

# Instructions for connecting and merging multiple Excel files into 1 file easily

Merge multiple Excel files into one file to manage data conveniently and save time. You can use VBA or the Move/Copy feature to do it. Below are detailed step-by-step instructions.

Merge multiple Excel files into one file to easily process data. Let's learn with TipsMake how to use VBA or Move/Copy to do it quickly and accurately.

## Why do we need to merge multiple Excel files into 1?

- Convenient in synthesizing data from multiple sources.
- Reduce errors when processing data manually.
- Easy to analyze and report on a single table.

## How to merge multiple Excel files into 1 file

### \* Steps to prepare:

- Computer installed with Excel 2013 or **Excel 2016** which is commonly used today.
- Available Excel files for execution.

### Method 1: Using VBA code

Suppose you have 2 Excel files with the following data:

File 1: **File01.xlsx**

Taimienphi.vn- File01.xlsx - Excel

File Home Insert Page Lay Formula: Data Review View Developr A

C13

	A	B	C	D	E
1	<b>STT</b>	<b>Sản phẩm</b>	<b>Tổng hợp cả năm</b>	<b>Ghi chú</b>	
2	1	Mã 01	23		
3	2	Mã 02	24		
4	3	Mã 03	25		
5	4	Mã 04	26		
6	5	Mã 05	27		
7	6	Mã 06	28		
8	7	Mã 07	29		
9	8	Mã 08	30		
10	9	Mã 09	31		
11					

Taimienphi.vn Sheet1 Sheet2 ...

File 2: File02.xlsx

Taimienphi.vn- File02.xlsx - Ex...

File Home Insert Page Lay Formula Data Review View Develop Add

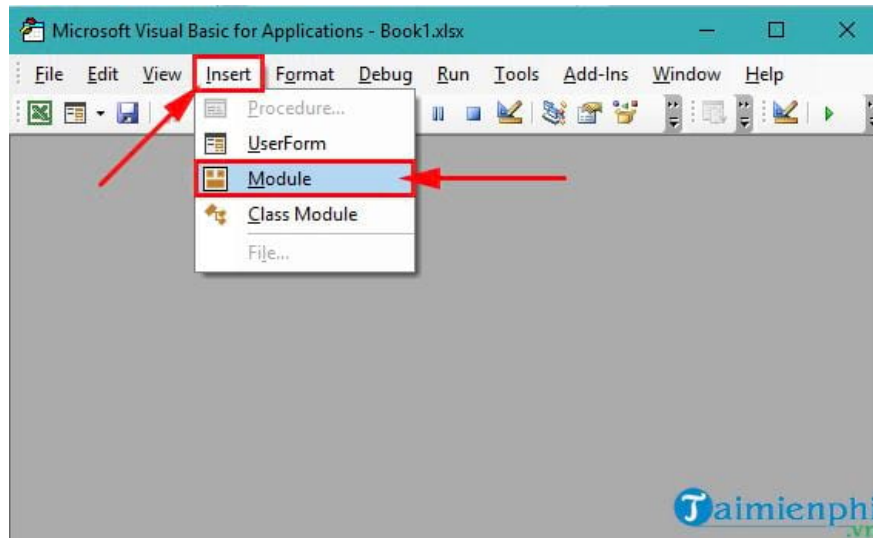
D23

	A	B	C	D	E
1	<b>STT</b>	<b>Sản phẩm</b>	<b>Tổng hợp cả năm</b>	<b>Ghi chú</b>	
2	30	Mã 30	33		
3	31	Mã 31	34		
4	32	Mã 32	35		
5	33	Mã 33	36		
6	34	Mã 34	37		
7	35	Mã 35	38		
8	36	Mã 36	39		
9	37	Mã 37	40		
10	38	Mã 38	41		
11					

