

Creating a multiple page workbook with 3D formulas

Set the default number of Pages in new workbooks

1. Start by going to File Tab and then to the Excel options
 - a. Set the number of sheets to what is the most common you need. On the main window.
 - b. (five for this exercise)
2. Create a new file. (Ctrl N)

Establishing the formatting

1. Name the five sheets
 - a. Summary
 - b. Week 1
 - c. Week 2
 - d. Week3
 - e. Week4
2. Select the Summary sheet
3. Hold the **Shift** key down and select the Week4 sheet (all the sheet tabs should be white in appearance)
4. Select **B2** and type in *Monday*
5. Autofill that cell over through Sunday
6. Select **A3** and type in *Jan* or any list you have created
7. Autofill that down through Dec or the end of your list.
8. You can apply formatting to make the sheets look the way you want before deselecting them.

Now select any week sheet to see that you have done the entire layout for each sheet at once. You may have checked the sheets; you need to ensure that they are not all still selected. If they are they will all appear as white tabs, to ungroup the selection- right click on a sheet tab and choose **Ungroup**.

Building the formula to make the work flow

1. On the Summary Sheet select cell **B3** (**make sure that this is the only selected sheet**)
2. Type in the following formula
`=Sum(`
3. Click on the **Week1** sheet then hold **Shift** and click the **Week4** sheet
4. The formula should now read- `=Sum('Week1:Week4'`
5. Click into cell **B3**. (*be sure not to reselect the Summary Sheet as this will cause errors in the formula!*)
6. The formula should now read- `=Sum('Week1:Week4'!B3`
7. Use the **Ctrl Enter** keys to apply the formula and leave cell **B3** selected.
8. With cell **B3** selected use the Autofill to span the days of the week. While all the cells are still actively selected use Autofill down through the list defined in column A.
9. Switch to **Week1** and fill in some values then repeat on **Week2** and so on.
10. Check the **Summary** sheet to see the totaling has been done without any extra effort.