

Welcome to the Tech-Talk Database (www.tech-talk.com). Login in with your organization's member username and password.

Before pulling more spreadsheets into one workbook or before formatting a bunch of spreadsheets all at once, clean up the *structure* so that they are all the same. **NOTE:** This is different from importing some info from one sheet to another, linking them, etc. In that case the spreadsheets can each have their own structure.

General

- Delete all rows and columns that you don't want as part of your data set.
- Make sure that the spreadsheets you want to bring in have the exact same *structure* i.e. same number of columns, in the same order and no extraneous rows that are not the same in all spreadsheets.
- Don't go into all the spreadsheets to format each, just to find the *minimum* number of changes so that all are the same.
- Be sure you see / work in all the spreadsheets. Look for 3 dots (...) in the tabs to see if there is one or more spreadsheets that you can't see in the workbook.

Keyboard Shortcuts: Highlight Large Blocks

- **Control + Shift + arrows** – to get to the farthest cell with data. CAUTION: If there is an empty cell in the middle it will stop there
- **Control + space bar** – highlights the entire column
- **Shift + space bar** – highlights the entire row

Combine Multiple Sheets into One Workbook ... by Copying (or Moving) Sheets

1. Open all the **workbooks** you wish to combine.
2. Select the **worksheets (CLICK on the tab name) that you want to COPY or MOVE to another** workbook.
3. **With all worksheets** selected, *RIGHT* click on *any* one of the selected tabs, choose the WORKBOOK (at the top) that you where you want to put them. Be sure to check the COPY box if you don't want to MOVE them.

Format Multiple Sheets All at Once

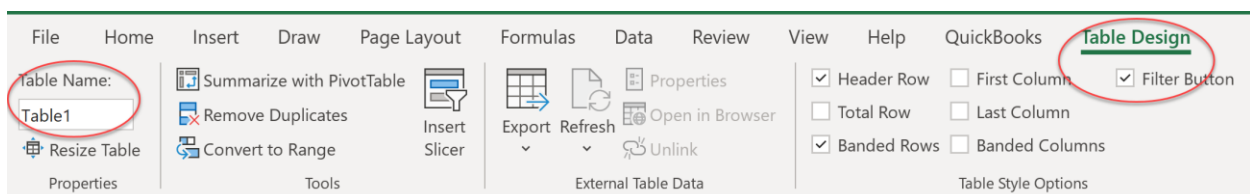
- Click once on the Sheet Tab names to select multiple tabs
 - Individual ones or All of them.
 - Bold Headers; Delete Columns; Auto Fit Rows; Split Text to Columns, etc.

In Table Format

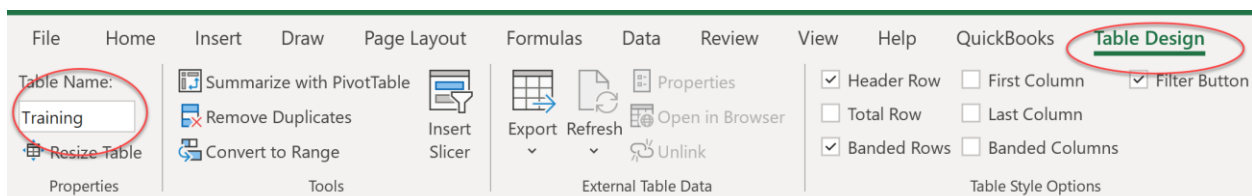
Excel is made up of spreadsheets. You can *format* a sheet as a Table. It makes it look pretty and you can choose different styles. It also creates sortable / filter columns.

- Select all cells you want to be in the Table Format
- Click on Format as Table (Home, Styles, Format as Table ... choose appearance)
- Give the table a Name (you can use the name later to refer to all the data)

BEFORE

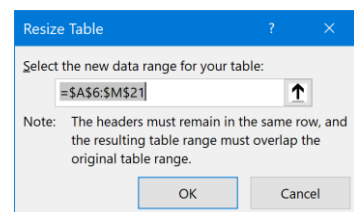


AFTER



RESIZE TABLE

- To add more data cells, just resize the table.
- Or, just pull down the table from the bottom row or outer corners for the columns. It auto updates the data. Check to be sure in the Resize box.



REMOVE TABLE FORMAT

- First, under the TABLE DESIGN tab (only shows when the format is in Table form), on far left in TOOLS, choose "Revert to Range". NOTE: This eliminates the TABLE DESIGN tab.
- Second, in the HOME tab, in the EDITING section, click on CLEAR, Clear Formats.