

Microsoft Excel

Consolidate Data to Create a PivotTable

There will be occasions when a PivotTable needs to be created, however the data source is scattered in multiple worksheets and/or workbooks. Excel can *consolidate* this data into one worksheet and then summarize into a single PivotTable; via a feature called *PivotTable and PivotChart Wizard*.

North Region (Q1 Sales)				
Month	Rock Products	Paper Products	Scissor Products	
January	\$ 21,345	\$ 22,345	\$ 34,567	\$
February	\$ 13,333	\$ 23,456	\$ 26,443	\$
March	\$ 32,356	\$ 17,665	\$ 29,999	\$
Totals	\$ 67,034	\$ 63,466	\$ 91,009	\$

South Region (Q1 Sales)				
Month	Rock Products	Paper Products	Scissor Products	
January	\$ 22,345	\$ 13,234	\$ 17,654	\$
February	\$ 53,333	\$ 46,454	\$ 26,443	\$
March	\$ 13,456	\$ 43,456	\$ 23,456	\$
Totals	\$ 89,134	\$ 103,144	\$ 67,553	\$

East Region (Q1 Sales)				
Month	Rock Products	Paper Products	Scissor Products	
January	\$ 12,343	\$ 13,234	\$ 27,654	\$
February	\$ 33,333	\$ 26,454	\$ 32,432	\$
March	\$ 23,456	\$ 45,767	\$ 24,332	\$
Totals	\$ 69,132	\$ 85,455	\$ 84,418	\$

West Region (Q1 Sales)				
Month	Rock Products	Paper Products	Scissor Products	
January	\$ 32,345	\$ 35,645	\$ 24,345	\$
February	\$ 42,342	\$ 36,435	\$ 47,656	\$
March	\$ 31,234	\$ 17,895	\$ 47,654	\$
Totals	\$ 105,921	\$ 89,975	\$ 119,655	\$

Figure 1 – The data range needed to create the PivotTable is capture in four different worksheets.

First, add the *PivotTable and PivotChart Wizard* button on the Quick Access Toolbar; or, you can choose to add it to the Ribbon. (By default, this feature is not readily available on the Ribbon).

Go to **File > Options > Quick Access Toolbar**. From the 'Choose commands from' list, select **All Commands** and search for **PivotTable and PivotChart Wizard**. Add this to the Quick Access Toolbar. Click OK. *(See Bonus Tip at the end of this document).

Next, open the workbook(s) that contains the worksheets where the data needs to be consolidated.

From the Quick Access Toolbar, click (1) the **PivotTable and PivotChart Wizard** button.

Wizard Step 1 of 3, select (2) **Multiple consolidation ranges**.

(3) Select **PivotTable**, click (4) **Next**.

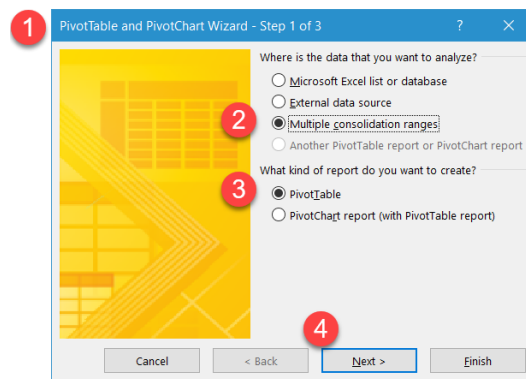


Figure 2 - PivotTable Wizard Step 1 of 3

Wizard Step 2 of 3, select (6) I will create the page fields, click (7) Next.

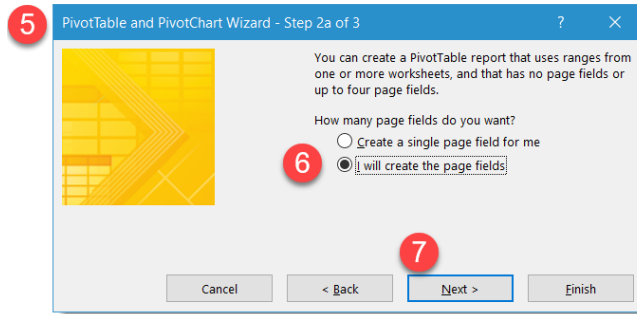


Figure 3 - PivotTable Wizard Step 2a of 3

From each worksheet or workbook, select (8) the data range you want to include in the PivotTable, and click (9) Add.

