

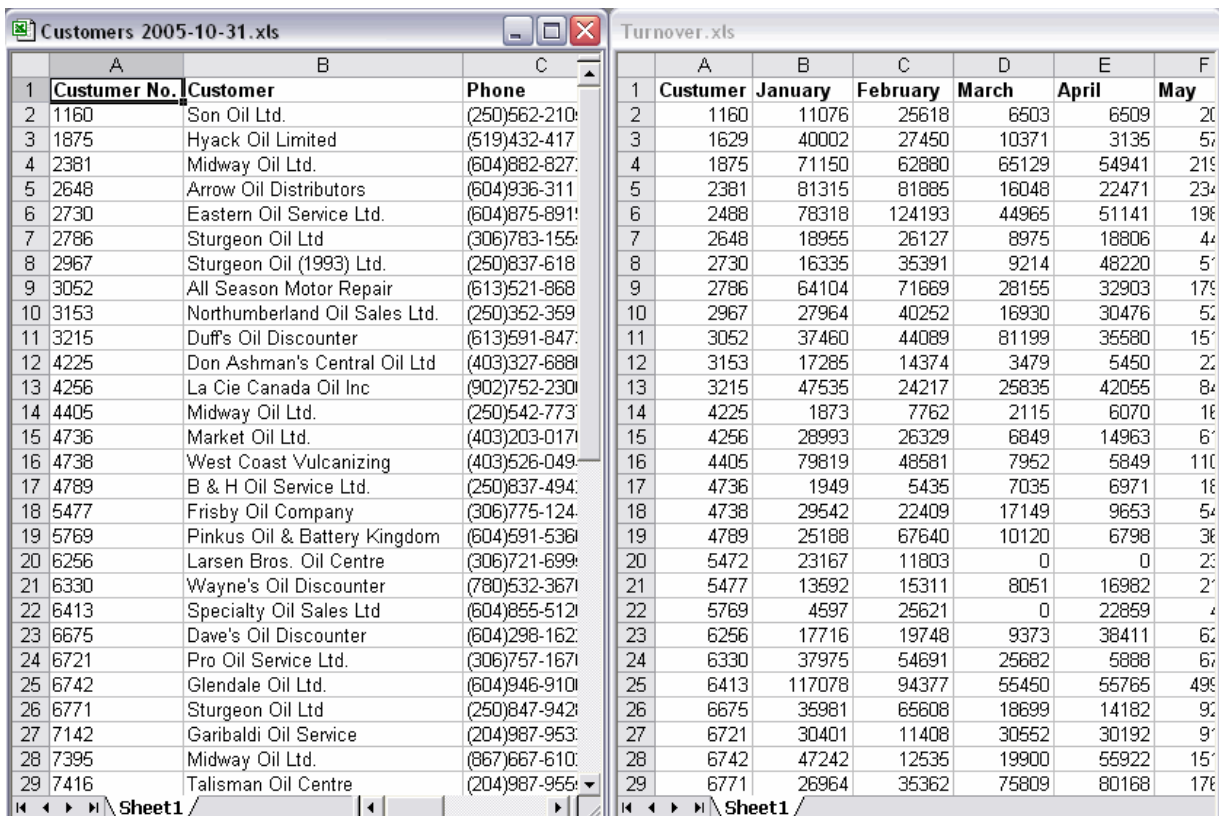
Tutorial

How to merge different Excel spreadsheets?

The following example shows how different Excel spreadsheets can be merged with Synkronizer 9.1. The customer base data is merged with the customers' turnover.

1. Open the two Excel files and verify that the spreadsheets contain a database structure (see also the user manual, chapter 2.1.2).

In the example below you see the spreadsheet which (1) contains the customer data (Customers 2005-10-31.xls) listed on the left and (2) the file with the turnover data (Turnover.xls) on the right.



