If you distribute multiple copies of the same workbook with the share and track changes features turned on, then several users can make changes to them at the same time. When these multiple copies are returned, it is possible to merge the workbooks into a single, comprehensive workbook. You can then accept or reject changes as described in the link on Review, Accept, and Reject Changes.

To properly merge two workbooks, certain criteria must be met.
- ✓ The workbooks used in the merge must all be copies of the same workbook.
- ✓ The workbook that is being copied must be Shared with other users.
- ✓ Each workbook must have a different file name.
- ✓ If a password has been used in one of the workbooks, the password will have to be removed or the same password will have to be used for all the workbooks that are to be merged.

Add to Quick Access Toolbar

In order to use this feature, the Compare and Merge Workbooks feature must be added to the Quick Access Toolbar. To complete this process, follow the directions below.
- ✞ Click the **File Tab** to open **Backstage View**.
- ✞ Click the **Options** link on the left side of the **Navigation Pane**.
- ✞ The **Excel Options** window will display.
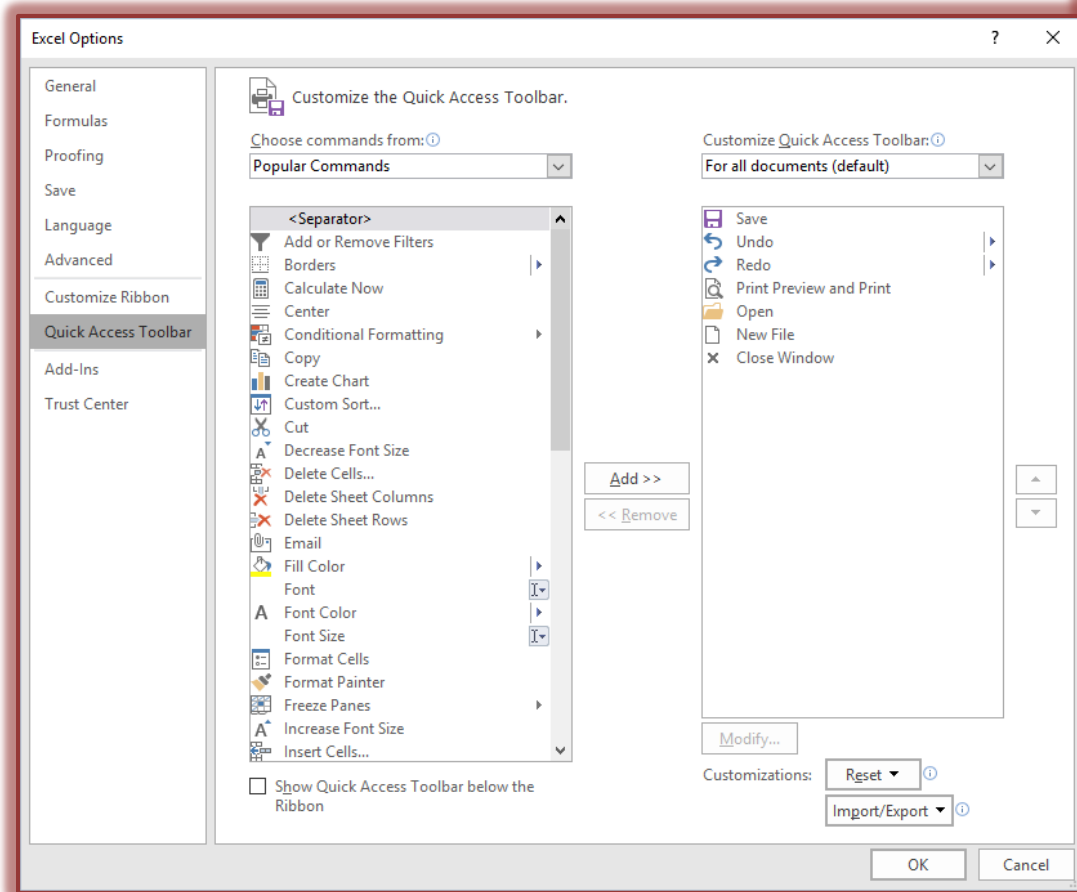
- ✞ Click the **Quick Access Toolbar** link.

- ✞ In the **Choose commands from** list, click **All Commands**.
- ✞ Scroll down to locate and select the **Compare and Merge Workbooks** option.
- ✞ Click the **Add** button to move the command to the **Quick Access Toolbar** list.
- ✞ Click **OK** to exit the window.

Merge Workbooks

- ✞ Open the workbook **High Tech Stock Club (Merge)** from the folder where the documents that were downloaded from the **Excel Web Training** page were stored.
- ✞ This is going to be the copy of the workbook in which the results of the merge are going to appear.
- ✞ Make a couple of changes to the workbook, such as number of shares or initial price.
- ✞ Click the **File Tab**.
- ✞ Click **Save As** from the list.
- ✞ The **Save As** window will display.
- ✞ Change the name of the file.
- ✞ Click **OK** to save the workbook, if necessary.
- ✞ Close this workbook and **re-open High Tech Stock Club (Merge)**.
- ✞ Make some changes to the workbook again and then save the workbook with a different name.
- ✞ Close this workbook and re-open the **High Tech Stock Club (Merge)** again.
- ✞ Click the **Compare and Merge Workbooks** button on the **Quick Access Toolbar**.

Compare and Merge Button
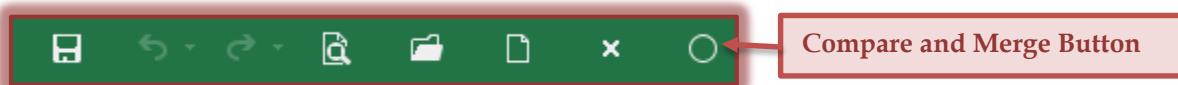
- ▣ Before you are able to complete the next steps, you will have to save the High Tech Stock Club (Merge) with a different file name.
- ▣ Workbooks that were saved previously will not work because of the length of time specified for comparisons.
- ▣ When actually working with Merged Workbooks, others would be making changes and saving the workbooks with different names in the specified block of time.
- ✞ The **Select Files to Merge into Current Workbook** dialog box will appear.
- ✞ Click the **Look in** drop-down arrow and select the folder where the files are stored.
- ✞ Click one of the **High Tech Stock Club** files that you created (renamed).
- ✞ Hold down the **Ctrl** key on the keyboard and then select the second **High Tech Stock Club** file that you created (renamed).
- ✞ Click **OK** to exit the dialog box.
- ✞ All the changes for the three workbooks will be merged into the **High Tech Stock Club (Merge)** workbook.
- ✞ Follow the procedure described in the link on **Review, Accept, and Reject Changes** to review and accept or reject the changes to the workbook.