Excel Easy

#1 Excel tutorial on the net

Excel   **Introduction**   **Basics**   **Functions**   **Data Analysis**   **VBA**   **300 Examples**   **Ask us**

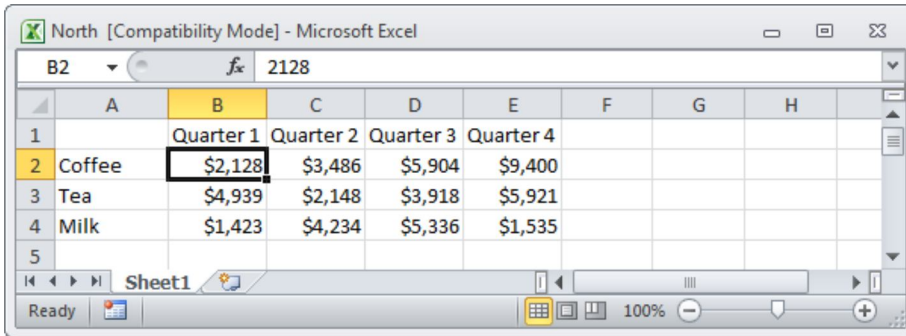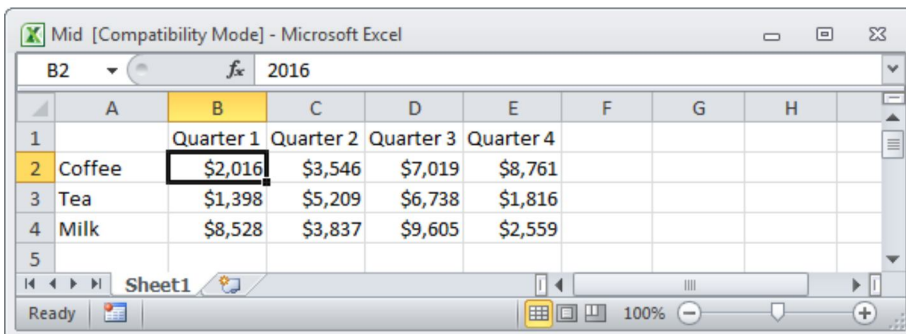# External References

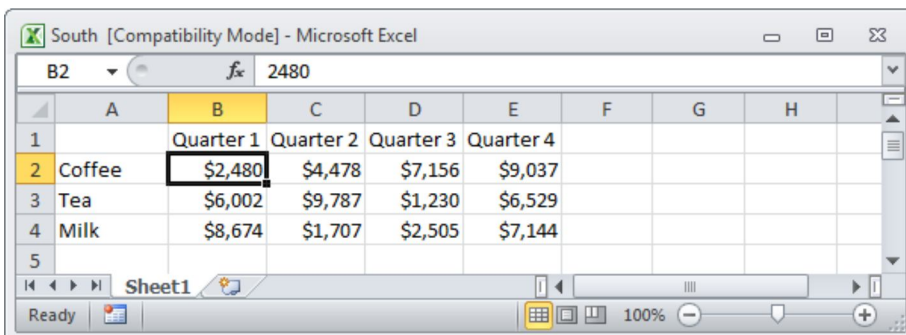Create External Reference | Alert | Edit Links

An external reference in Excel is a reference to a cell or range of cells in another workbook. Below you can find the workbooks of three divisions (North, Mid and South).

Create External Reference

To create an external reference, execute the following steps.

