

Using Append Function in Excel to Combine Multiple Pages in Excel into One.

Greg Rohner, APA, Berkshire Hathaway Homestate Companies

In this exercise we will combine multiple sheets in an Excel workbook onto one page. With this ability, we can summarize by employee information using a Pivot Table without having to manually enter all of the data or copying and pasting multiple times.

Scenario is that the customer provided payroll data by quarter, but put each quarter on a separate page in the example below:

Name	Position	Gross	Overtime
LastName1,FirstName1	Shop Foreman	9334.16	165.25
LastName2,FirstName2	Production Employee	6206.74	
LastName3,FirstName3	Production Employee	6870.22	
LastName4,FirstName4	Production Employee	6685.21	
LastName5,FirstName5	Production Employee	8800.67	
LastName6,FirstName6	Janitor	2887.41	106.2
LastName7,FirstName7	Production Employee	7586.36	
LastName8,FirstName8	Janitor	2464.64	
LastName9,FirstName9	General Manager	27306.08	
LastName10,FirstName10	Office Manager	10548.58	1987.61
LastName11,FirstName11	Production Employee	4459.38	301.25
LastName12,FirstName12	Production Employee	7587.24	505.66
LastName13,FirstName13	Production Employee	5737.78	
LastName14,FirstName14	Delivery Driver	4670.58	

With the append function, the data on each tab will be consolidated onto one tab automatically. The first step in this process is to ensure that the data on each tab is formatted in the same method.

Name	Position	Gross	Overtime
LastName1,FirstName1	Shop Foreman	2147.25	197.89
LastName2,FirstName2	Production Employee	608.76	
LastName3,FirstName3	Production Employee	10018.42	2619.26
LastName4,FirstName4	Production Employee	3844.89	
LastName5,FirstName5	Production Employee	5176.23	
LastName6,FirstName6	Janitor	464	0
LastName7,FirstName7	Production Employee	1469.97	
LastName8,FirstName8	Janitor	5692.23	
LastName9,FirstName9	General Manager	5182.02	
LastName10,FirstName10	Office Manager	680.88	0
LastName11,FirstName11	Production Employee	17838.69	1558.61
LastName12,FirstName12	Production Employee	2819.2	601.66
LastName13,FirstName13	Production Employee	6384.57	
LastName14,FirstName14	Delivery Driver	6392.19	
LastName15,FirstName15	Production Employee	5994.8	103.25
LastName16,FirstName16	Office Manager	6051.3	
LastName17,FirstName17	Production Employee	2179.37	36.83

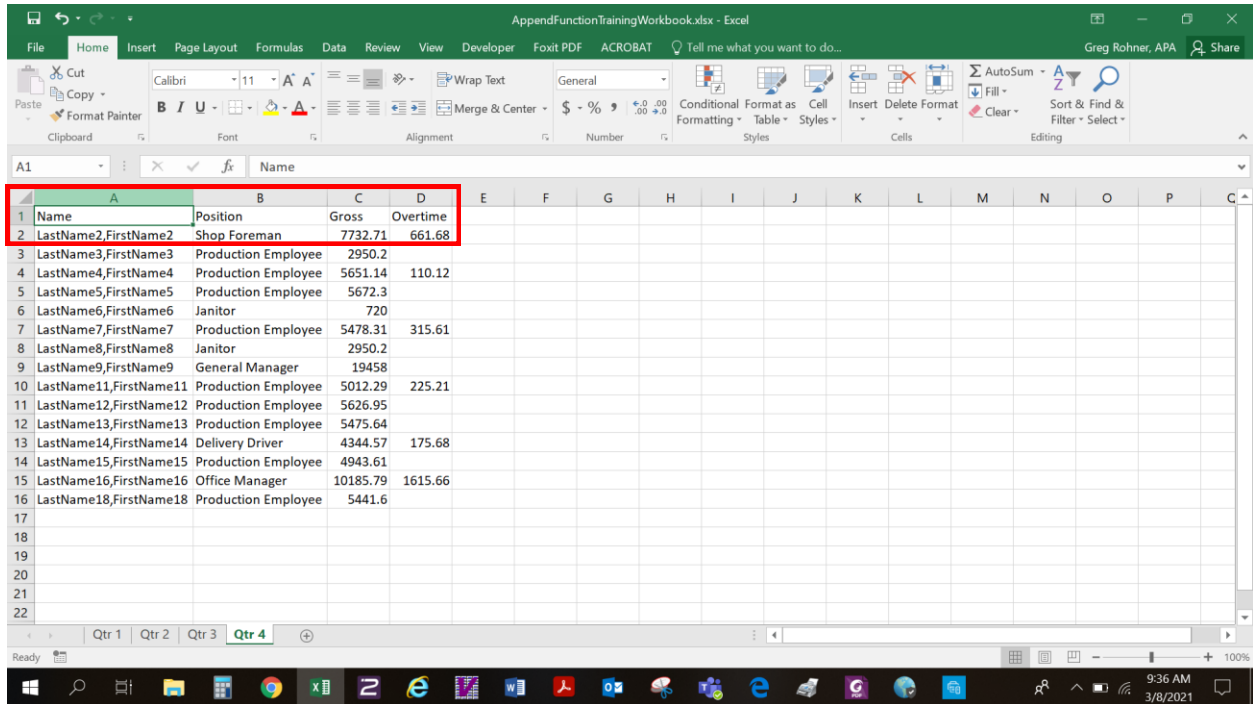
Note that the headers on the Qtr2 tab are in the same order at the Qtr1 tab

	A	B	C	D	E
1	Name	Position	Gross	Severance	Overtime
2	LastName1,FirstName1	Shop Foreman	5235.66	3000	0
3	LastName2,FirstName2	Shop Foreman	7419.58		206.25
4	LastName3,FirstName3	Production Employee	4344.57		106.25
5	LastName4,FirstName4	Production Employee	7089.14		897.61
6	LastName5,FirstName5	Production Employee	5626.95		0
7	LastName6,FirstName6	Janitor	5475.64		101.01
8	LastName7,FirstName7	Production Employee	7439.64		605.61
9	LastName8,FirstName8	Janitor	6967.49		0
10	LastName9,FirstName9	General Manager	26240.88		0
11	LastName11,FirstName11	Production Employee	931.97		0
12	LastName12,FirstName12	Production Employee	7348.61		0
13	LastName13,FirstName13	Production Employee	5566.4		0
14	LastName14,FirstName14	Delivery Driver	7154.21		775.89
15	LastName15,FirstName15	Production Employee	4943.61		103.25
16	LastName16,FirstName16	Office Manager	10185.79		1553.61
17	LastName18,FirstName18	Production Employee	5051.25		

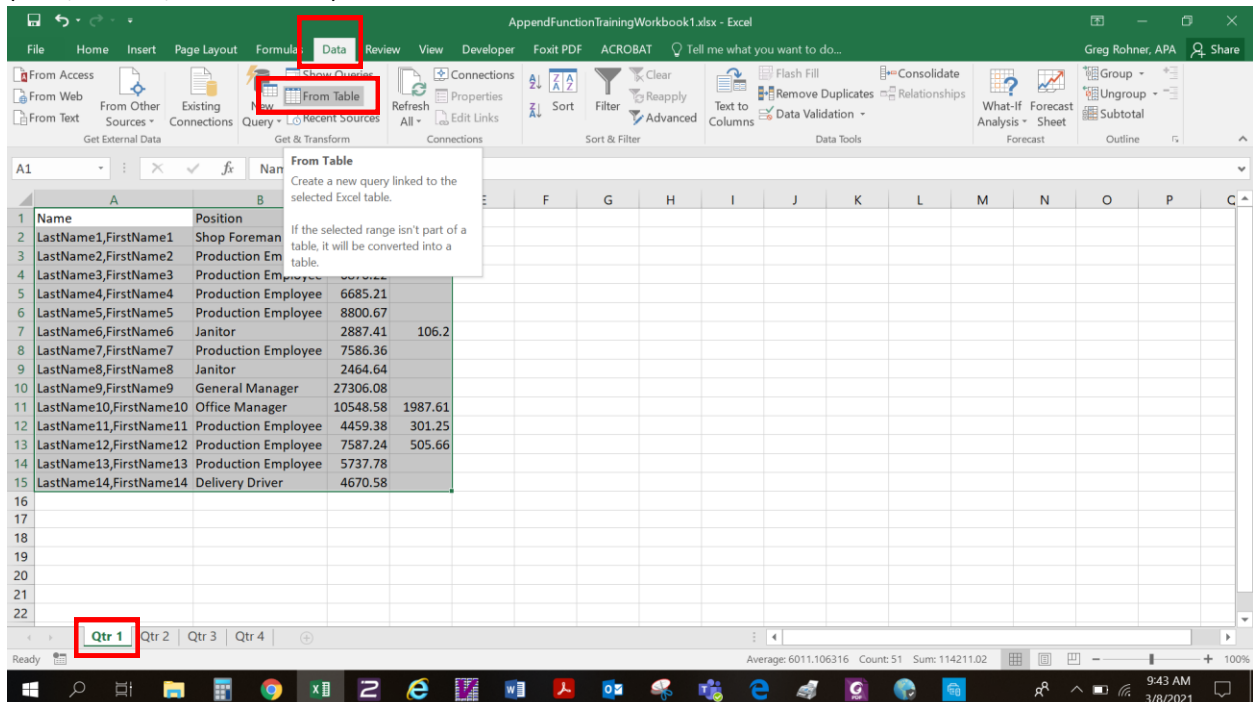
Looking at the Qtr3 tab, there is a severance figure in Column D whereas column D has overtime figures on the Qtr1 and Qtr2 tabs. We need to move the Severance figures to the column next to the overtime and delete the existing column D so that overtime on this tab is in Column D as in the example below:

	A	B	C	D	E
1	Name	Position	Gross	Overtime	Severance
2	LastName1,FirstName1	Shop Foreman	5235.66	0	3000
3	LastName2,FirstName2	Shop Foreman	7419.58	206.25	
4	LastName3,FirstName3	Production Employee	4344.57	106.25	
5	LastName4,FirstName4	Production Employee	7089.14	897.61	
6	LastName5,FirstName5	Production Employee	5626.95	0	
7	LastName6,FirstName6	Janitor	5475.64	101.01	
8	LastName7,FirstName7	Production Employee	7439.64	605.61	
9	LastName8,FirstName8	Janitor	6967.49	0	
10	LastName9,FirstName9	General Manager	26240.88	0	
11	LastName11,FirstName11	Production Employee	931.97	0	
12	LastName12,FirstName12	Production Employee	7348.61	0	
13	LastName13,FirstName13	Production Employee	5566.4	0	
14	LastName14,FirstName14	Delivery Driver	7154.21	775.89	
15	LastName15,FirstName15	Production Employee	4943.61	103.25	
16	LastName16,FirstName16	Office Manager	10185.79	1553.61	
17	LastName18,FirstName18	Production Employee	5051.25		

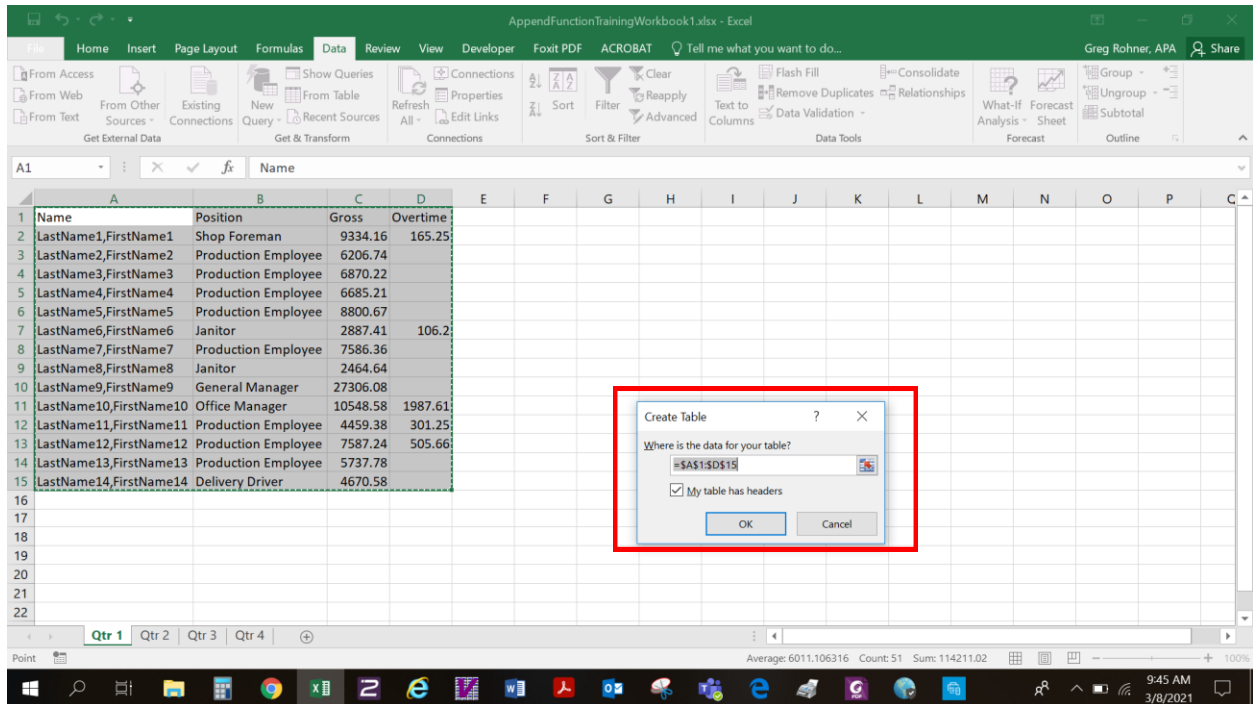
The Qtr4 tab maintains the same order as the other tabs



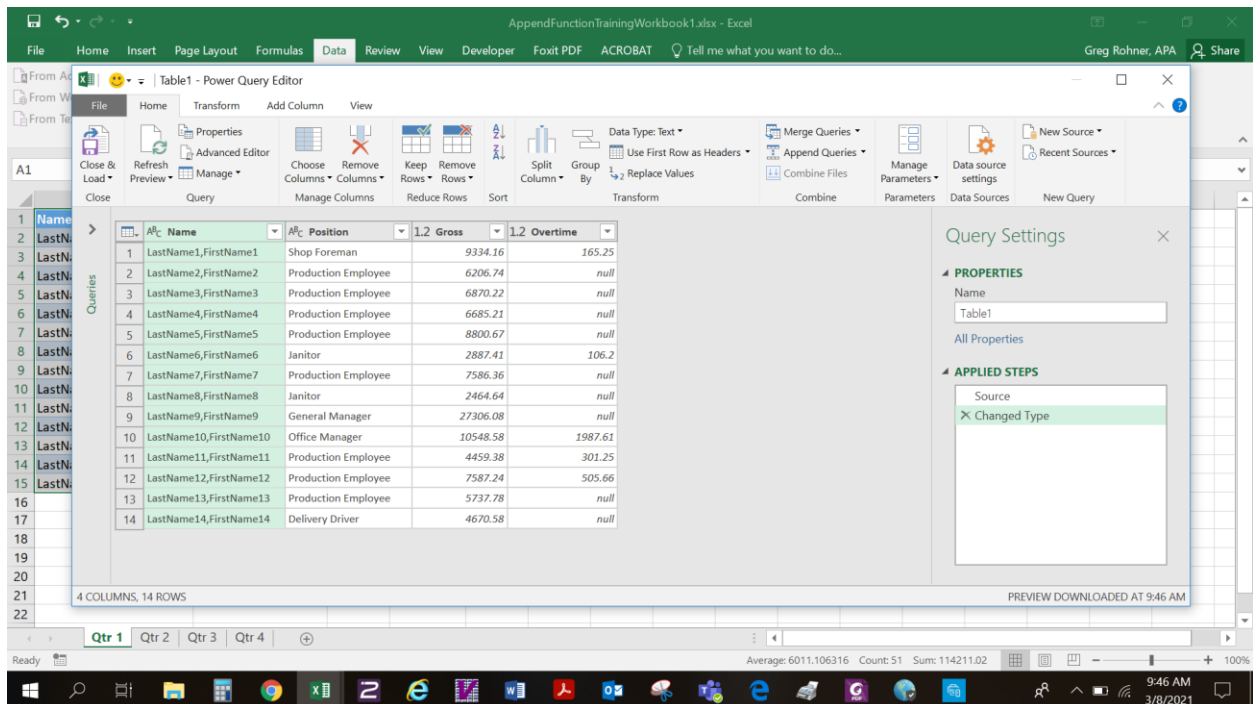
The first step is to place the data on each tab in tables. To do this, highlight the first data set (shift/control/end will do it) and click on the "Data" tab