Vidu-sheet1 Sheet2

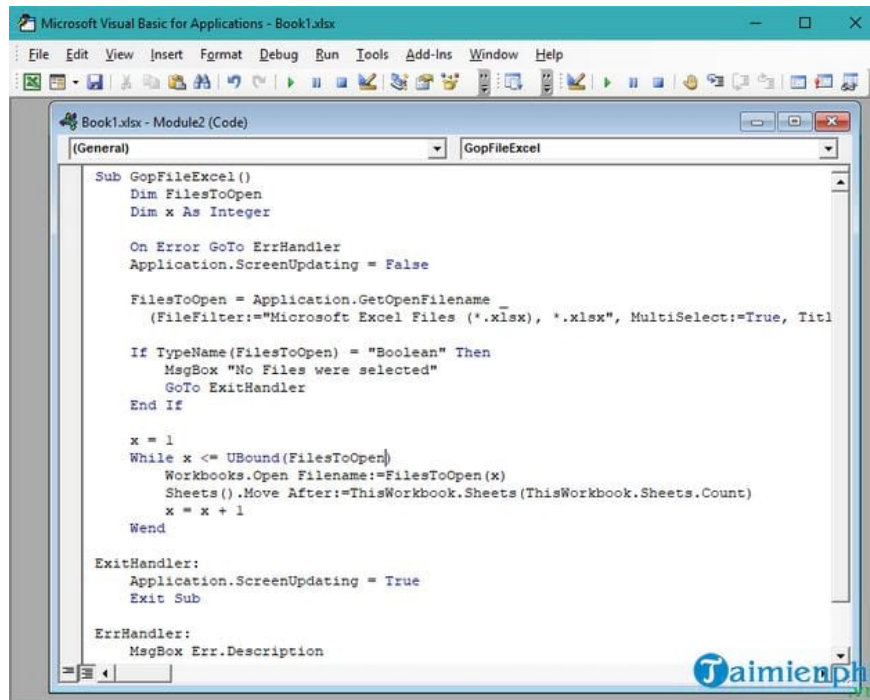
To merge data from the above 2 files into a single data file named Book1 (records are on the same Sheet), do the following:

**Step 1:** Create a new Excel file named Book1 -> then press Alt + F11 -> a window appears -> select the **Insert** tab -> select **Module** .