1	Customer No.	Customer	Phone
2	1160	Son Oil Ltd.	(250)562-210
3	1875	Hyack Oil Limited	(519)432-417
4	2381	Midway Oil Ltd.	(604)882-827
5	2648	Arrow Oil Distributors	(604)936-311
6	2730	Eastern Oil Service Ltd.	(604)875-891
7	2786	Sturgeon Oil Ltd	(306)783-155
8	2967	Sturgeon Oil (1993) Ltd.	(250)837-618
9	3052	All Season Motor Repair	(613)521-868
10	3153	Northumberland Oil Sales Ltd.	(250)352-359
11	3215	Duff's Oil Discounter	(613)591-847
12	4225	Don Ashman's Central Oil Ltd	(403)327-688
13	4256	La Cie Canada Oil Inc	(902)752-230
14	4405	Midway Oil Ltd.	(250)542-773
15	4736	Market Oil Ltd.	(403)203-017
16	4738	West Coast Vulcanizing	(403)526-049
17	4789	B & H Oil Service Ltd.	(250)837-494
18	5477	Frisby Oil Company	(306)775-124
19	5769	Pinkus Oil & Battery Kingdom	(604)591-536
20	6256	Larsen Bros. Oil Centre	(306)721-699
21	6330	Wayne's Oil Discounter	(780)532-367
22	6413	Specialty Oil Sales Ltd	(604)855-512
23	6675	Dave's Oil Discounter	(604)298-162
24	6721	Pro Oil Service Ltd.	(306)757-167
25	6742	Glendale Oil Ltd.	(604)946-910
26	6771	Sturgeon Oil Ltd	(250)847-942
27	7142	Garibaldi Oil Service	(204)987-953
28	7395	Midway Oil Ltd.	(867)667-610
29	7416	Talisman Oil Centre	(204)987-955

1	Customer	January	February	March	April	May
2	1160	11076	25618	6503	6509	20
3	1629	40002	27450	10371	3135	57
4	1875	71150	62880	65129	54941	219
5	2381	81315	81885	16048	22471	234
6	2488	78318	124193	44965	51141	196
7	2648	18955	26127	8975	18806	44
8	2730	16335	35391	9214	48220	57
9	2786	64104	71669	28155	32903	179
10	2967	27964	40252	16930	30476	52
11	3052	37460	44089	81199	35580	157
12	3153	17285	14374	3479	5450	22
13	3215	47535	24217	25835	42055	84
14	4225	1873	7762	2115	6070	16
15	4256	28993	26329	6849	14963	67
16	4405	79819	48581	7952	5849	110
17	4736	1949	5435	7035	6971	18
18	4738	29542	22409	17149	9653	54
19	4789	25188	67640	10120	6798	36
20	5472	23167	11803	0	0	23
21	5477	13592	15311	8051	16982	27
22	5769	4597	25621	0	22859	4
23	6256	17716	19748	9373	38411	62
24	6330	37975	54691	25682	5888	67
25	6413	117078	94377	55450	55765	499
26	6675	35981	65608	18699	14182	92
27	6721	30401	11408	30552	30192	97
28	6742	47242	12535	19900	55922	157
29	6771	26964	35362	75809	80168	176

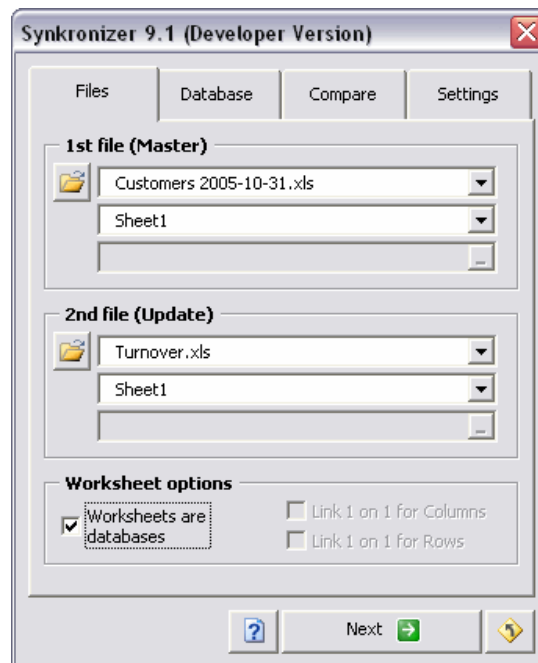
2. The columns with identical data must contain identical headings (e.g. identification ID, phone no., etc.). This is important as Synkronizer can only link columns with identical headings.

In our example we use the caption "Customer No."