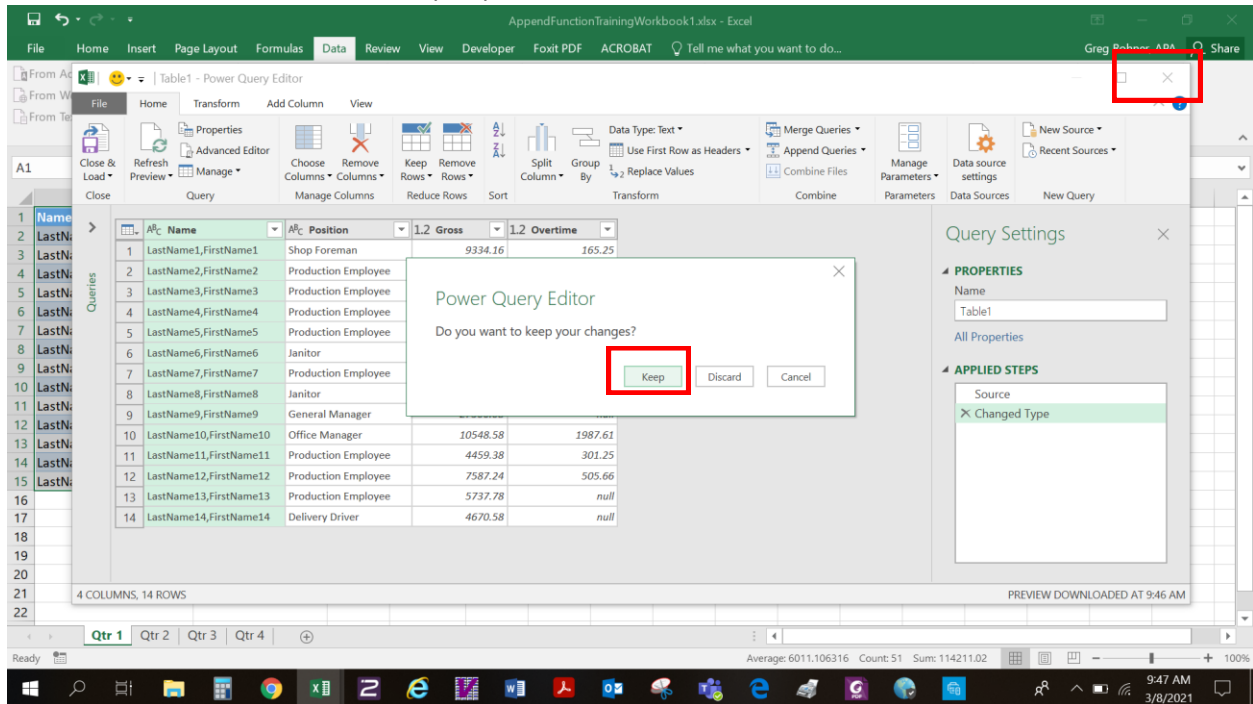
This is the result. Click ok



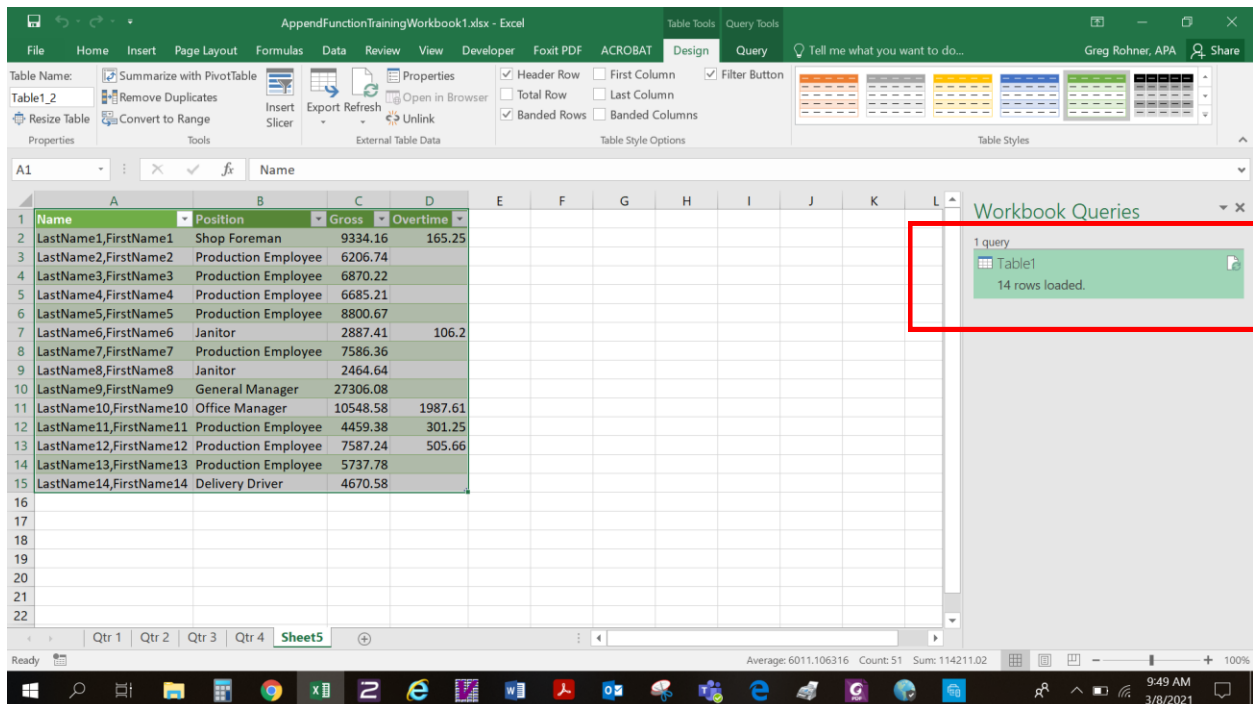
A dialog box will pop up that looks like this



“X” out this box and select the “Keep” option



This is the result



Click on the Qtr2 tab and repeat the process as shown for the Qtr1 tab to place the data into table form

The screenshot shows the Excel interface with the 'Qtr2' tab selected. The 'Workbook Queries' pane on the right is highlighted with a red box, showing two queries: 'Table1' (14 rows loaded) and 'Table3' (17 rows loaded). The data is displayed in a table format with columns: Name, Position, Gross, and Overtime.

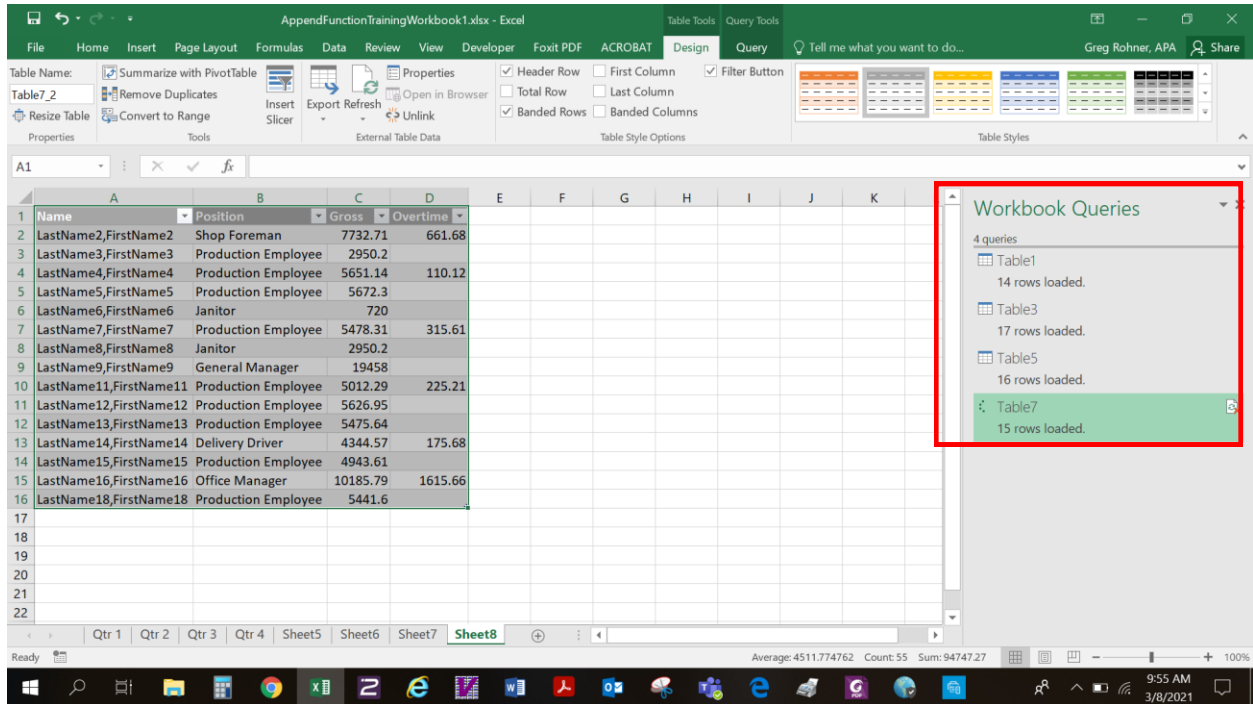
Name	Position	Gross	Overtime
LastName1,FirstName1	Shop Foreman	3147.35	187.88
LastName2,FirstName2	Production Employee	608.76	
LastName3,FirstName3	Production Employee	10018.42	2619.26
LastName4,FirstName4	Production Employee	3844.89	
LastName5,FirstName5	Production Employee	5176.23	
LastName6,FirstName6	Janitor	464	0
LastName7,FirstName7	Production Employee	1469.97	
LastName8,FirstName8	Janitor	5692.23	
LastName9,FirstName9	General Manager	5182.02	
LastName10,FirstName10	Office Manager	680.88	0
LastName11,FirstName11	Production Employee	17838.69	1558.61
LastName12,FirstName12	Production Employee	2819.2	601.66
LastName13,FirstName13	Production Employee	6384.57	
LastName14,FirstName14	Delivery Driver	6392.19	
LastName15,FirstName15	Production Employee	5994.8	103.25
LastName16,FirstName16	Office Manager	6051.3	
LastName17,FirstName17	Production Employee	2179.37	36.83

Click on the Qtr3 tab and repeat the process as shown for the Qtr1 tab to place the data into table form

