

# Excel: Tips & Tricks Ellen Kotrba / ODIN / 777-4865 ellen.kotrba@ndus.edu

## AGENDA

- Copy & Paste
- Importing Aleph Reports into Excel
- Text to Columns
- Advanced Filter
- Lengthening Columns
- Tabs/Sheets
- Doing the Math
- Comments within Cells
- Concatenate

### Copy & Paste

#### Used when:

- 1) Size is under 9 digits
- 2) Data is suited for columns
- 3) No additional fields are desired
- 4) Custom Report

- Open an ALEPH module
- Run a service
- Move file from remote to local
- Double-click to open file
  - <u>When file opens, the</u> <u>copy/paste may be done</u>
- Scroll down to end of file
- Ctrl/A highlights all data
- Ctrl/C copies all data
- Open Excel
- Paste data into Excel
- Manipulate data

### Importing Aleph Reports Into Excel

DYK (Did You Know) recording & word doc both available @ http://umwug.odin.nodak.edu/OtherInformation

Used when:

- 1) Size is over 9 digits
- 2) Data is suited for columns
- 3) Additional fields are desired
- 4) Report won't open in ALEPH
  - 1) Note Must be an ALEPH canned report "not" a custom report

#### Text to Columns

Highlight all of column 1

On menu, click Data

Click Text to Columns

A "convert text to columns wizard" window opens up

Make sure "Fixed Width" is checked and click Next

Make sure "break" lines are where you want them – sometimes Excel misses one or puts it in the wrong place

When satisfied with break lines, click Finish

Manipulate data, columns, etc as much as you want



## Advanced Filter

Prepare your Data

#### Set up Filter

- Make sure that titles are at the top of your columns
- Highlight all data to be filtered

- Click Data
- Click Filter
- Click Advanced
  - An Advanced Filter window will pop up
- Fill window out see example

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# Lengthening Columns

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## Tabs/Sheets

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# Doing the Math

# Equal sign starts equation

# Be consistent with statistics

- =sum(c9:c29)sum(d6:d66)
- =g6\*27.69
- =h29/7
- =g5+g9+h4+h10
- =(g5+g45)-i16

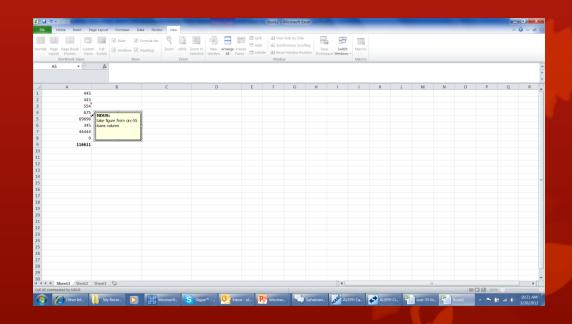
- Set up your excel sheet and plug in numbers from year to year
- Put comments in sheet to indicate where you got figures

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# Comments within Cells

- Right-click within a cell to insert a comment
- Right-click within a cell to edit and/or delete a comment
- Hovering over a cell tells you what the comment says

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## Concatenate

Used for:

- 1) Preparing an input file for a service
- 2) Inserting xxx01 or xxx60 to end of a 9-digit system#

#######XXX01

#######XXX60

```
=CONCATENATE("00",A2,B2,,"")
```

=CONCATENATE("000",A2,B2,,"")

ITEMS – 9-digit adm# + 6-digit sequence

########000010

########000020

=CONCATENATE("0000",A2,"0000",B2,,"")

Excel concatenate templates available @ <u>http://umwug.odin.nodak.edu/OtherInfor</u> mation

- Retrieve item doc numbers (9digit)
- Paste doc numbers into col A
- Make sure sequence # is in col B
- Excel automatically concatenates in col D because of formula
- Highlight col D concatenated data & copy into Word
- Save as plain text (.txt file) remember to insert line breaks when saving
- Move file into correct scratch directory on the server(may need system help)
  - Must remove .txt in server scratch directory
- Use as input into a service





Did this session help you? What could be done to improve things? Would you attend another ODIN Work Day?