1. Open all workbooks.

Chapter

Cell References

Learn more, it's easy

Copy Exact Formula

3D-reference

External References

Hyperlinks

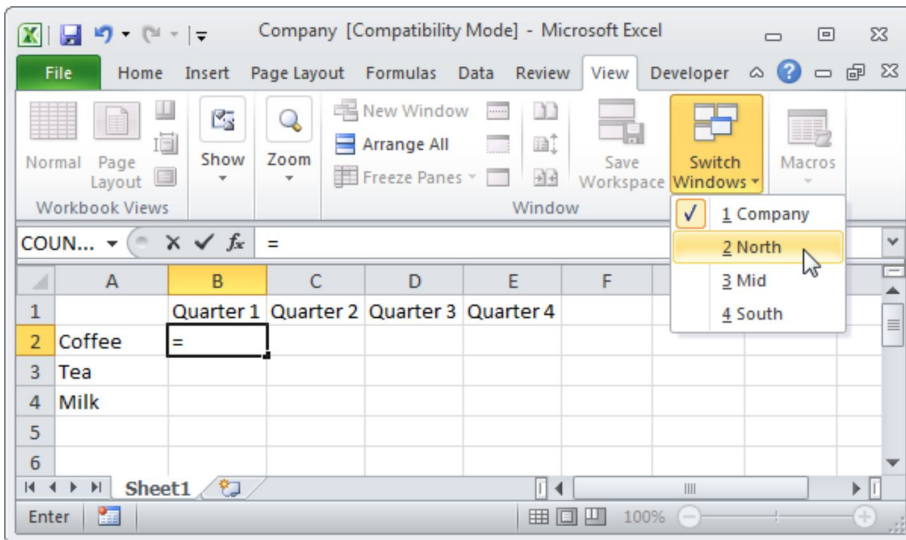### Download Excel Files

North.xls

Mid.xls

South.xls
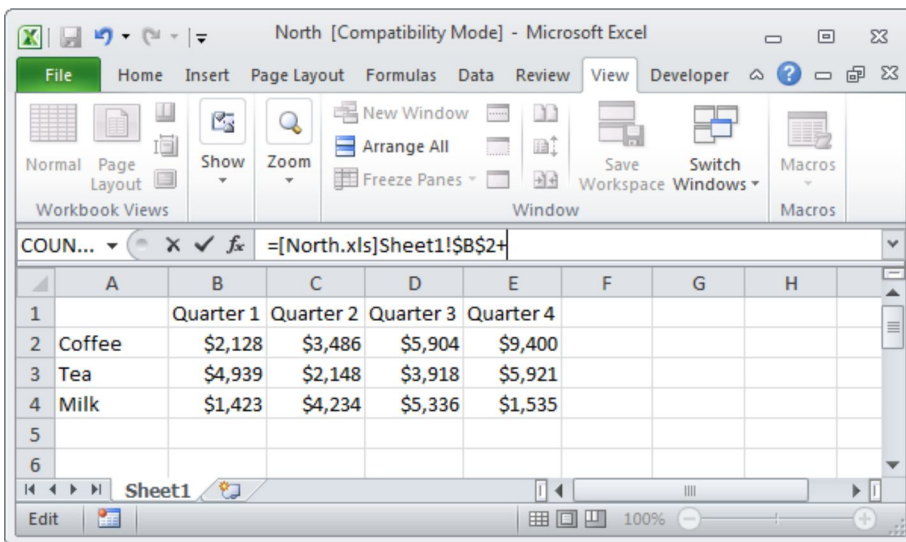
Company.xls

Follow Excel Easy

2. In the Company workbook, select cell B2 and type the equal sign =

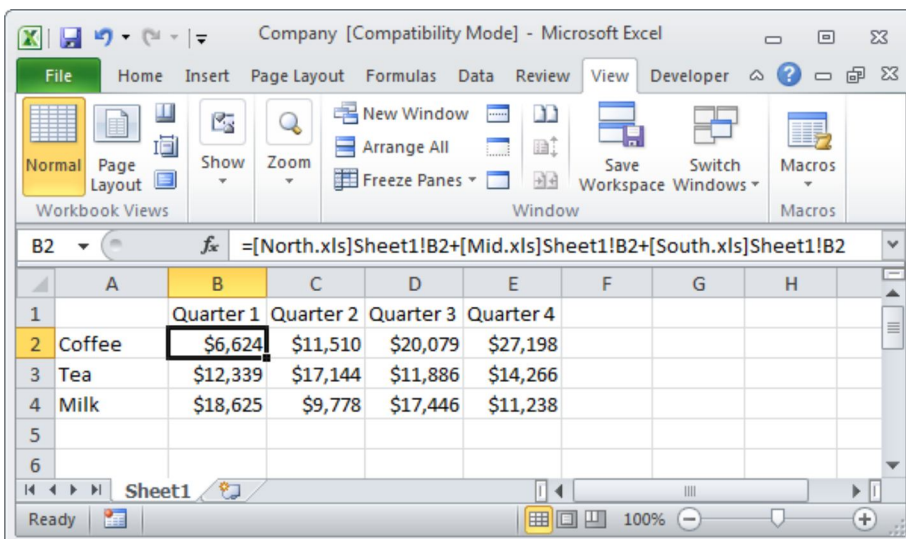3. On the View tab, click Switch Windows and then click North.

