



Excel : Tips & Tricks

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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
 - When file opens, the copy/paste may be done
 - 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

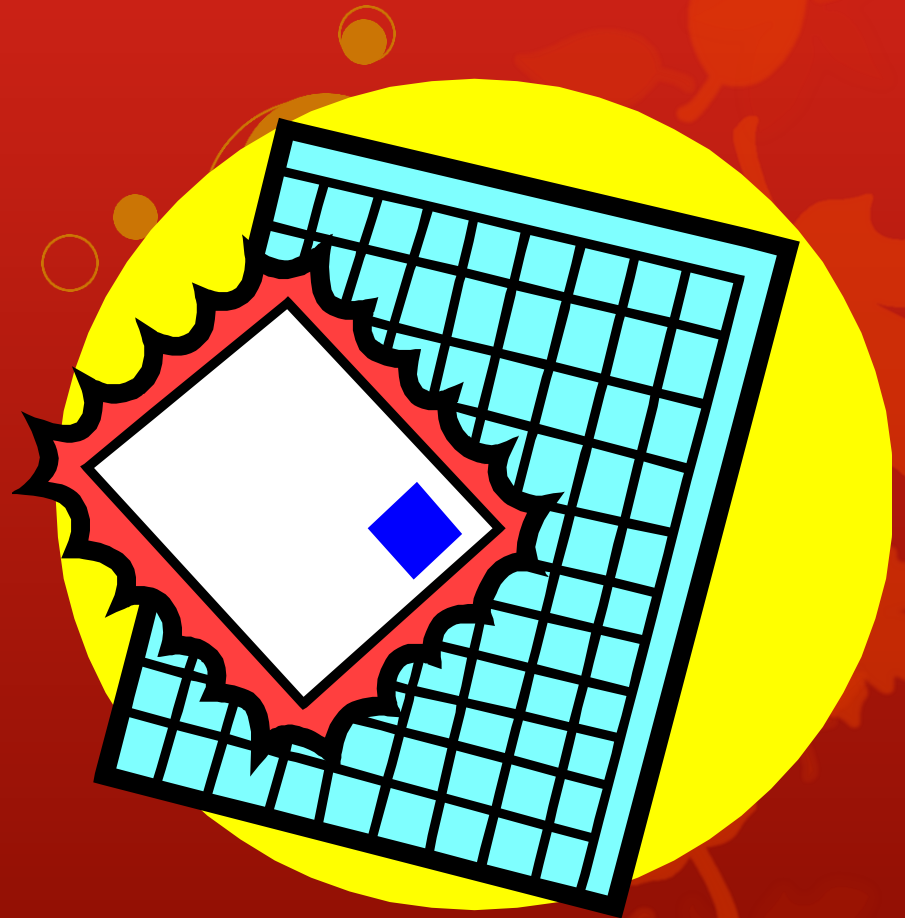
A “convert text to columns wizard” window opens up

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

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

Set up Filter

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

Book1 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

From Access From Web From Text From Other Sources Existing Connections Refresh All Connections Sort Filter Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-if Analysis Group Ungroup Subtotal Show Detail Hide Detail

A1 Number

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	Numbi	Statu																					
2	2560111	Deleted																					
3	2554727	Deleted																					
4	2556890	Deleted																					
5	2556142	Deleted																					
6	2552914	Deleted																					
7	2553110	Deleted																					
8	2553340	Deleted																					
9	2553742	Deleted																					
10	2554589	Deleted																					
11	2555174	Deleted																					
12	2554634	Deleted																					
13	2556625	Deleted																					
14	2558426	Deleted																					
15	2559008	Deleted																					
16	2560146	Deleted																					
17	2559907	Deleted																					
18	2560998	Deleted																					
19	2560880	Deleted																					
20	2559376	Deleted																					
21	2560744	Deleted																					
22	2560950	Deleted																					
23	2560787	Deleted																					
24	2562810	Deleted																					
25	2563491	Deleted																					
26	2566697	Deleted																					
27	2566721	Deleted																					
28	2564637	Deleted																					
29	2565033	Deleted																					
30	2567365	Deleted																					

Advanced Filter

Action

Filter the list, in-place

Copy to another location

List range: \$A\$1:\$B\$96

Criteria range:

Copy to: \$D\$1:\$E\$96

Unique records only

OK Cancel

Sheet1 Sheet2 Sheet3

Average: 2571797.789 Count: 192 Sum: 244320790 100%

Ready

Other L... My Re... Micros... Skype... Inbox... Excel... Aleph... Interlib... Global... MARC ALEPH... Safrat... Book1 cust-5...