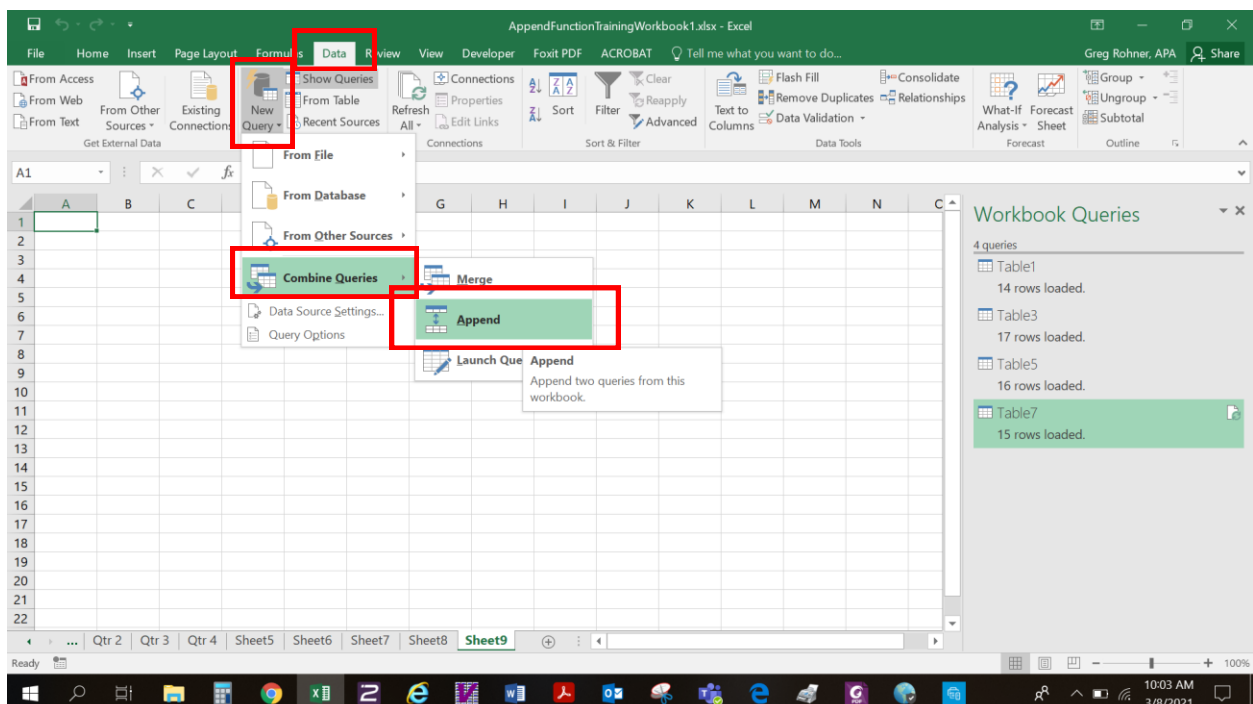
The screenshot shows the Excel interface with the 'Qtr3' tab selected. The 'Workbook Queries' pane on the right is highlighted with a red box, showing three queries: 'Table1' (14 rows loaded), 'Table3' (17 rows loaded), and 'Table5' (16 rows loaded). The data is displayed in a table format with columns: Name, Position, Gross, Overtime, Sevarance, and Column1.

Name	Position	Gross	Overtime	Sevarance	Column1
LastName1,FirstName1	Shop Foreman	5235.66	0	3000	
LastName2,FirstName2	Shop Foreman	7419.58	206.25		
LastName3,FirstName3	Production Employee	4344.57	106.25		
LastName4,FirstName4	Production Employee	7089.14	897.61		
LastName5,FirstName5	Production Employee	5626.95	0		
LastName6,FirstName6	Janitor	5475.64	101.01		
LastName7,FirstName7	Production Employee	7439.64	605.61		
LastName8,FirstName8	Janitor	6967.49	0		
LastName9,FirstName9	General Manager	26240.88	0		
LastName11,FirstName11	Production Employee	931.97	0		
LastName12,FirstName12	Production Employee	7348.61	0		
LastName13,FirstName13	Production Employee	5566.4	0		
LastName14,FirstName14	Delivery Driver	7154.21	775.89		
LastName15,FirstName15	Production Employee	4943.61	103.25		
LastName16,FirstName16	Office Manager	10185.79	1553.61		
LastName18,FirstName18	Production Employee	5051.25			

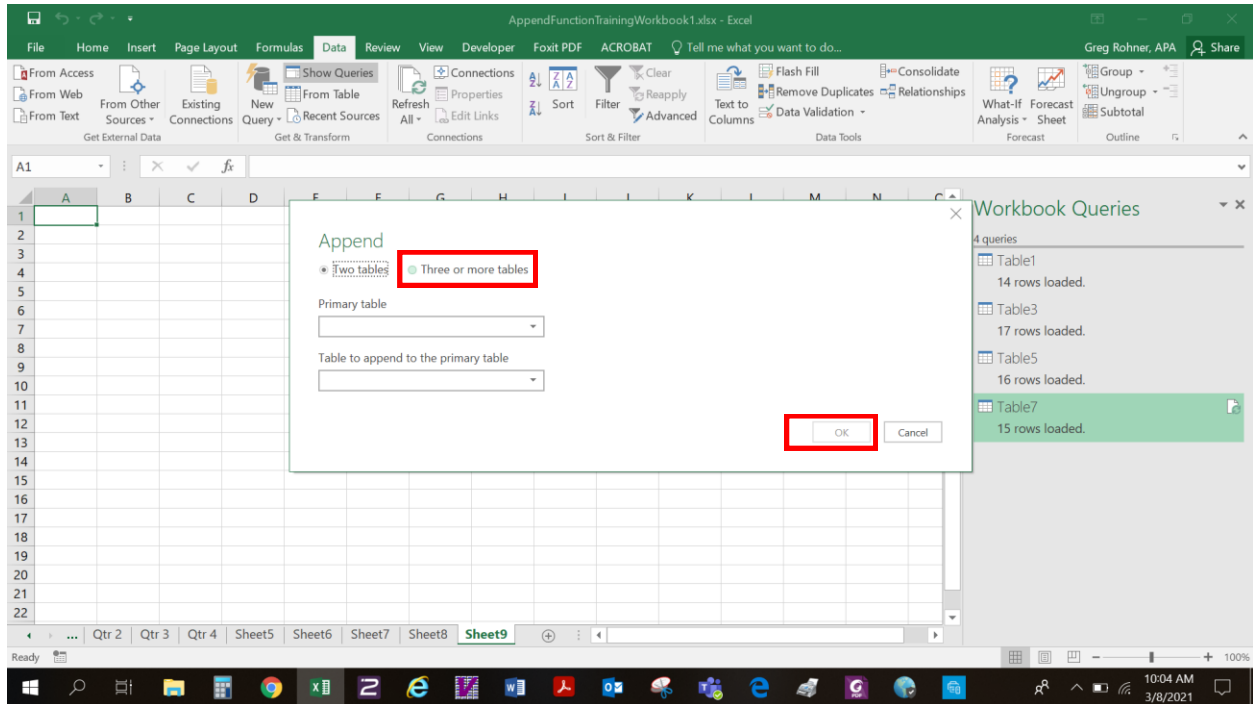
Finally click on the Qtr4 tab and repeat the process as shown for the Qtr. 1 tab again.



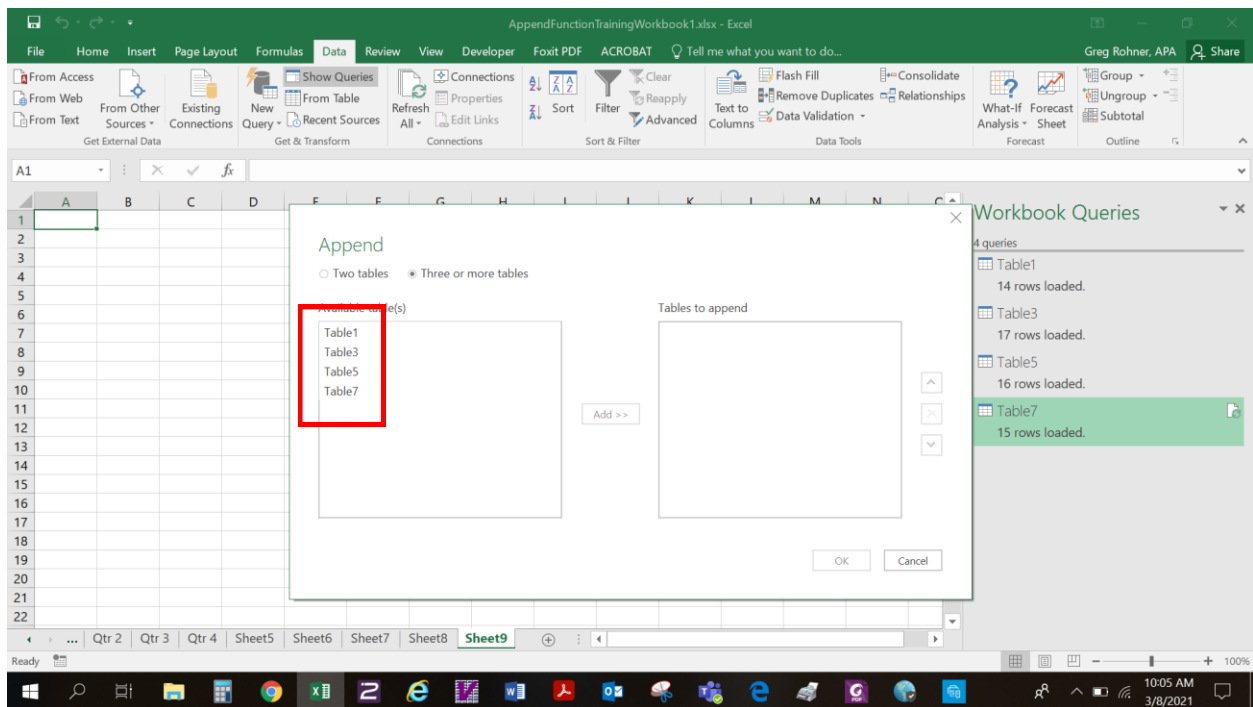
The next step is to use the “Append” function. Create a new tab and click on “Data”, then “New Query”, then “Combine Queries” and finally “Append”



