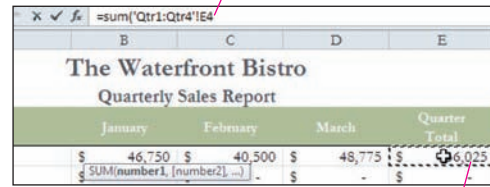


- 14 Click E4 and then press Enter.
- 15 Press the Up Arrow key to return the active cell back to B4 and then read the completed formula in the Formula bar, `=SUM('Qtr1:Qtr4'!E4)`.

Notice Excel inserted the closing bracket automatically. The result, 526884, appears in B4, which is the total of the values in E4 in all four quarterly sales worksheets.

3-D formula as it is shown in the Formula bar while completing Steps 11–14

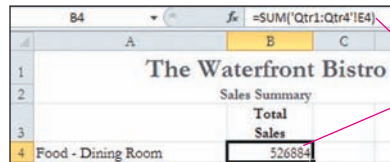


Step 14

In Brief

Create Formula with 3-D Reference

1. Make desired cell active.
2. Type `=sum(`.
3. Click first sheet tab.
4. Shift + click last sheet tab.
5. Click cell containing data to be summed in all sheets.
6. Press Enter.



Step 15

- 16 Drag the fill handle from B4 down through B15 to copy the 3-D formula to the remaining rows.
- 17 Make B17 the active cell, type the formula `=b7+b11+b15`, and then press Enter.

	Total Sales
4 Food - Dining Room	526884
5 Food - Patio	136825
6 Food - Catering	364648
7 Total Food	1028357
8 Beverage - Dining Room	89213
9 Beverage - Patio	13843
10 Beverage - Catering	37274
11 Total Beverage	140330
12 Beer & Liquor - Dining Room	56118
13 Beer & Liquor - Patio	16584
14 Beer & Liquor - Catering	40121
15 Total Beer & Liquor	112823
16	
17 TOTAL SALES	1281510

Step 16

Step 17

- 18 Apply the Accounting Number Format to B4:B17 and then decrease the decimals so that zero decimals display.
- 19 Deselect the range and then save **ES3-WBQtrlySales.xlsx**.

ES4-

In Addition

Using 3-D References in Dissimilar Worksheets

You can consolidate data in multiple worksheets where the worksheets are not structured the same. For example, assume that you want to add two salary values from two worksheets. In the first worksheet (labeled Marketing) the salary value resides in D6 and in the second worksheet (labeled

Finance) the salary value resides in H12. The following formula entered into the desired cell in the summary worksheet adds the two values: `=Marketing!D6+Finance!H12`.