9:44 AM 3/20/2012

Book1 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

From Access From Web From Text From Other Sources Existing Connections Refresh All Connections Sort Filter Clear Reapply Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal Show Detail Hide Detail

E9 Deleted

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	Number	Status		Number	Status																		
2	2560111	Deleted		2560111	Deleted																		
3	2554727	Deleted		2554727	Deleted																		
4	2556890	Deleted		2556890	Deleted																		
5	2556142	Deleted		2556142	Deleted																		
6	2552914	Deleted		2552914	Deleted																		
7	2553110	Deleted		2553110	Deleted																		
8	2553340	Deleted		2553340	Deleted																		
9	2553742	Deleted		2553742	Deleted																		
10	2554589	Deleted		2554589	Deleted																		
11	2555174	Deleted		2555174	Deleted																		
12	2554634	Deleted		2554634	Deleted																		
13	2556625	Deleted		2556625	Deleted																		
14	2558426	Deleted		2558426	Deleted																		
15	2559008	Deleted		2559008	Deleted																		
16	2560146	Deleted		2560146	Deleted																		
17	2559907	Deleted		2559907	Deleted																		
18	2560998	Deleted		2560998	Deleted																		
19	2560880	Deleted		2560880	Deleted																		
20	2559376	Deleted		2559376	Deleted																		
21	2560744	Deleted		2560744	Deleted																		
22	2560950	Deleted		2560950	Deleted																		
23	2560787	Deleted		2560787	Deleted																		
24	2562810	Deleted		2562810	Deleted																		
25	2563491	Deleted		2563491	Deleted																		
26	2566697	Deleted		2566697	Deleted																		
27	2566721	Deleted		2566721	Deleted																		
28	2564637	Deleted		2564637	Deleted																		
29	2565033	Deleted		2565033	Deleted																		
30	2567365	Deleted		2567365	Deleted																		

Advantage: moving data to another spot with option to only look at unique data!

Lengthening Columns

- Quickest way is to drag/drop column and line borders

The screenshot shows the Microsoft Excel interface with the following data:

1	Number	Status	Number	Status
2	2560111	Deleted	2560111	Deleted
3	2554727	Deleted	2554727	Deleted
4	2556890	Deleted	2556890	Deleted
5	2556142	Deleted	2556142	Deleted
6	2552914	Deleted	2552914	Deleted
7	2553110	Deleted	2553110	Deleted
8	2553340	Deleted	2553340	Deleted
9	2553742	Deleted	2553742	Deleted
10	2554589	Deleted	2554589	Deleted
11	2555174	Deleted	2555174	Deleted
12	2554634	Deleted	2554634	Deleted
13	2556625	Deleted	2556625	Deleted
14	2558426	Deleted	2558426	Deleted
15	2559008	Deleted	2559008	Deleted
16	2560146	Deleted	2560146	Deleted
17	2559907	Deleted	2559907	Deleted
18	2560998	Deleted	2560998	Deleted
19	2560880	Deleted	2560880	Deleted
20	2559376	Deleted	2559376	Deleted
21	2560744	Deleted	2560744	Deleted
22	2560950	Deleted	2560950	Deleted
23	2560787	Deleted	2560787	Deleted

Tabs/Sheets

- Just be aware that any Excel document may have multiple Excel documents inside

The image displays two overlapping Microsoft Excel windows. The top window shows a spreadsheet with columns labeled 'Number' and 'Status', containing a list of deleted items. The bottom window shows a spreadsheet with columns labeled 'Doc Number', 'Tag', 'Select Text', 'New Tag', and 'New Text', containing a list of digital content items. Three blue arrows with green circles point to the 'Other L...', 'My Re...', and 'Micros...' icons in the Windows taskbar, indicating that these icons represent multiple Excel workbooks.