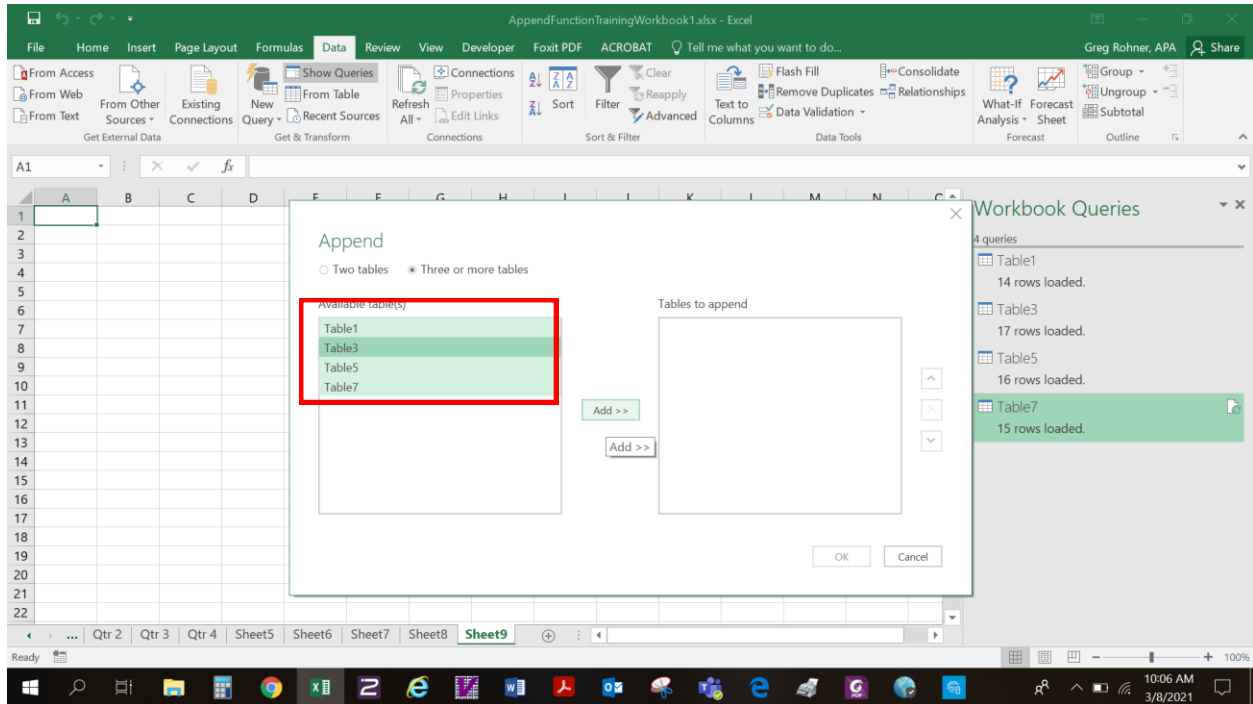
This dialog box will appear. Select the option for “Three or More Tables”



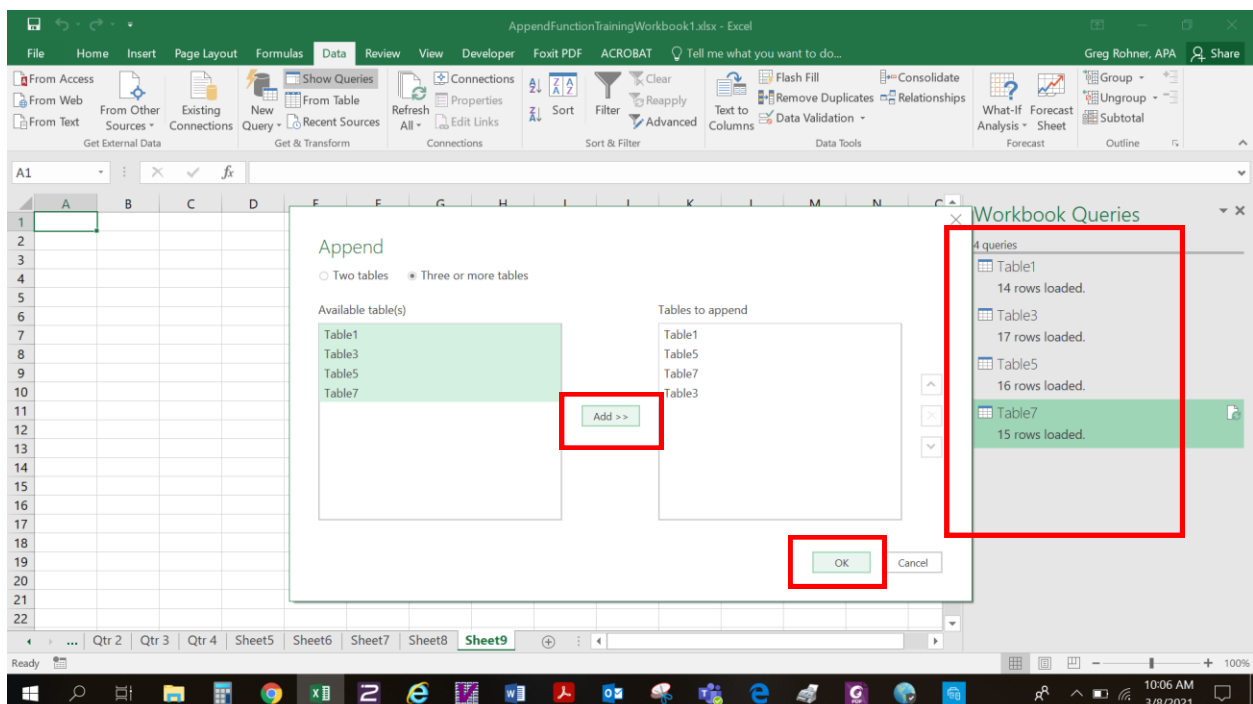
This box will then appear:



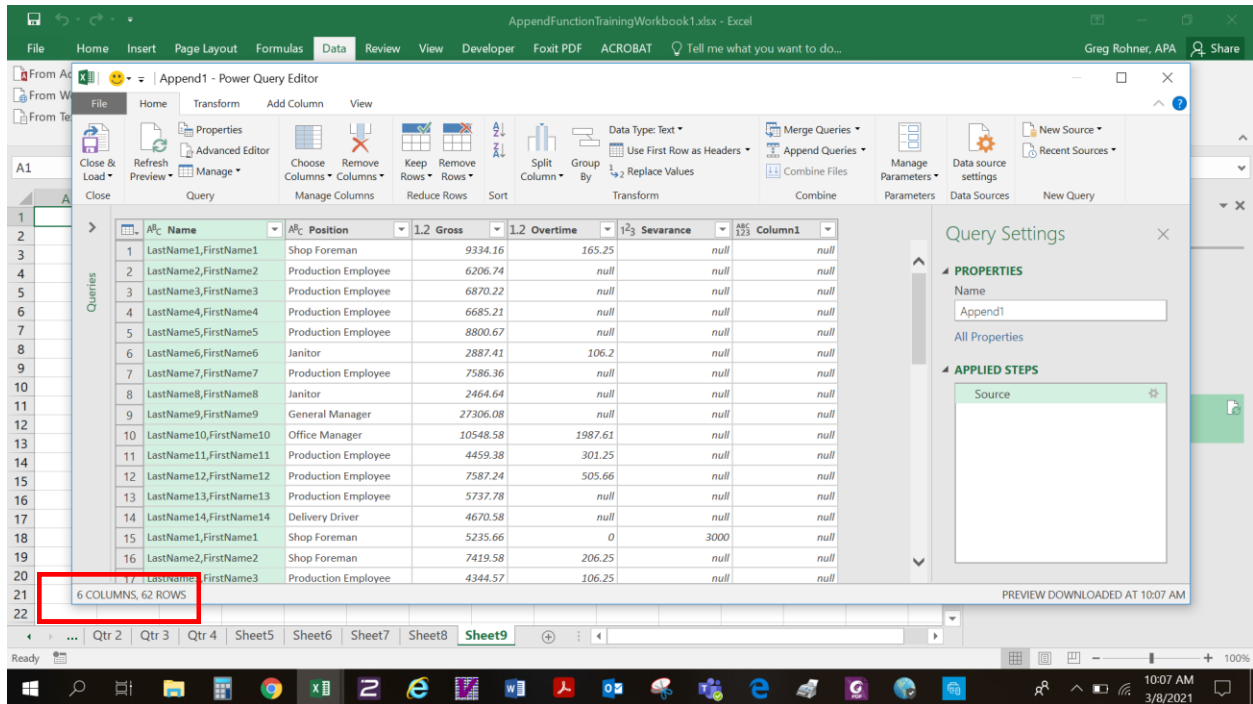
At this point you can hold the Control key down and click on each table