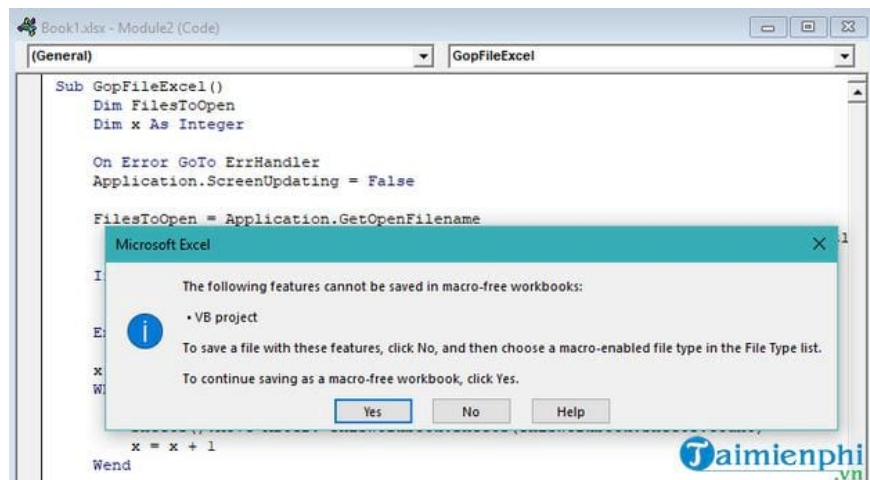


**Step 2:** Copy the code below into **Module 1** .

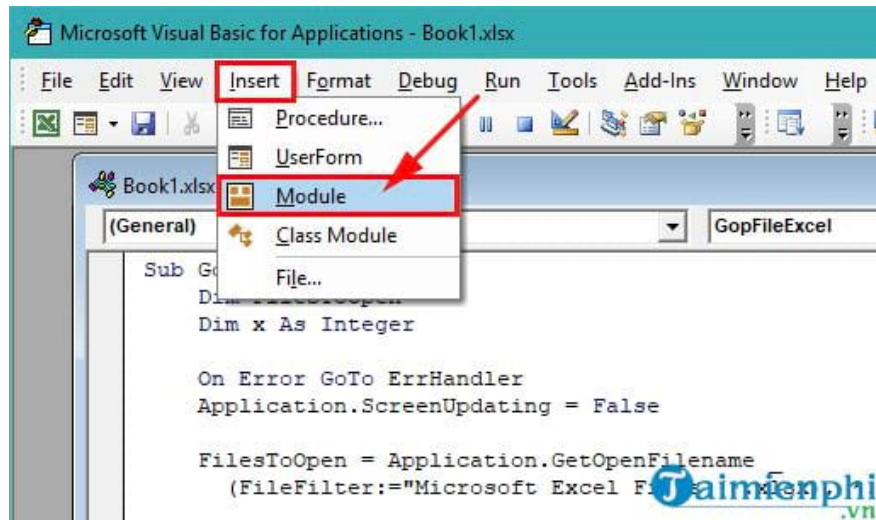
```
Sub GopFileExcel()  
Dim FilesToOpen  
Dim x As Integer  
On Error GoTo ErrHandler  
Application.ScreenUpdating = False  
FilesToOpen = Application.GetOpenFilename _  
(FileFilter:="Microsoft Excel Files (*.xlsx), *.xlsx", MultiSelect:=True, Title:="Files to Merge")  
If TypeName(FilesToOpen) = "Boolean" Then  
MsgBox "No Files were selected"  
GoTo ExitHandler  
End If  
x = 1  
While x =>  
Workbooks.Open Filename:=FilesToOpen(x)  
Sheets().Move After:=ThisWorkbook.Sheets(ThisWorkbook.Sheets.Count)  
x = x + 1  
Wend  
ExitHandler:  
Application.ScreenUpdating = True  
Exit Sub  
ErrHandler:  
MsgBox Err.Description  
Resume ExitHandler  
End Sub
```



**Step 3:** Save Module 1 and name it **GopFileExcel** . Because the Module contains Macro, when you save , there will be a notification -> click **OK** .



