

## Creating Formulae across Sheets

### Creating a Formula Using Cells from Different Worksheets

1. Click on the cell where you require the answer
2. Type =
3. Click on the Sheet tab of the first cell you want (if required)
4. Click on the cell
5. Type the mathematical operator you require
6. Click on the Sheet tab of the next cell you require (if required)
7. Click on the cell
8. Repeat steps 5-7 if you need to add more to your formula
9. Press Enter or click on the green tick

### Creating a =sum() Formula to Total the Same Cell on Different Sheets

This is useful for obtaining grand totals, on a summary sheet for example. So if you need to add together the contents of the same cell on different sheets, then here is your answer.

1. Select the cell where the answer will appear
2. Type =sum(
3. Click on the first sheet tab to be included
4. Click on the cell you require
5. Hold down the **Shift** key on the keyboard
6. Click on the last sheet tab you require
7. Click on the green tick or press Enter

In the example below a grand total of the income in January, February and March is required. Each month has its own sheet and on each of those sheets the income is held in Cell B7. To get the grand total we need to add together the contents of Cell B7 on the January February and March sheets.

	A	B	C	D	E
1					
2	Total Income	7500			
3					

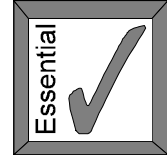
The formula indicates that whatever is in cell B7 will be added from the sheet called January to the sheet called March

# Creating Formulae across Workbooks

## Creating a Formula Using Cells from Different Workbooks

**Open all the workbooks you will be using first**

*If you wish to create a formula across different workbooks then open them first and leave them minimised in the Taskbar at the bottom of the screen.*



1. Click on the cell where you require the answer
2. Type =
3. Click on the workbook which contains the first cell you want (if required)
4. Click on the Sheet tab of the first cell you want (if required)
5. Click on the cell
6. Type the mathematical operator you require
7. Click on the workbook which contains the next cell you want (if required)
8. Click on the Sheet tab of the next cell you require (if required)
9. Click on the cell
10. Repeat steps 3-9 if you need to add more to your formula
11. Press Enter or click on the green tick

**=F10+[BANKTAX.XLS]Bank!\$H\$8**

Cell from this spreadsheet

Name of workbook which contains second cell appears in square brackets

Name of spreadsheet which contains second cell appears with ! sign

The second cell