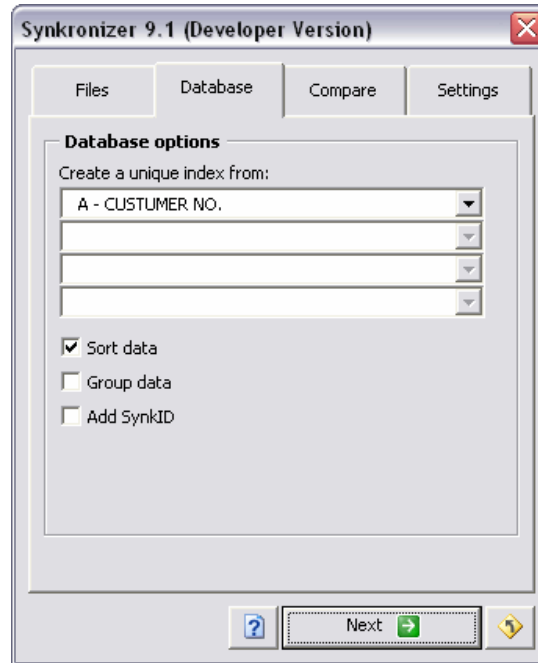
	A	B	C
1	Customer No.	Customer	Phone
2	1160	Son Oil Ltd.	(250)562-2105
3	1875	Hyack Oil Limited	(519)432-4171
4	2381	Midway Oil Ltd.	(604)882-8272
5	2648	Arrow Oil Distributors	(604)936-3111
6	2730	Eastern Oil Service Ltd.	(604)875-8919
7	2786	Sturgeon Oil Ltd	(306)783-1555
8	2967	Sturgeon Oil (1993) Ltd.	(250)837-6181
9	3052	All Season Motor Repair	(613)521-8681
10	3153	Northumberland Oil Sales Ltd.	(250)352-3591
11	3215	Duff's Oil Discounter	(613)591-8473
12	4225	Don Ashman's Central Oil Ltd	(403)327-6886
13	4256	La Cie Canada Oil Inc	(902)752-2300
14	4405	Midway Oil Ltd.	(250)542-7737
15	4736	Market Oil Ltd.	(403)203-0170
16	4738	West Coast Vulcanizing	(403)526-0494
17	4789	B & H Oil Service Ltd.	(250)837-4942
18	5477	Frisby Oil Company	(306)775-1244
19	5769	Pinkus Oil & Battery Kingdom	(604)591-5366
20	6256	Larsen Bros. Oil Centre	(306)721-6995
21	6330	Wayne's Oil Discounter	(780)532-3676
22	6413	Specialty Oil Sales Ltd	(604)855-5126
23	6675	Dave's Oil Discounter	(604)298-1622
24	6721	Pro Oil Service Ltd.	(306)757-1676
25	6742	Glendale Oil Ltd.	(604)946-9100
26	6771	Sturgeon Oil Ltd	(250)847-9428
27	7142	Garibaldi Oil Service	(204)987-9533
28	7395	Midway Oil Ltd.	(867)667-6102
29	7416	Talisman Oil Centre	(204)987-9555

	A	B	C	D	E
1	Customer No.	January	February	March	April
2	1160	11076	25618	6503	6509
3	1629	40002	27450	10371	3135
4	1875	71150	62880	65129	54941
5	2381	81315	81885	16048	22471
6	2488	78318	124193	44965	51141
7	2648	18955	26127	8975	18806
8	2730	16335	35391	9214	48220
9	2786	64104	71669	28155	32903
10	2967	27964	40252	16930	30476
11	3052	37460	44089	81199	35580
12	3153	17285	14374	3479	5450
13	3215	47535	24217	25835	42055
14	4225	1873	7762	2115	6070
15	4256	28993	26329	6849	14963
16	4405	79819	48581	7952	5849
17	4736	1949	5435	7035	6971
18	4738	29542	22409	17149	9653
19	4789	25188	67640	10120	6798
20	5472	23167	11803	0	0
21	5477	13592	15311	8051	16982
22	5769	4597	25621	0	22859
23	6256	17716	19748	9373	38411
24	6330	37975	54691	25682	5888
25	6413	117078	94377	55450	55765
26	6675	35981	65608	18699	14182
27	6721	30401	11408	30552	30192
28	6742	47242	12535	19900	55922
29	6771	26964	35362	75809	80168