Doc Number	Tag	Select Text	New Tag	New Text
7111829	5061	SSaDigital content provided by OverDrive, Access restricted to users at subscribing institutions.	5061	SSaDigital content provided by OverDrive, Access restricted to users at subscribing institutions.
7089756	5061	SSaDigital content provided by OverDrive, Access restricted to users at subscribing institutions.	5061	SSaDigital content provided by OverDrive, Access restricted to users at subscribing institutions.
7101946	5061	SSaDigital content provided by OverDrive, Access restricted to users at subscribing institutions.	5061	SSaDigital content provided by OverDrive, Access restricted to users at subscribing institutions.
7112383	5061	SSaDigital content provided by OverDrive, Access restricted to users at subscribing institutions.	5061	SSaDigital content provided by OverDrive, Access restricted to users at subscribing institutions.
7022043	5061	SSaDigital content provided by OverDrive, Access restricted to users at subscribing institutions.	5061	SSaDigital content provided by OverDrive, Access restricted to users at subscribing institutions.
7111148	5061	SSaDigital content provided by OverDrive, Access restricted to users at subscribing institutions.	5061	SSaDigital content provided by OverDrive, Access restricted to users at subscribing institutions.
7024395	5061	SSaDigital content provided by OverDrive, access may be restricted to users at subscribing institutions.	5061	SSaDigital content provided by OverDrive, access may be restricted to users at subscribing institutions.
7023679	5061	SSaDigital content provided by OverDrive, access may be restricted to users at subscribing institutions.	5061	SSaDigital content provided by OverDrive, access may be restricted to users at subscribing institutions.
7024393	5061	SSaDigital content provided by OverDrive, access may be restricted to users at subscribing institutions.	5061	SSaDigital content provided by OverDrive, access may be restricted to users at subscribing institutions.
7111748	5061	SSaDigital content provided by OverDrive, Access restricted to users at subscribing institutions.	5061	SSaDigital content provided by OverDrive, Access restricted to users at subscribing institutions.
7024394	5061	SSaDigital content provided by OverDrive, access may be restricted to users at subscribing institutions.	5061	SSaDigital content provided by OverDrive, access may be restricted to users at subscribing institutions.
7089782	5061	SSaUse copySSFRestrictions unspecifiedSSaStarSSMAAaHDL	5061	SSaUse copySSFRestrictions unspecifiedSSaStarSSMAAaHDL
7089782	5061	SSaUse copySSFRestrictions unspecifiedSSaStarSSMAAaHDL	5061	SSaUse copySSFRestrictions unspecifiedSSaStarSSMAAaHDL
7090166	5061	SSaDigital content provided by OverDrive, Access restricted to users at subscribing institutions.	5061	SSaDigital content provided by OverDrive, Access restricted to users at subscribing institutions.
7024400	5061	SSaDigital content provided by OverDrive, access may be restricted to users at subscribing institutions.	5061	SSaDigital content provided by OverDrive, access may be restricted to users at subscribing institutions.
7036588	5061	SSaDigital content provided by OverDrive, access may be restricted to users at subscribing institutions.	5061	SSaDigital content provided by OverDrive, access may be restricted to users at subscribing institutions.
7112381	5061	SSaDigital content provided by OverDrive, Access restricted to users at subscribing institutions.	5061	SSaDigital content provided by OverDrive, Access restricted to users at subscribing institutions.
7112379	5061	SSaDigital content provided by OverDrive, Access restricted to users at subscribing institutions.	5061	SSaDigital content provided by OverDrive, Access restricted to users at subscribing institutions.
7112379	5061	SSaDigital content provided by OverDrive, Access restricted to users at subscribing institutions.	5061	SSaDigital content provided by OverDrive, Access restricted to users at subscribing institutions.