**Step 4:** Create another Module -> continue to click **Insert** -> **Module** .

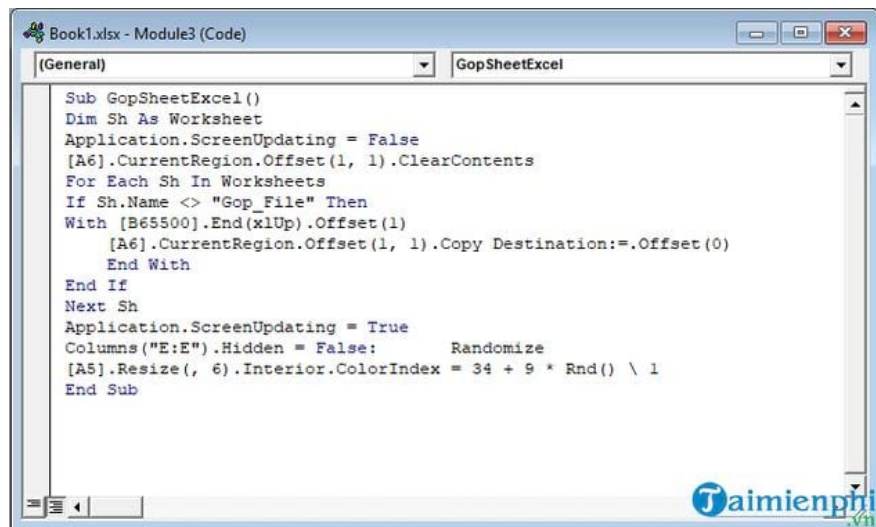


**Step 5:** Then copy the entire code below into Module 2 -> save and name it **GopSheetExcel** .

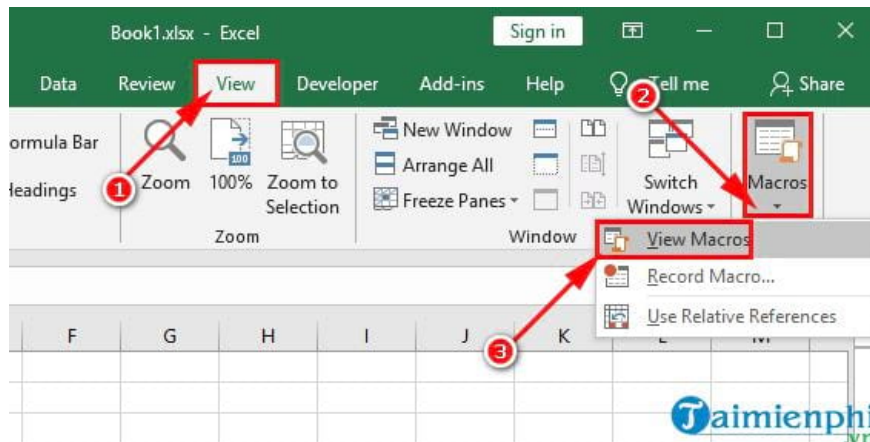
```

Sub GopSheetExcel()
    Dim Sh As Worksheet
    Application.ScreenUpdating = False
    [A6].CurrentRegion.Offset(1, 1).ClearContents
    For Each Sh In Worksheets
        If Sh.Name > "Gop_File" Then
            With [B65500].End(xlUp).Offset(1)
                [A6].CurrentRegion.Offset(1, 1).Copy Destination:=.Offset(0)
            End With
        End If
    Next Sh
    Application.ScreenUpdating = True
    Columns("E:E").Hidden = False: Randomize
    [A5].Resize(, 6).Interior.ColorIndex = 34 + 9 * Rnd() 1
End Sub

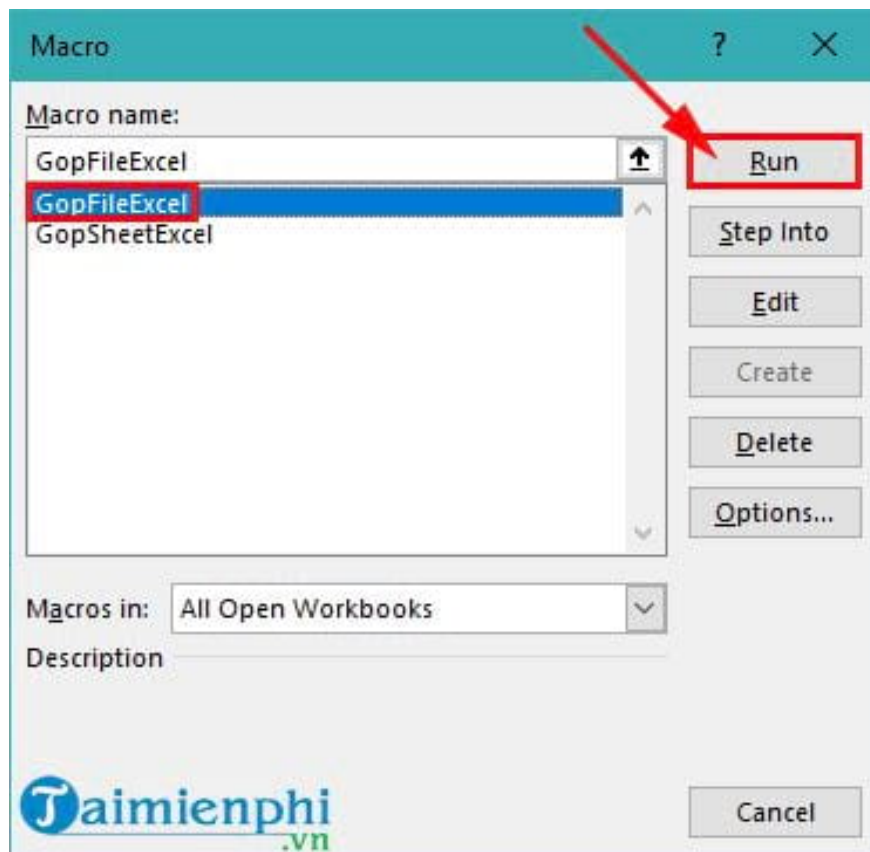
```



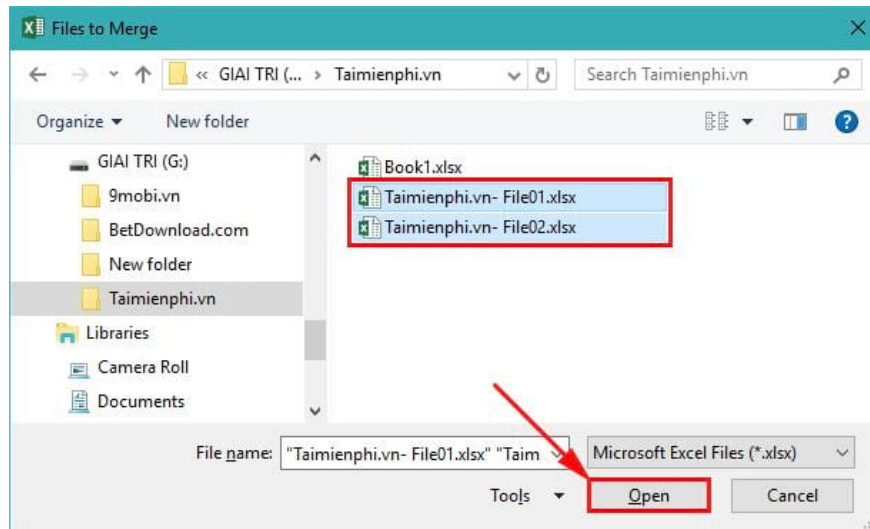
**Step 6:** Go back to the Excel file you just created -> then go to the **View** tab -> select **View Marco** (or press the shortcut **Alt + F8** ).



