
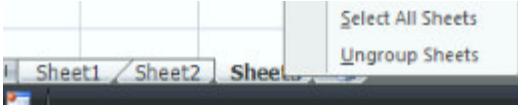


Using Excel to Manage Data:

1. **Select All Cells**  (Upper Left Corner – Between Row 1 and Column A)

2. **Format Painter**  (Copies only cell formatting – Double click to use in non-contiguous cells – Click again to turn off)

3. **Editing Multiple Pages** at the same time  (To make identical changes in data, formatting, formulas for multiple pages within a worksheet)

4. **Really handy shortcut keys (for people who prefer the keyboard over the mouse):**

- CTRL C (Copy)
- CTRL V (Paste)
- CTRL X (Cut)
- CTRL D (Copies the information in the cell directly above)
- CTRL SHIFT ↓ (Highlights continuous range of cells)
- CTRL ~ (Displays a cell formula instead of the results)
- ALT ENTER (Acts like a return on typewriter – Goes to 2nd line of same cell)
- SHIFT Drag Cell Contents (Inserts the contents of a cell between rows of a worksheet)
- DOUBLE CLICK OUTSIDE BORDER OF CELL (Moves cursor to last entry in column)
- ZOOM SCREEN (CTRL + Scroll Button on Mouse)

5. **Using Excel to Manipulate Data**

- a. Sorting Data
- b. Creating a Fill Sequence
- c. Auto Filter
- d. Remove Duplicates
- e. Conditional Formatting
- f. Sorting by Conditional Formatting
- g. Transpose a Table
- h. Converting Formulas to Literal Values
- i. Converting Text to Columns
- j. Creating a Vertical Lookup

6. Identifying Duplicates in Data Warehouse (Excel 2007)

- a. In Excel (2007) highlight column with Student ID numbers
- b. Select first entry, CTRL-SHIFT-DOWN ARROW
- c. From HOME menu select CONDITIONAL FORMATTING, HIGHLIGHT CELLS RULE, DUPLICATE VALUES, Leave Red Color Option (If large district, may take a few minutes)
- d. Turn on Filter
- e. With cursor in Column Headings, go to DATA menu select FILTER
- f. Select DROP-DOWN ARROW in Student ID Column (Again, if large district, may take a few minutes to open since so many unique entries)
- g. Select Filter by Color (Select Filter by Cell Color, Choose Red if used Default Formatting)
- h. Duplicate Entries will be listed at the top and highlighted in Red
- i. Check duplicates for mistakes in enrollment/withdrawal information to ensure students are not enrolled in 2 schools

7. Comparing Lists with Vertical Lookup (vlookup) TEMPLATE ON WEBSITE:

- Example: Compare list from EIS to list from Star_Student (Student is in Star but not EIS)
- Create Excel list from EIS
 - EIS, District, Go, Research Queries
 - Student Standard Day Query, Delimited File, Save File
 - Open Downloaded File in Excel (Rename the Worksheet EIS-Tab at bottom for easier reference)
 - Create Advanced Query to pull Student Name, State Student ID
 - Save as Delimited File: Action, Create Text/HTML File
 - Select Text, Tab, Run – Select Location to Save File
 - Open File with Excel – Copy to Second Tab on EIS Spreadsheet (Rename the Worksheet Star-Tab at bottom for easier reference)