4. In the North workbook, select cell B2 and type a +

5. Repeat step 3 and 4 for the Mid and South workbook.

6. Remove the $ symbols in the formula of cell B2 and copy the formula to the other cells.
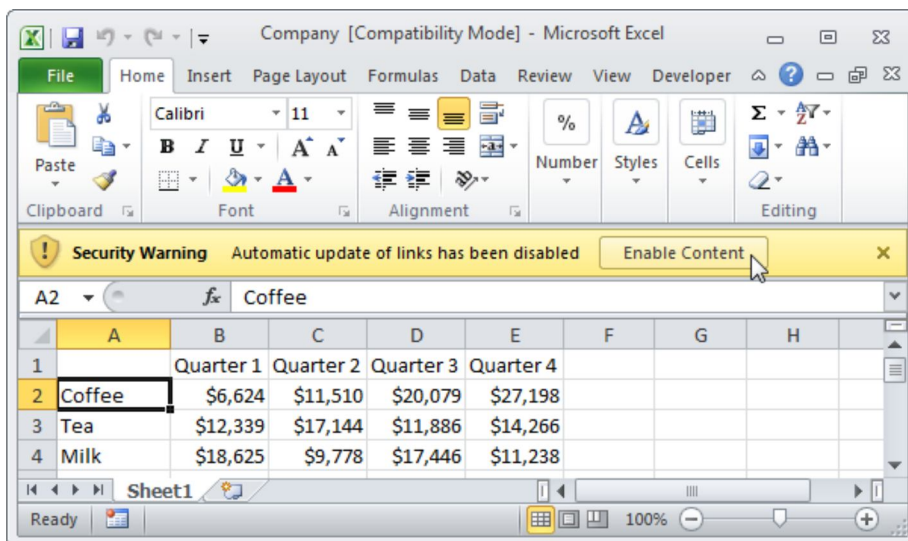
Result.

Alert

Close all workbooks. Change a number in the workbook of a division. Close all workbooks again. Open the Company workbook.

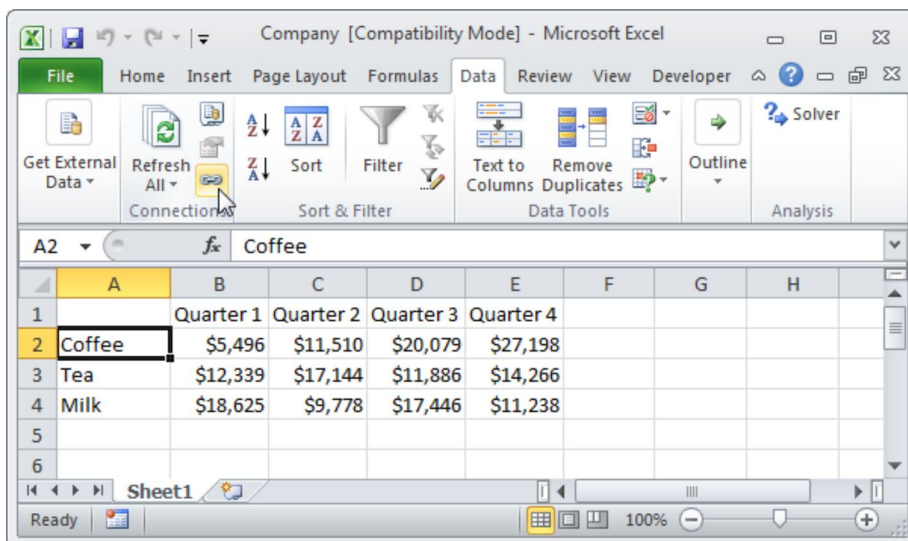A. To update all links, click Enable Content.