The macro dialog box appears -> you select Module 1 (name **GopFileExcel** ) -> select **Run** .

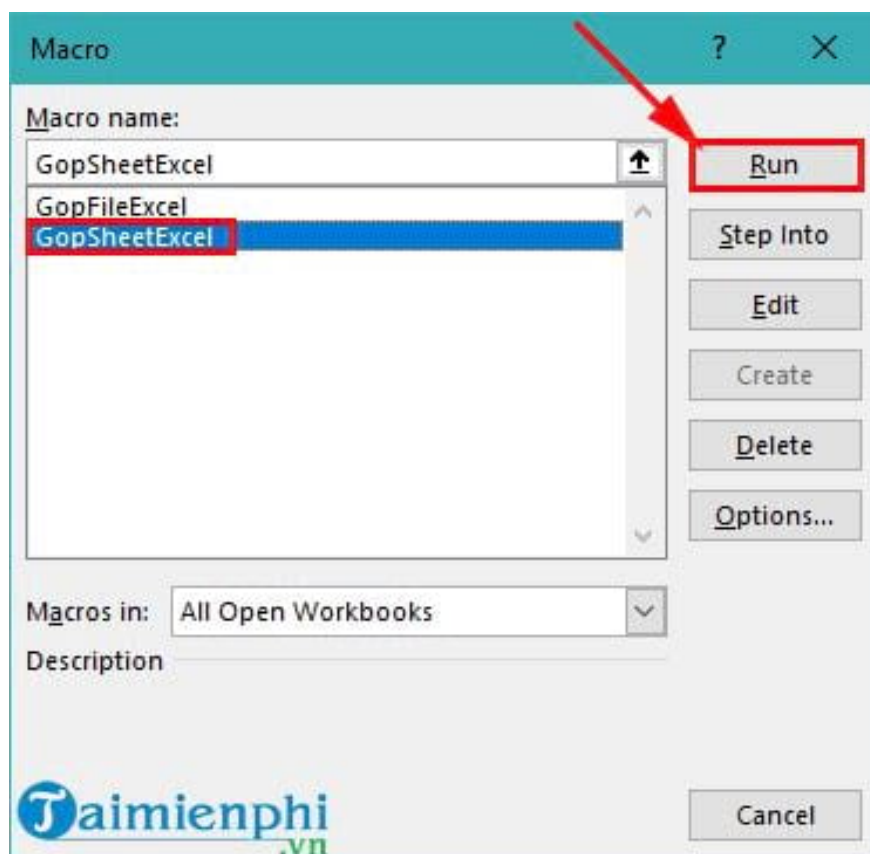


The Browse dialog box appears -> you select the path to the data files to merge (here you select the files **File01.xlsx** and **File02.xlsx** ) -> select **Open** .



After you select **Open** , the data from the two corresponding files will be written to sheet 2 and sheet 3 in the Book1 file.

**Step 7:** Go to **View** tab -> **View Macro** -> select **GopSheetExcel** -> then select **Run** .



You will see all the data in 2 Sheets merged into Sheet 1. If you see the order number is incorrect or not standard, re-enter it, and align the cells and columns to make it look nice.

**Some notes when merging files using VBA code**

- Sheet 2 is merged, sheet 3 is sheet 1.
- If you merge multiple files, the larger the files, the slower the processing speed will be.
- During the process of merging data files, you should not use any additional data functions to avoid causing errors. It is recommended to use simple input data.

## **Method 2: Use Move/Copy sheets**

With this method, you operate similarly to the way to copy and **move Sheets in Excel** .

Above is a guide to help you join and merge multiple Excel files into a single file. Depending on the amount of data and work requirements, choose the most suitable method. If you want to do the same with Word files, you can refer to the guide **to join Word files into 1** .

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