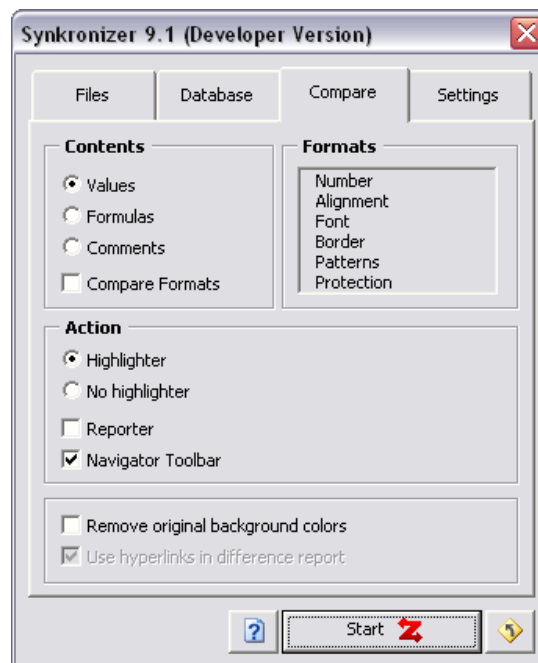
3. Start Synkronizer and open the two files.
4. Select "Worksheets are databases".



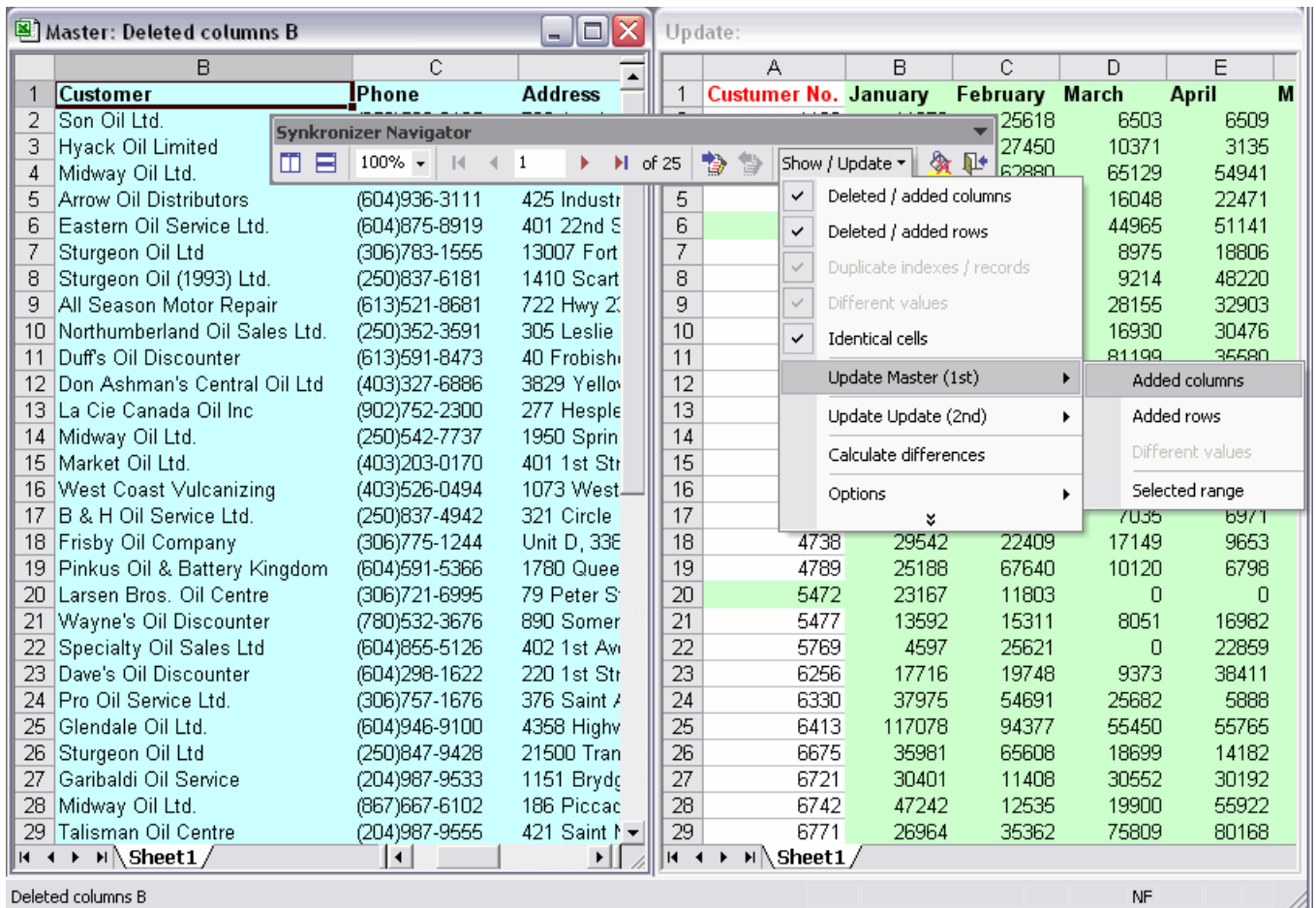
- 5. Select the section "Database" and enter as primary key the column which shows the identification No. ID. In our example it is the column "Customer No."