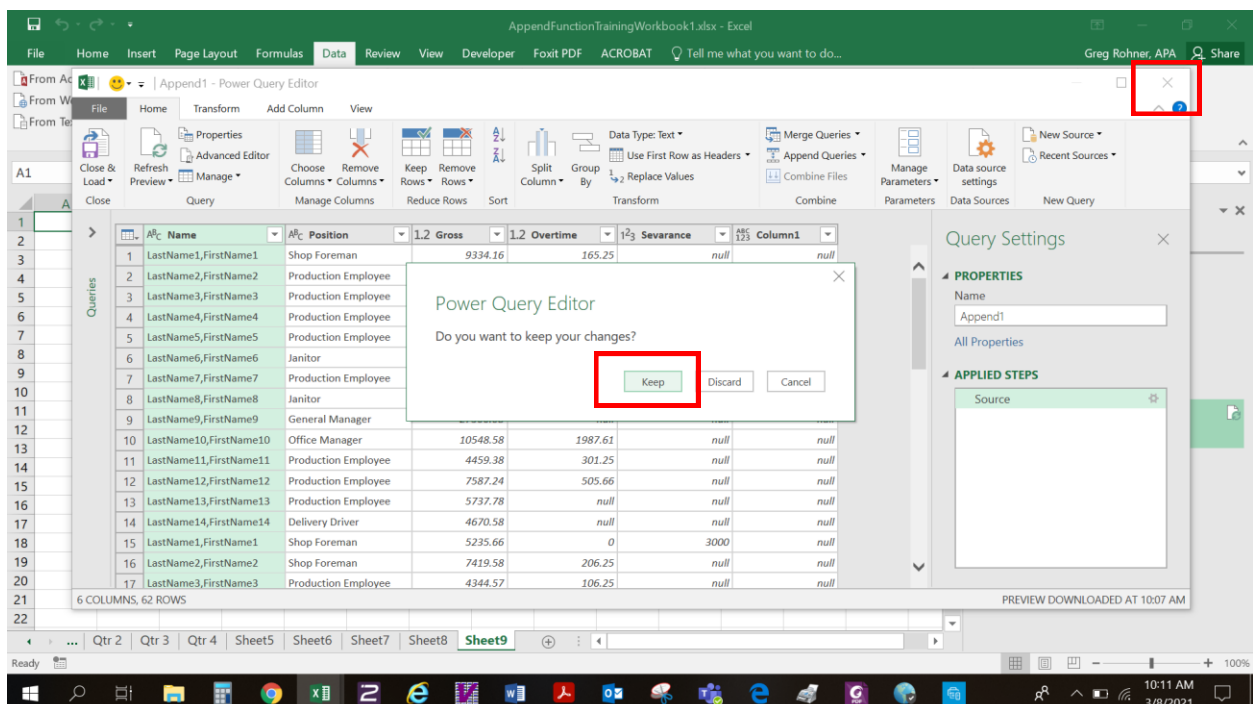
Then click the “Add” button. Make a note of the number of rows loaded on the right hand side of the screen. Notice in this example they add up to 62.



Next click the “Ok” Button. At the bottom row you will see that 6 columns are brought over and there are 62 rows (the same number as your total of queries from the previous step)



“X” out of this box and select the “Keep” option



This is the result. Note that there are 63 rows on this sheet (62 rows of data and 1 header row)

The screenshot displays an Excel spreadsheet titled 'AppendFunctionTrainingWorkbook1.xlsx'. The 'Append1' table is selected, showing 63 rows in total (1 header row and 62 data rows). The columns are: Name, Position, Gross, Overtime, Sevarance, and Column1. The 'Workbook Queries' task pane on the right lists five queries: Table1 (14 rows), Table3 (17 rows), Table5 (16 rows), Table7 (15 rows), and Append1 (62 rows). The 'Append1' query is highlighted with a red box. The status bar at the bottom right shows 'Count: 63'.

Name	Position	Gross	Overtime	Sevarance	Column1
LastName1,FirstName1	Shop Foreman	9334.16	165.25		
LastName2,FirstName2	Production Employee	6206.74			
LastName3,FirstName3	Production Employee	6870.22			
LastName4,FirstName4	Production Employee	6685.21			
LastName5,FirstName5	Production Employee	8800.67			
LastName6,FirstName6	Janitor	2887.41	106.2		
LastName7,FirstName7	Production Employee	7586.36			
LastName8,FirstName8	Janitor	2464.64			
LastName9,FirstName9	General Manager	27306.08			
LastName10,FirstName10	Office Manager	10548.58	1987.61		
LastName11,FirstName11	Production Employee	4459.38	301.25		
LastName12,FirstName12	Production Employee	7587.24	505.66		
LastName13,FirstName13	Production Employee	5737.78			
LastName14,FirstName14	Delivery Driver	4670.58			
LastName1,FirstName1	Shop Foreman	5235.66	0	3000	
LastName2,FirstName2	Shop Foreman	7419.58	206.25		
LastName3,FirstName3	Production Employee	4344.57	106.25		
LastName4,FirstName4	Production Employee	7089.14	897.61		
LastName5,FirstName5	Production Employee	5626.95	0		
LastName6,FirstName6	Janitor	5475.64	101.01		
LastName7,FirstName7	Production Employee	7439.64	605.61		

At this point, you can add a column at the far left and concatenate the name and title using @ to separate the two columns to organize this information in a pivot table. In this example there is also a position change, so this will allow the pivot table to document the related exposure around this change as well. For a pivot table a column header is required, and this example uses the word “key” for that header.

Key	Name	Position	Gross	Overtime	Sevarance	Column1
1	LastName1,FirstName1@Shop Foreman	Shop Foreman	9334.16	165.25		
2	LastName2,FirstName2@Production Emp	Production Employee	6206.74			
3	LastName3,FirstName3@Production Emp	Production Employee	6870.22			
4	LastName4,FirstName4@Production Emp	Production Employee	6685.21			
5	LastName5,FirstName5@Production Emp	Production Employee	8800.67			
6	LastName6,FirstName6@Janitor	Janitor	2887.41	106.2		
7	LastName7,FirstName7@Production Emp	Production Employee	7586.36			
8	LastName8,FirstName8@Janitor	Janitor	2464.64			
9	LastName9,FirstName9@General Manag	General Manager	27306.08			
10	LastName10,FirstName10@Office Manag	Office Manager	10548.58	1987.61		
11	LastName11,FirstName11@Production Er	Production Employee	4459.38	301.25		
12	LastName12,FirstName12@Production Er	Production Employee	7587.24	505.66		
13	LastName13,FirstName13@Production Er	Production Employee	5737.78			
14	LastName14,FirstName14@Delivery Drive	Delivery Driver	4670.58			
15	LastName1,FirstName1@Shop Foreman	Shop Foreman	5235.66	0	3000	
16	LastName2,FirstName2@Shop Foreman	Shop Foreman	7419.58	206.25		
17	LastName3,FirstName3@Production Emp	Production Employee	4344.57	106.25		
18	LastName4,FirstName4@Production Emp	Production Employee	7089.14	897.61		
19	LastName5,FirstName5@Production Emp	Production Employee	5626.95	0		
20	LastName6,FirstName6@Janitor	Janitor	5475.64	101.01		
21	LastName7,FirstName7@Production Emp	Production Employee	7439.64	605.61		