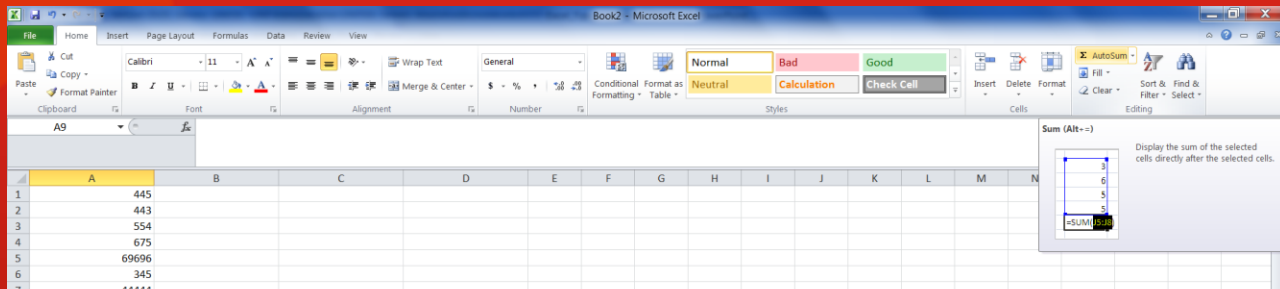
Doing the Math

Equal sign starts equation

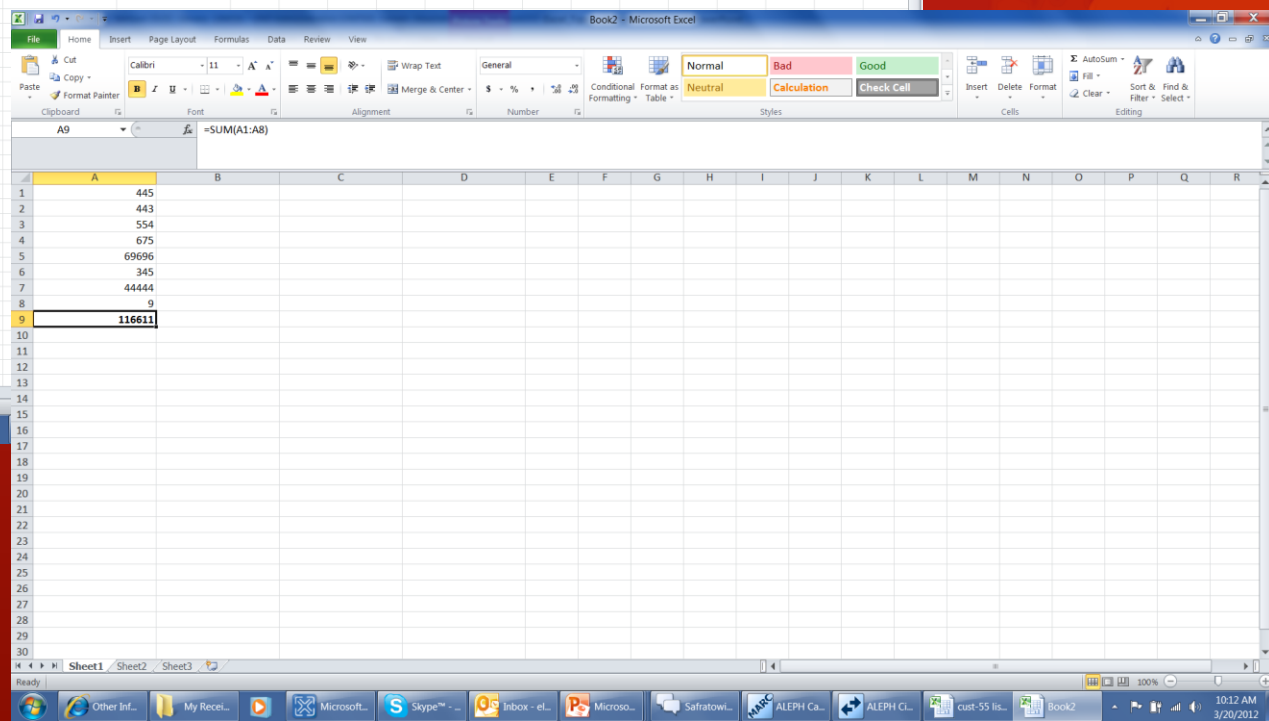
