

**Course  
&  
Test Series**

**Data Consolidation in MS Excel**

**CBSE**

Data Consolidation means joining or combining data from different places into one place. Data Consolidation in Excel means combining data from different sheets or ranges into one place. It is useful when you have similar data stored in multiple places and you want to summarize it in one table.

**ICSE**

For example, if you have sales data for different months in separate sheets, you can consolidate them to see total sales in one summary sheet.

**NTSE**

It helps you add up or calculate totals from many sheets quickly, without typing everything again. It saves time and gives you a clear view of all the data in one table.

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For example, if you have marks of students in different subjects saved in different sheets, you can combine all the marks in one summary sheet using data consolidation.

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**Why we use Data Consolidation in Excel?**

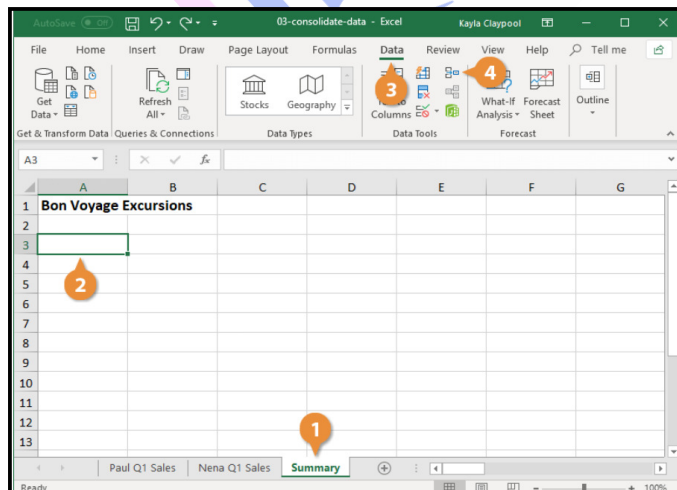
1. We use the Data Consolidation option in Excel to combine data from different sheets or tables into one place.
2. It is helpful when we have similar data (like sales, marks, or expenses) in many sheets, and we want to see the total or average in one summary sheet.
3. This option saves time, avoids mistakes, and gives us a clear and complete view of the combined data without doing everything manually.

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**How to use Data Consolidation?**

1. Select the sheet where the consolidated data will be placed.
2. Click the cell in the worksheet where you want to place the consolidated data.
3. Click the Data tab on the ribbon.
4. In the Function box, select how you want to consolidate (e.g., Sum, Average).

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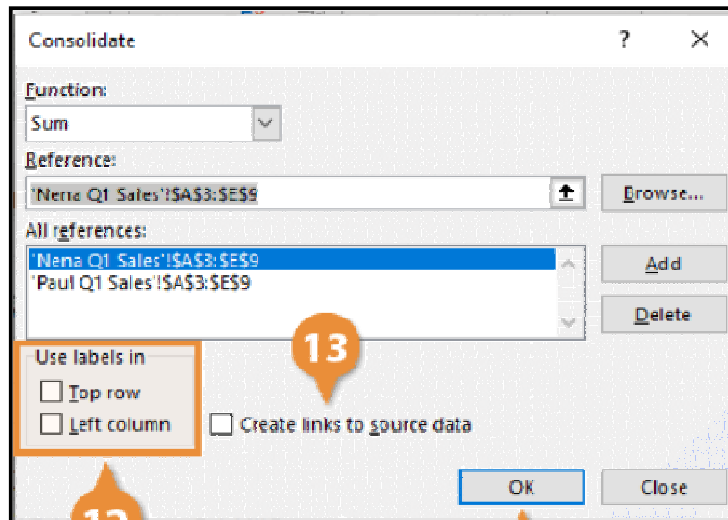
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**Data Consolidation in MS Excel**

5. Click in the Reference box, and then select the range from the first sheet.
6. Click “Add” to include the reference.
7. Repeat for other sheets or ranges.
8. Check “Top row” and/or “Left column” if your labels are in them.
9. Click OK - the combined data will appear in your sheet.



**Assignment:**

**Sheet 1: North\_Region**

Product	January	February	March
Laptop	120	130	110
Mobile	200	210	220
Tablet	90	85	95

**Sheet 2: South\_Region**

Product	January	February	March
Laptop	140	150	160
Mobile	230	240	250
Tablet	100	110	105

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**Data Consolidation in MS Excel**

 **Sheet 3: East\_Region**

Product	January	February	March
Laptop	100	120	130
Mobile	180	190	200
Tablet	70	75	80

 **Sheet 4: West\_Region**

Product	January	February	March
Laptop	130	140	120
Mobile	210	220	215
Tablet	95	100	90

**Practice Exercise:**

1. You can use Data > Consolidate in Excel to:
2. Consolidate data by sum or average
3. Use labels in top row and left column
4. Combine the totals from all 4 regions into a Summary sheet