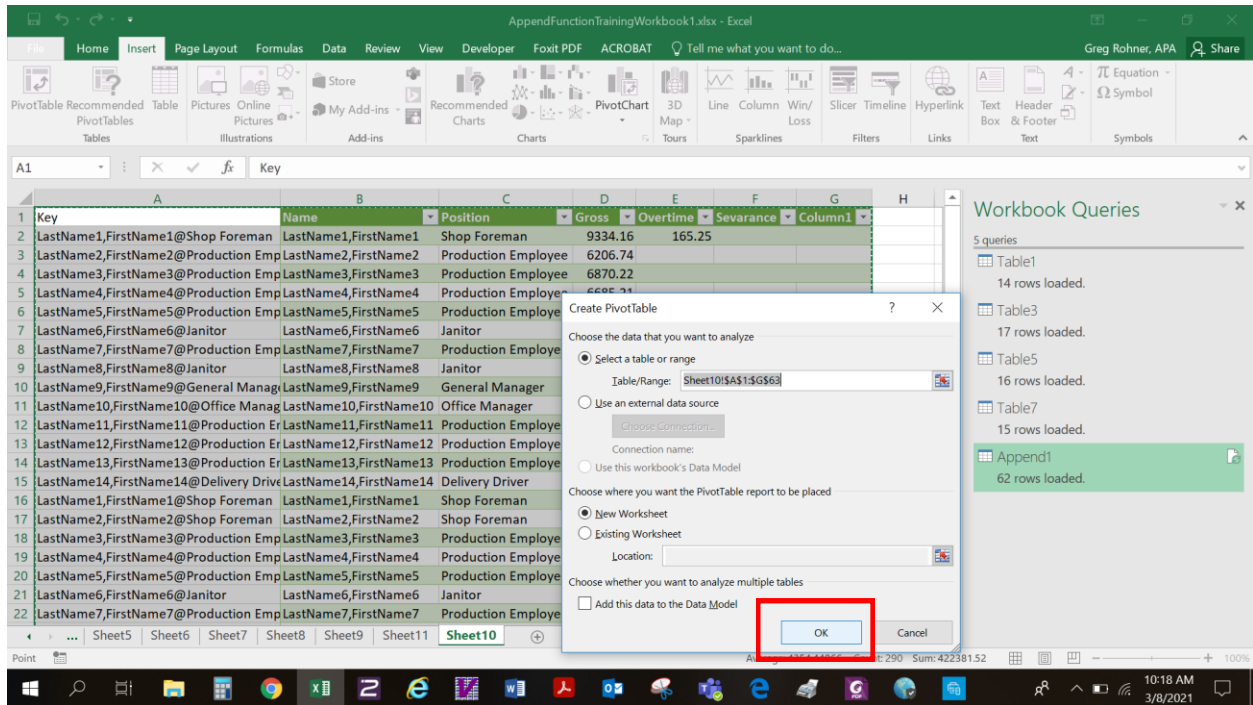
Create a pivot table by highlighting the entire data set and clicking on “Insert”, then “Pivot Table”

PivotTable
Easily arrange and summarize complex data in a PivotTable.

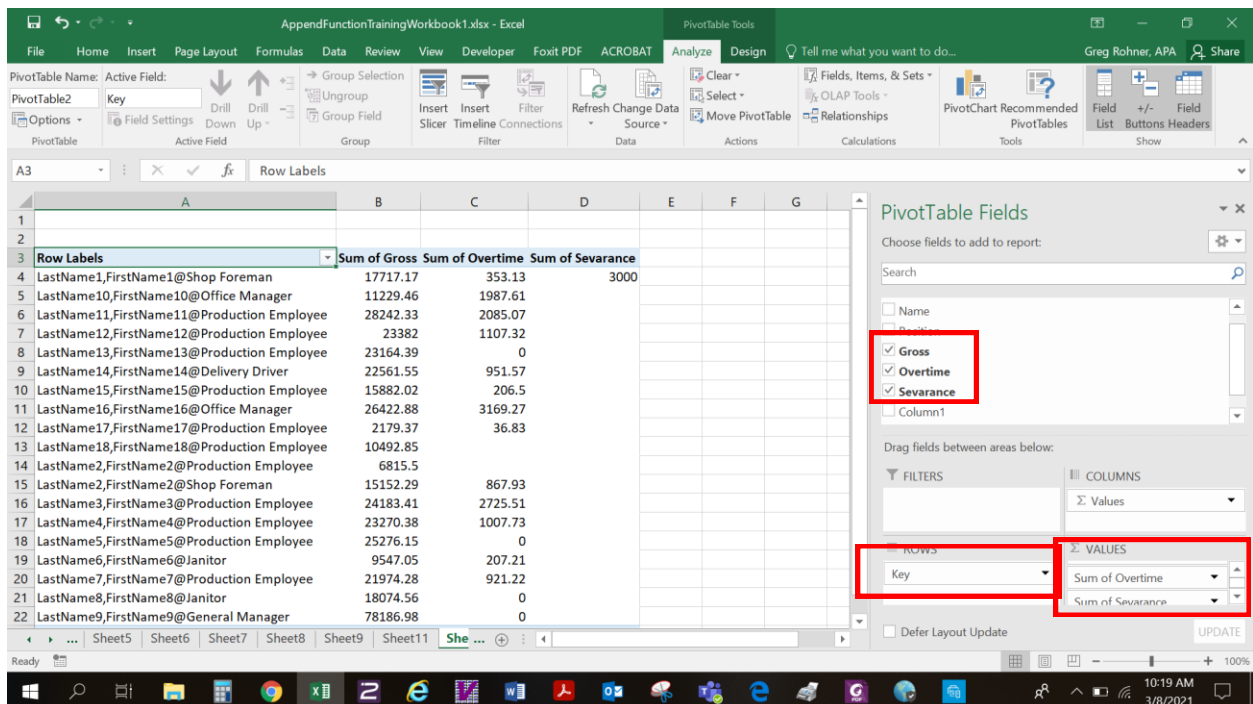
FYI: You can double-click a value to see which detailed values make up the summarized total.

[Tell me more](#)

Click on “ok”



In the pivot table options, drag the “key” field to the rows, and the Overtime, Gross and Severance fields to the values and this is the result.



The screenshot shows the Microsoft Excel interface. The 'File' tab is selected in the ribbon. The 'Home' tab is active, showing the 'Font' group with 'Calibri' font, size 11, and bold, italic, underline options. The 'Paste' group is also visible, showing 'Paste' and 'Format Painter' options. The 'Paste' menu is open, showing 'Paste' and 'Paste Options' options. The 'Paste Options' task pane is visible on the right, showing 'Paste' and 'Paste Values' options. The spreadsheet data is visible in the background, showing columns A through M and rows 1 through 22. The data includes names like 'Foreman', 'Production Employee', and 'General Manager', and numerical values.

The screenshot shows the Microsoft Excel application window. The title bar reads "Appendix TrainingWorkbook1.xlsx - Excel". The ribbon is set to "Home", and the "Font" group is active. The "Insert" menu is open, showing options like Cut, Copy, Paste Options, Paste Special, Insert, Delete, Clear Contents, Format Cells, Column Width, Hide, and Unhide. The "Insert" option is highlighted. The spreadsheet displays a table with columns A through N. Row 1 is the header row. Row 2 is the first data row. Row 3 is the second data row. Row 4 is the third data row. Row 5 is the fourth data row. Row 6 is the fifth data row. Row 7 is the sixth data row. Row 8 is the seventh data row. Row 9 is the eighth data row. Row 10 is the ninth data row. Row 11 is the tenth data row. Row 12 is the eleventh data row. Row 13 is the twelfth data row. Row 14 is the thirteenth data row. Row 15 is the fourteenth data row. Row 16 is the fifteenth data row. Row 17 is the sixteenth data row. Row 18 is the seventeenth data row. Row 19 is the eighteenth data row. Row 20 is the nineteenth data row. Row 21 is the twentieth data row. Row 22 is the twenty-first data row. The status bar at the bottom shows "Average: 40375.462 Count: 21 Sum: 807509.24".

AppendFunctionTrainingWorkbook1.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Developer Foxit PDF ACROBAT Tell me what you want to do... Greg Rohner, APA Share

Clipboard Font Alignment Number Styles Cells Editing

A4

Row Labels

Row Labels	Sum of Gross	Sum of Overtime	Sum of Sevarance
LastName1,FirstName1@Shop Foreman	17717.17	353.13	3000
LastName10,FirstName10@Office Manager	11229.46	1987.61	
LastName11,FirstName11@Production Employee	28242.33	2085.07	
LastName12,FirstName12@Production Employee	23382	1107.32	
LastName13,FirstName13@Production Employee	23164.39	0	
LastName14,FirstName14@Delivery Driver	22561.55	951.57	
LastName15,FirstName15@Production Employee	15882.02	206.5	
LastName16,FirstName16@Office Manager	26422.88	3169.27	
LastName17,FirstName17@Production Employee	2179.37	36.83	
LastName18,FirstName18@Production Employee	10492.85		
LastName2,FirstName2@Production Employee	6815.5		
LastName2,FirstName2@Shop Foreman	15152.29	867.93	
LastName3,FirstName3@Production Employee	24183.41	2725.51	
LastName4,FirstName4@Production Employee	23270.38	1007.73	
LastName5,FirstName5@Production Employee	25276.15	0	
LastName6,FirstName6@Janitor	9547.05	207.21	
LastName7,FirstName7@Production Employee	21974.28	921.22	
LastName8,FirstName8@Janitor	18074.56	0	
LastName9,FirstName9@General Manager	78186.98	0	

Sheet5 Sheet6 Sheet7 Sheet8 Sheet9 Sheet11 Sheet12 Sheet10

Ready 10:26 AM 3/8/2021

Then highlight the data in the column labeled “Key” and select “Data” and “Text to Column”

AppendFunctionTrainingWorkbook1.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Developer Foxit PDF ACROBAT Tell me what you want to do... Greg Rohner, APA Share

From Access From Web From Other Sources Existing Connections New Query Recent Sources Refresh Properties Edit Links Connections Sort Filter Advanced Text to Columns Flash Fill Remove Duplicates Relationships What-If Analysis Forecast Sheet Group Ungroup Subtotal Outline