B. To not update the links, click the X.

Note: if you see another alert, click Update or Don't Update.

Edit Links

On the Data tab, in the Connections group, click the Edit links symbol to launch the Edit Links dialog box.

1. If you didn't update the links, you can still update the links here. Select a workbook and click Update Values to update the links to this workbook. Note how the Status changes to OK.
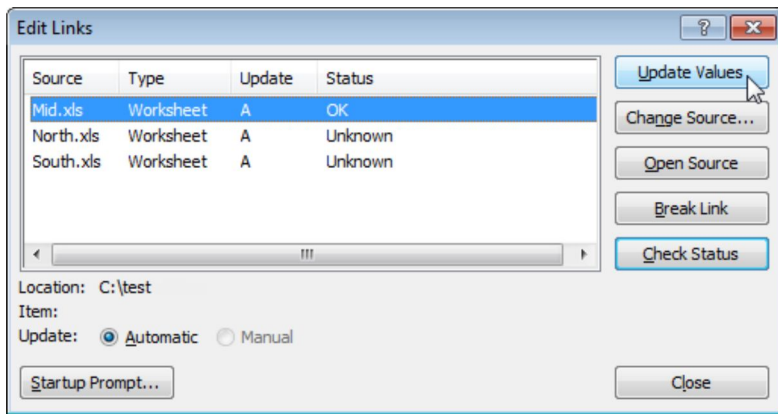
2. If you don't want to display the alert and update the links automatically, Click Startup Prompt, select the third option, and click OK.
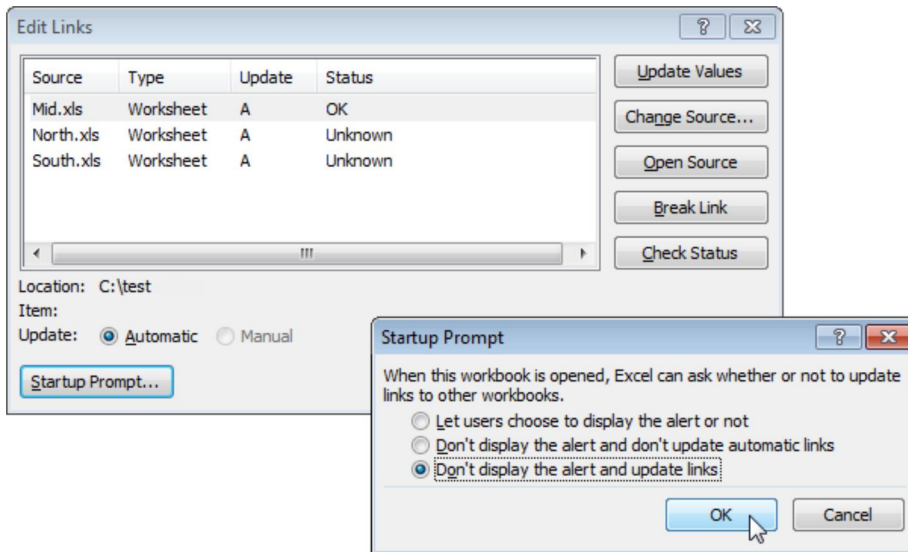
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Learn more about cell references, use the side menu >>

Go to Top: External References | Go to Next Chapter: Date & Time Functions