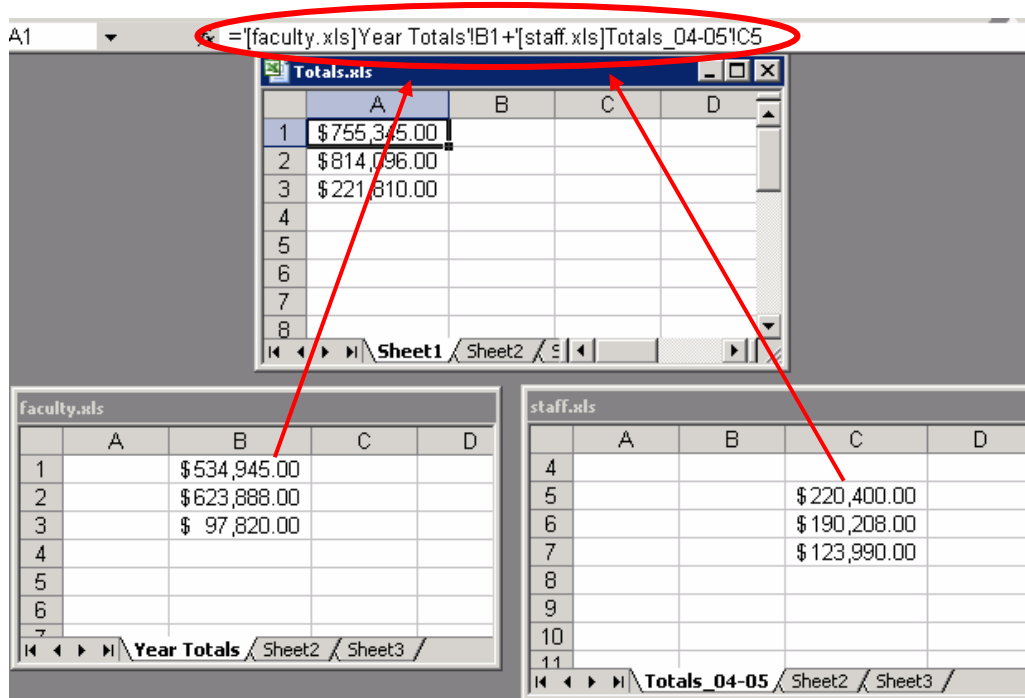
# "Summing" Data across Separate Workbooks

## Point Method

1. Open or create the workbook where you wish to enter your totals. (We'll call this the "Summary" workbook)
2. Open all the workbooks containing data you wish to use in your computation.
3. Switch to the Summary workbook and in the first cell, start your formula by typing an equals sign (=).
4. Switch to an open workbook containing data and click on the cell you want to use in your computation. (Excel will add that cell address as an absolute reference to the formula. The address will also contain the name of the file/workbook and the worksheet.)
5. Type the operator you wish to use in the formula (e.g. "+", "-", "\*", or "/").
6. Switch to another open workbook containing additional data and click on the cell you want to use in your computation. (Excel will add that cell address as an absolute reference to the formula.)

*Continue repeating steps 5 and 6 until the formula is complete.*

7. Edit the formula, removing the dollar signs (\$) from the cell references. When done, press [Enter] to accept the formula.
8. Select the cell containing the formula and, dragging by the fill handle, copy the formula to consecutive cells.



## Input Method

You can also type the formula (the input method) assuming you know the names of the cells you wish to use in your computation, the worksheets on which those cells are stored, and the workbook (filename) that contains the worksheet(s).

The formula, like any Excel formula, begins with an equals sign (=). Following the equals sign, enter the cell information in the this order:

1. Filename (workbook), contained in brackets ("[" and "]")
2. Worksheet name
3. An exclamation point (!)
4. Cell address

For example, if you wanted to add cells **B1** (contained in the worksheet, "**Year Totals**", in the file, "**faculty.xls**") and **C5** (contained in the worksheet, "**Totals\_04-05**", in the file, "**staff.xls**"), you would create the formula:

`=[faculty.xls]Year Totals!B1+[staff.xls]Totals_04-05!C5`

If the data in the first worksheet is laid out the in the same fashion as the in the other worksheet(s) (i.e. they are all in a column), then the formula you entered could be copied using the fill method (dragging by the fill handle).

For example, assuming there was additional data in column B, in Year Totals (i.e. B2, B3, etc.) and corresponding data in column C of Totals\_04-05 (i.e. C6, C7, etc.), the formula could easily be copied down the column.