A4

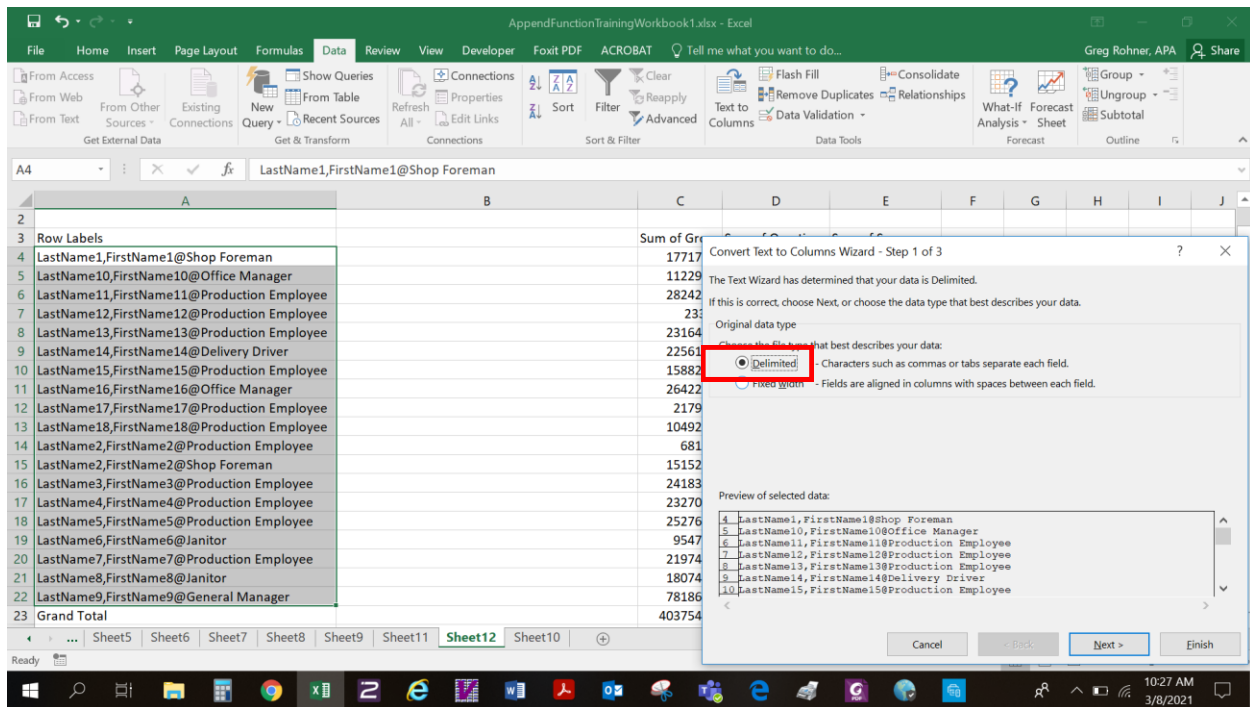
Row Labels

Row Labels	Sum of Gross	Sum of Overtime	Sum of Sevarance
LastName1,FirstName1@Shop Foreman	17717.17	353.13	3000
LastName10,FirstName10@Office Manager	11229.46	1987.61	
LastName11,FirstName11@Production Employee	28242.33	2085.07	
LastName12,FirstName12@Production Employee	23382	1107.32	
LastName13,FirstName13@Production Employee	23164.39	0	
LastName14,FirstName14@Delivery Driver	22561.55	951.57	
LastName15,FirstName15@Production Employee	15882.02	206.5	
LastName16,FirstName16@Office Manager	26422.88	3169.27	
LastName17,FirstName17@Production Employee	2179.37	36.83	
LastName18,FirstName18@Production Employee	10492.85		
LastName2,FirstName2@Production Employee	6815.5		
LastName2,FirstName2@Shop Foreman	15152.29	867.93	
LastName3,FirstName3@Production Employee	24183.41	2725.51	
LastName4,FirstName4@Production Employee	23270.38	1007.73	
LastName5,FirstName5@Production Employee	25276.15	0	
LastName6,FirstName6@Janitor	9547.05	207.21	
LastName7,FirstName7@Production Employee	21974.28	921.22	
LastName8,FirstName8@Janitor	18074.56	0	
LastName9,FirstName9@General Manager	78186.98	0	
Grand Total	403754.62	15626.9	3000

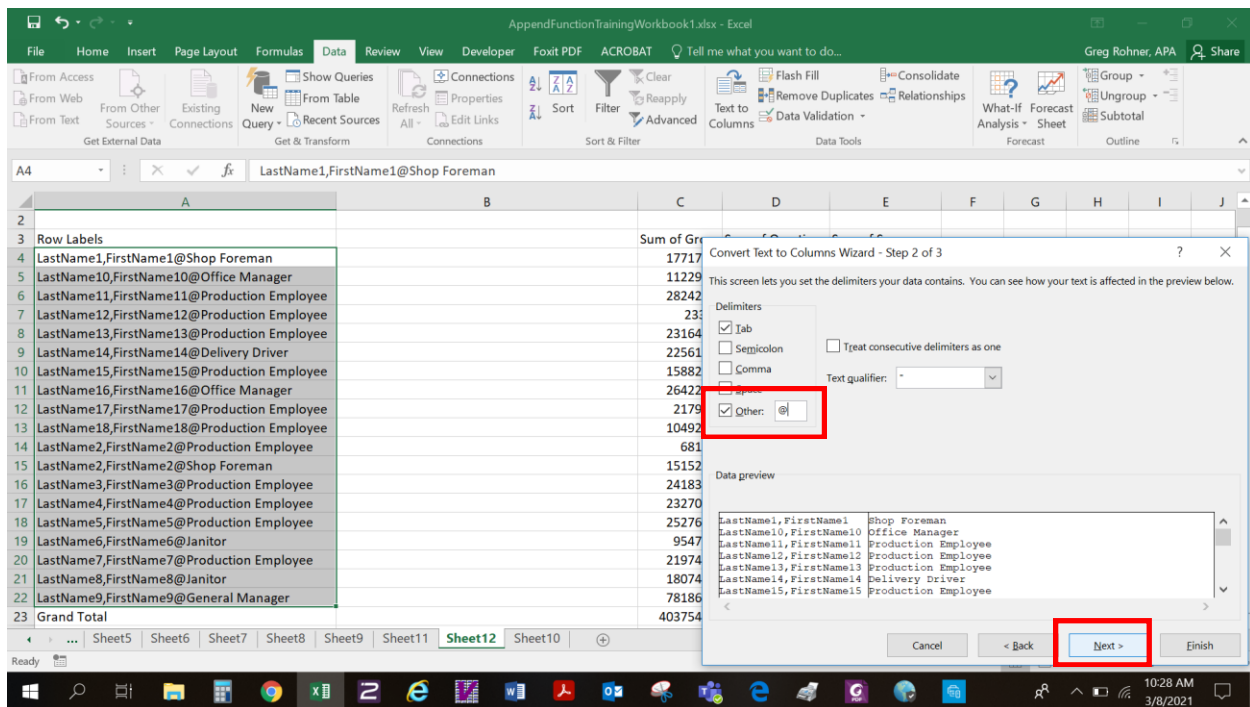
Sheet5 Sheet6 Sheet7 Sheet8 Sheet9 Sheet11 Sheet12 Sheet10

Ready Count: 19 10:27 AM 3/8/2021

Chose the “Delimited” option



Select the “Other” options and enter @ in the field provided



This is the result

The screenshot shows an Excel spreadsheet titled 'AppendFunctionTrainingWorkbook1.xlsx'. The 'Data' tab is active, displaying a table with 23 rows and 10 columns. The table contains employee data, including last names, first names, job titles, and summary statistics for Gross, Overtime, and Severance. The 'Grand Total' row shows a total of 403,754.62 for Gross, 15,626.9 for Overtime, and 3,000 for Severance.

	A	B	C	D	E	F	G	H	I	J
2										
3	Row Labels		Sum of Gross	Sum of Overtime	Sum of Severance					
4	LastName1,FirstName1	Shop Foreman	17717.17	353.13	3000					
5	LastName10,FirstName10	Office Manager	11229.46	1987.61						
6	LastName11,FirstName11	Production Employee	28242.33	2085.07						
7	LastName12,FirstName12	Production Employee	23382	1107.32						
8	LastName13,FirstName13	Production Employee	23164.39	0						
9	LastName14,FirstName14	Delivery Driver	22561.55	951.57						
10	LastName15,FirstName15	Production Employee	15882.02	206.5						
11	LastName16,FirstName16	Office Manager	26422.88	3169.27						
12	LastName17,FirstName17	Production Employee	2179.37	36.83						
13	LastName18,FirstName18	Production Employee	10492.85							
14	LastName2,FirstName2	Production Employee	6815.5							
15	LastName2,FirstName2	Shop Foreman	15152.29	867.93						
16	LastName3,FirstName3	Production Employee	24183.41	2725.51						
17	LastName4,FirstName4	Production Employee	23270.38	1007.73						
18	LastName5,FirstName5	Production Employee	25276.15	0						
19	LastName6,FirstName6	Janitor	9547.05	207.21						
20	LastName7,FirstName7	Production Employee	21974.28	921.22						
21	LastName8,FirstName8	Janitor	18074.56	0						
22	LastName9,FirstName9	General Manager	78186.98	0						
23	Grand Total		403754.62	15626.9	3000					