Repeat these steps until you have gathered all your data ranges.

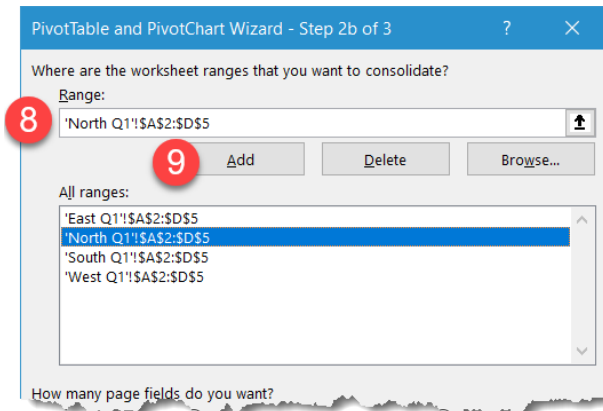


Figure 4 - PivotTable Wizard Step 2b of 3

From (10) 'How many page fields do you want?' select 1.

In (11) 'Field one:' type a label that identifies the data; i.e. North Region.

Repeat these steps by labelling all the data ranges.

Click (12) Next.

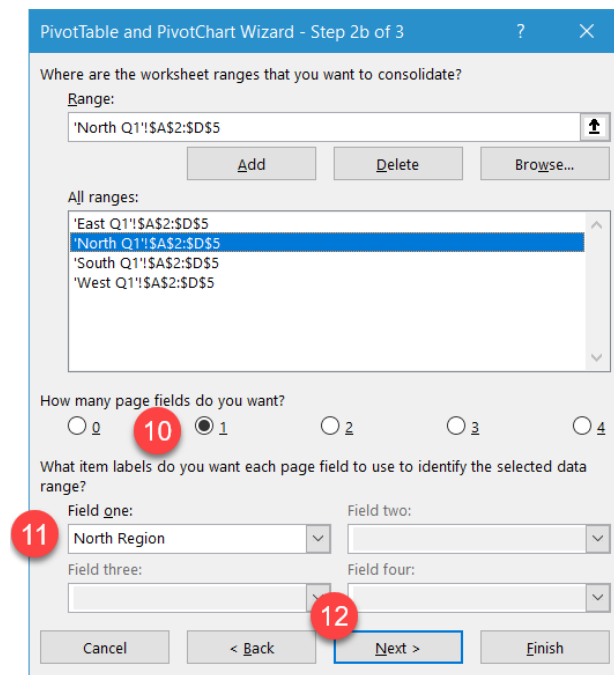


Figure 5 - PivotTable Wizard Step 2b of 3

Wizard Step 3 of 3, choose (13) where you want to place your PivotTable report. Click (14) Finish.

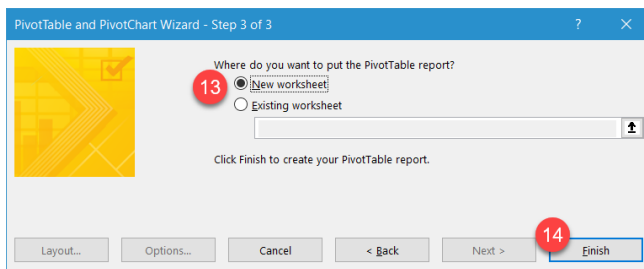


Figure 6 - PivotTable Wizard Step 3 of 3

	A	B	C	D	E	F
1						
2						
3	Sum of Value		Column			
4	Row	Regions	Paper Products	Rock Products	Scissor Products	
5	January	EAST	13234	12343	27654	
6		NORTH	22345	21345	34567	
7		SOUTH	13234	22345	17654	
8		WEST	35645	32345	24345	
9	February	EAST	26454	33333	32432	
10		NORTH	23456	13333	26443	
11		SOUTH	46454	53333	26443	
12		WEST	36435	42342	47656	
13	March	EAST	45767	23456	24332	
14		NORTH	17665	32356	29999	
15		SOUTH	43456	13456	23456	
16		WEST	17895	31234	47654	
17						
18						

Figure 7 - Excel consolidates all your data ranges into one PivotTable report.

Bonus Tip: if you don't want to add the *PivotTable and PivotChart Wizard* button on the Quick Access Toolbar you can always use a keyboard shortcut to launch this feature; press **ALT, D** then press **P**.