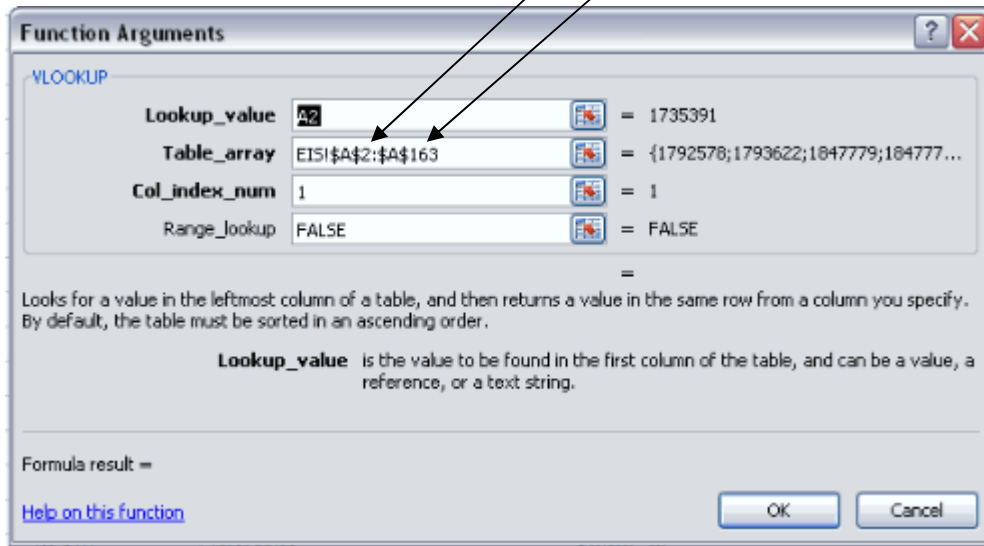
Formula: =VLOOKUP(A2,EIS!\$A\$2:\$A\$163,1,FALSE)

- From the Star Worksheet Tab, in an empty cell enter the lookup formula
- A2 is the Student State ID from Star_Student (current worksheet)
- EIS!\$A\$2:\$A\$163 is range of numbers (absolute reference indicated by \$ so that range will not change when you fill down the formula) on EIS Sheet to compare to
- 1 represents the fact that the State ID in the EIS Sheet Range is in Column 1 (of 1) (Easiest to always put key values for comparison in column 1)
- False delivers the #N/A Result if there is no match for that particular State ID

***Please refer to vertical lookup template*

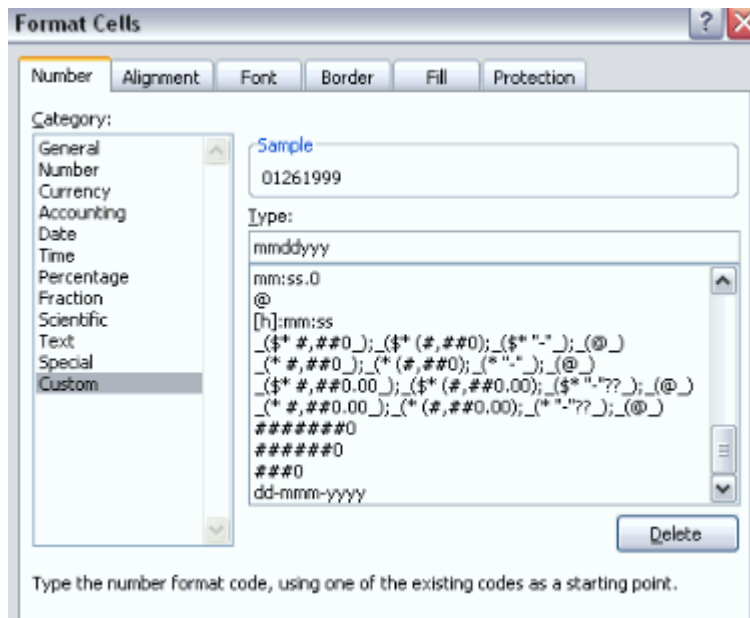
****Students who show up on list as mismatches may be loaded in EIS, but do not have Standard Day information and need extracts to be restaged.**

Must be absolute cell reference



8. **Custom Number Formatting:** Example: Birthdates load from Discoverer formatted: 30-Sep-1998 and Convert to Format: 09301998

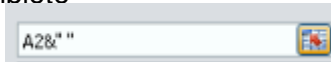
- Select Cells, Right Click, Format Cells, Select Number Tab, Custom
- Select "Type" Box, enter the following: MMDDYYYY