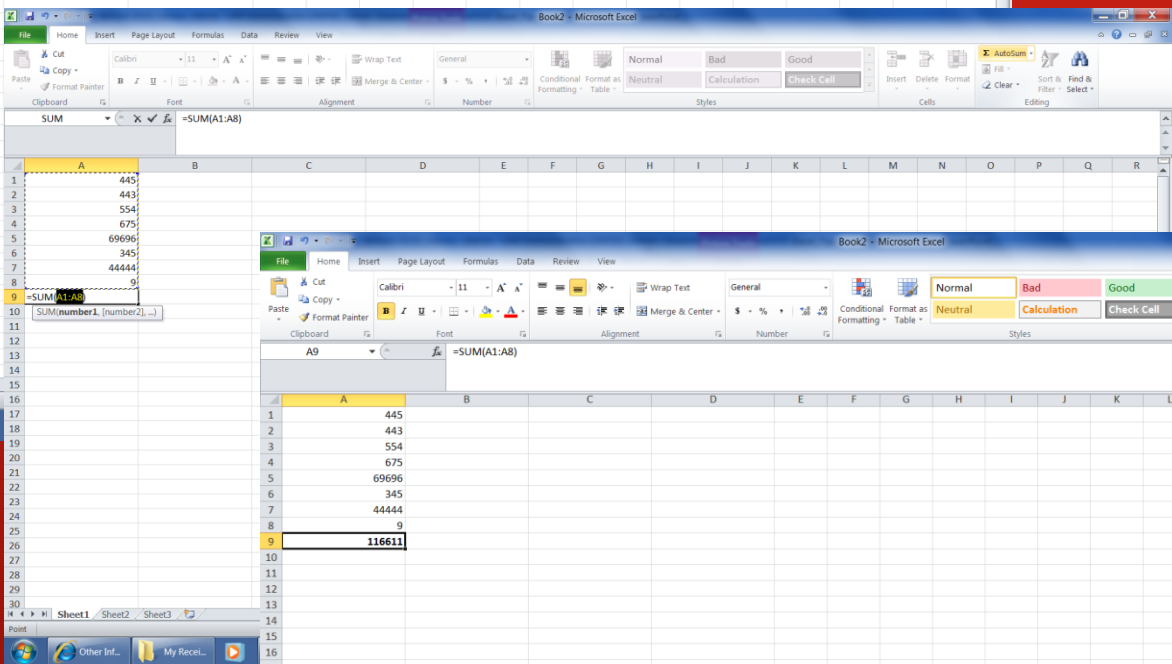
- `=sum(c9:c29)-sum(d6:d66)`
- `=g6*27.69`
- `=h29/7`
- `=g5+g9+h4+h10`
- `=(g5+g45)-i16`