- 6. Select the tab "Compare", select the actions "Highlighter" and "Navigator Toolbar" and press "Start".



- The two spreadsheets are linked according to the primary key and are displayed vertically. With the menu command "Show / Update" -> "Update Master" -> "Added columns" the turnover data is transferred into the customer file.



Master: Deleted columns B			Update:						
	B	C	A	B	C	D	E		
1	Customer	Phone	Address	Customer No.	January	February	March	April	
2	Son Oil Ltd.					25618	6503	6509	
3	Hyack Oil Limited					27450	10371	3135	
4	Midway Oil Ltd.					62880	65129	54941	
5	Arrow Oil Distributors	(604)936-3111	425 Industr	5			16048	22471	
6	Eastern Oil Service Ltd.	(604)875-8919	401 22nd S	6			44965	51141	
7	Sturgeon Oil Ltd	(306)783-1555	13007 Fort	7			8975	18806	
8	Sturgeon Oil (1993) Ltd.	(250)837-6181	1410 Scart	8			9214	48220	
9	All Season Motor Repair	(613)521-8681	722 Hwy 2	9			28155	32903	
10	Northumberland Oil Sales Ltd.	(250)352-3591	305 Leslie	10			16930	30476	
11	Duff's Oil Discounter	(613)591-8473	40 Frobish	11			81199	36580	
12	Don Ashman's Central Oil Ltd	(403)327-6886	3829 Yellow	12					
13	La Cie Canada Oil Inc	(902)752-2300	277 Hesples	13					
14	Midway Oil Ltd.	(250)542-7737	1950 Sprin	14					
15	Market Oil Ltd.	(403)203-0170	401 1st Str	15					
16	West Coast Vulcanizing	(403)526-0494	1073 West	16					
17	B & H Oil Service Ltd.	(250)837-4942	321 Circle	17			7035	6971	
18	Frisby Oil Company	(306)775-1244	Unit D, 33E	18	4738	29542	22409	17149	9653
19	Pinkus Oil & Battery Kingdom	(604)591-5366	1780 Quee	19	4789	25188	67640	10120	6798
20	Larsen Bros. Oil Centre	(306)721-6995	79 Peter S	20	5472	23167	11803	0	0
21	Wayne's Oil Discounter	(780)532-3676	890 Somer	21	5477	13592	15311	8051	16982
22	Specialty Oil Sales Ltd	(604)855-5126	402 1st Aw	22	5769	4597	25621	0	22859
23	Dave's Oil Discounter	(604)298-1622	220 1st Str	23	6256	17716	19748	9373	38411
24	Pro Oil Service Ltd.	(306)757-1676	376 Saint /	24	6330	37975	54691	25682	5888
25	Glendale Oil Ltd.	(604)946-9100	4358 Highw	25	6413	117078	94377	55450	55765
26	Sturgeon Oil Ltd	(250)847-9428	21500 Tran	26	6675	35981	65608	18699	14182
27	Garibaldi Oil Service	(204)987-9533	1151 Brydc	27	6721	30401	11408	30552	30192
28	Midway Oil Ltd.	(867)667-6102	186 Piccac	28	6742	47242	12535	19900	55922
29	Talisman Oil Centre	(204)987-9555	421 Saint /	29	6771	26964	35362	75809	80168

- The spreadsheets are merged.