9. **Joining Fields Together (Concatenate) with Spacing and Proper Case:**

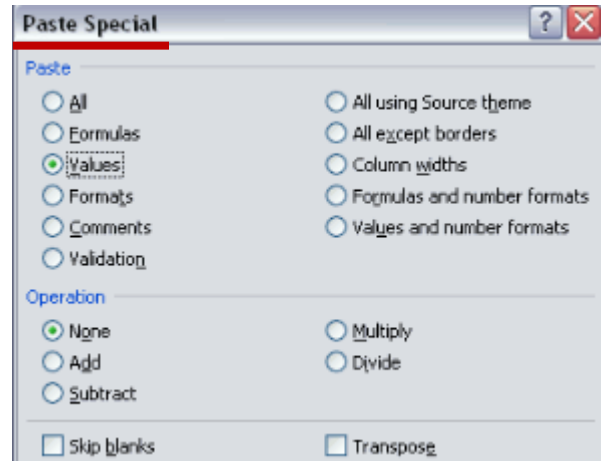
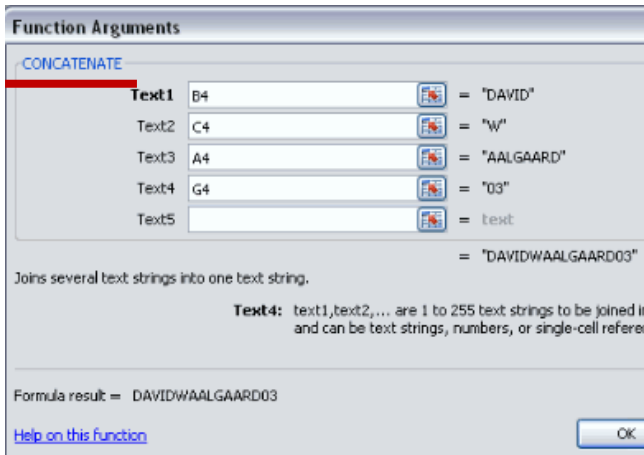
Example: Joining First Name, Middle Initial, Last Name, and Grade to create unique student login for other program:

- Select Empty Cell for Results, Insert Function (fx) and Select **Concatenate**
- Select Each Field you wish to join, OK When complete
 - To add spaces between fields add: **&" "**



- Use Fill Handle to Continue Through List

*** Note: This creates a referenced formula. In order to move or delete referenced cells, you will need to copy the formula (concatenated cells) and Paste Special, Values to remove the reference and create a text field



10. **Converting Text from All Caps to Initial Caps (for Mailings, etc.)**

Example: Star_Student Names now All Caps, Convert to Proper Case for Mailout

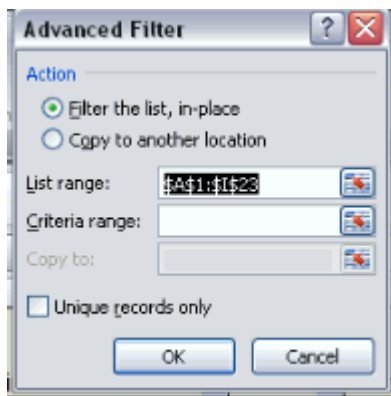
- Select Empty Cell for Results, Insert Function (fx) and Select **Proper** (May have to Search All)
- Select Each Field you wish to Change, OK When Complete
- Use Fill Handle to Continue Through List

- *** Note: This creates a referenced formula. In order to move or delete referenced cells, you will need to copy the formula (concatenated cells) and Paste Special, Values to remove the reference and create a text field

11. **Generate a Unique List of Entries in a Column:**

Example: Need to know how many different homerooms were included

- Data Filter (must be in header row)
 - Auto Filter and Advanced Filter in Dropdown in Excel 2003
- Advanced – Unique Records Only



Excel 2007