Be consistent with statistics

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

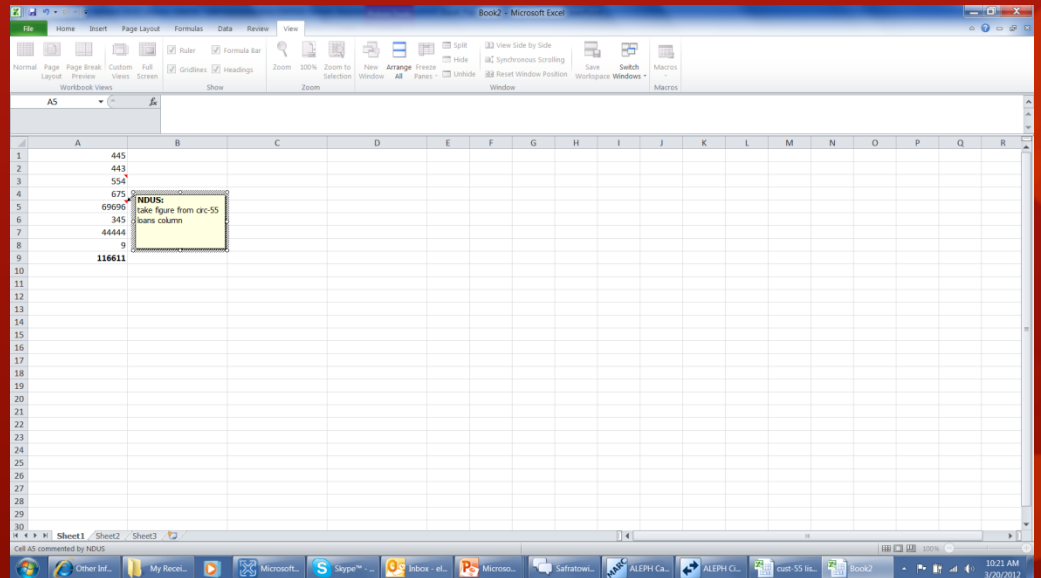
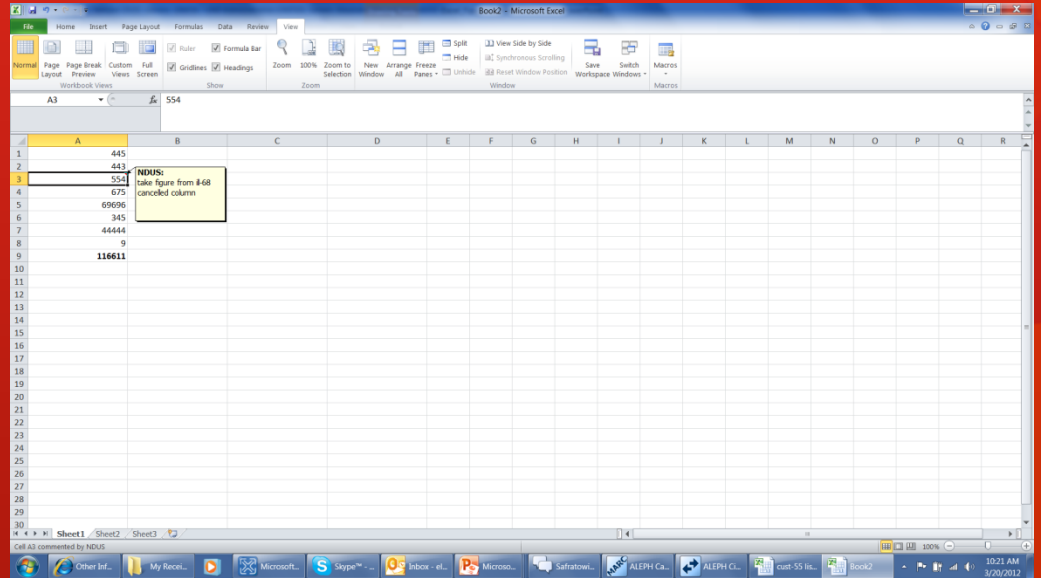


AUTO SUM



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



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
```

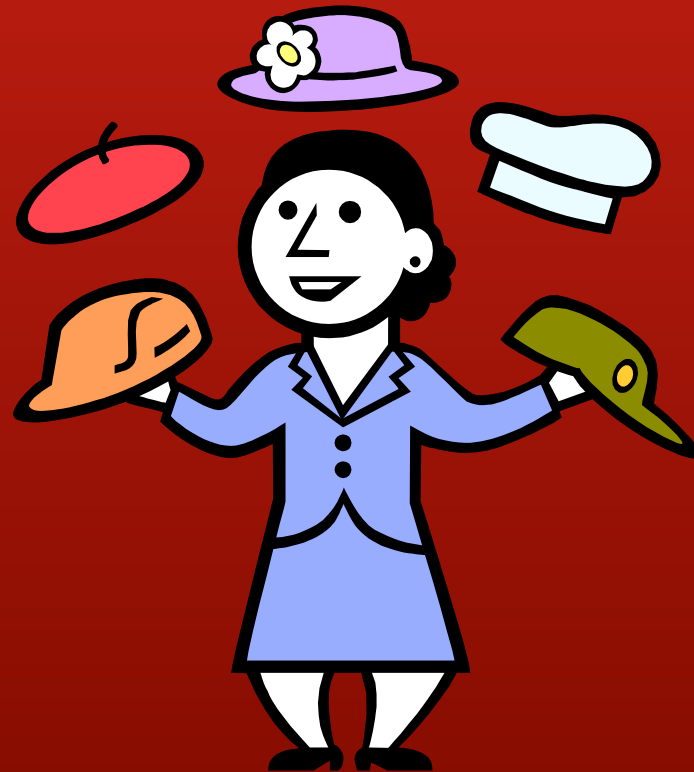
```
#####000020
```

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

Excel concatenate templates available @
<http://umwug.odin.nodak.edu/OtherInformation>

- Retrieve item doc numbers (9-digit)
- 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

OPEN DISCUSSION





Did this session help you?

What could be done to improve things?

Would you attend another ODIN Work Day?