

# Microsoft Excel

3 session training

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1. Course objectives.
  - a. To provide the class with an exploration of spreadsheet design.
  - b. To develop computer and spreadsheet literacy.
  - c. To address the class' questions.
2. Schedule
  - a. 9:30 Registration
  - b. 9:30 Morning session
  - c. 12:00 Lunch
  - d. 1:00 Afternoon session
  - e. 3:30 Departure
3. Handouts available in Adobe Portable Document Format (PDF) for download at [www.crowleycomputers.com/handouts.htm](http://www.crowleycomputers.com/handouts.htm)

## Contents

### Session I

- Use the right tool for the right job... Spreadsheets...
- Pieces parts
- Spreadsheet structure
- Data entry - all entry is contained in a single cell
- Autofill
- Formulas - meat and potatoes!
- Formatting
- Printing techniques
- A picture says a thousand words... Chart basics...

### Session II

- Navigation and selection acceleration
- Spreadsheet structure
- Formulas - basics review
- Advanced function usage
- Finding functions
- Absolute and relative references
- Pages & working in 3D
- Formulas across pages
- Advanced cut/copy/paste techniques
- Advanced cell formatting
- Formulas across files
- Database - Autofilter
- Charts - advanced editing

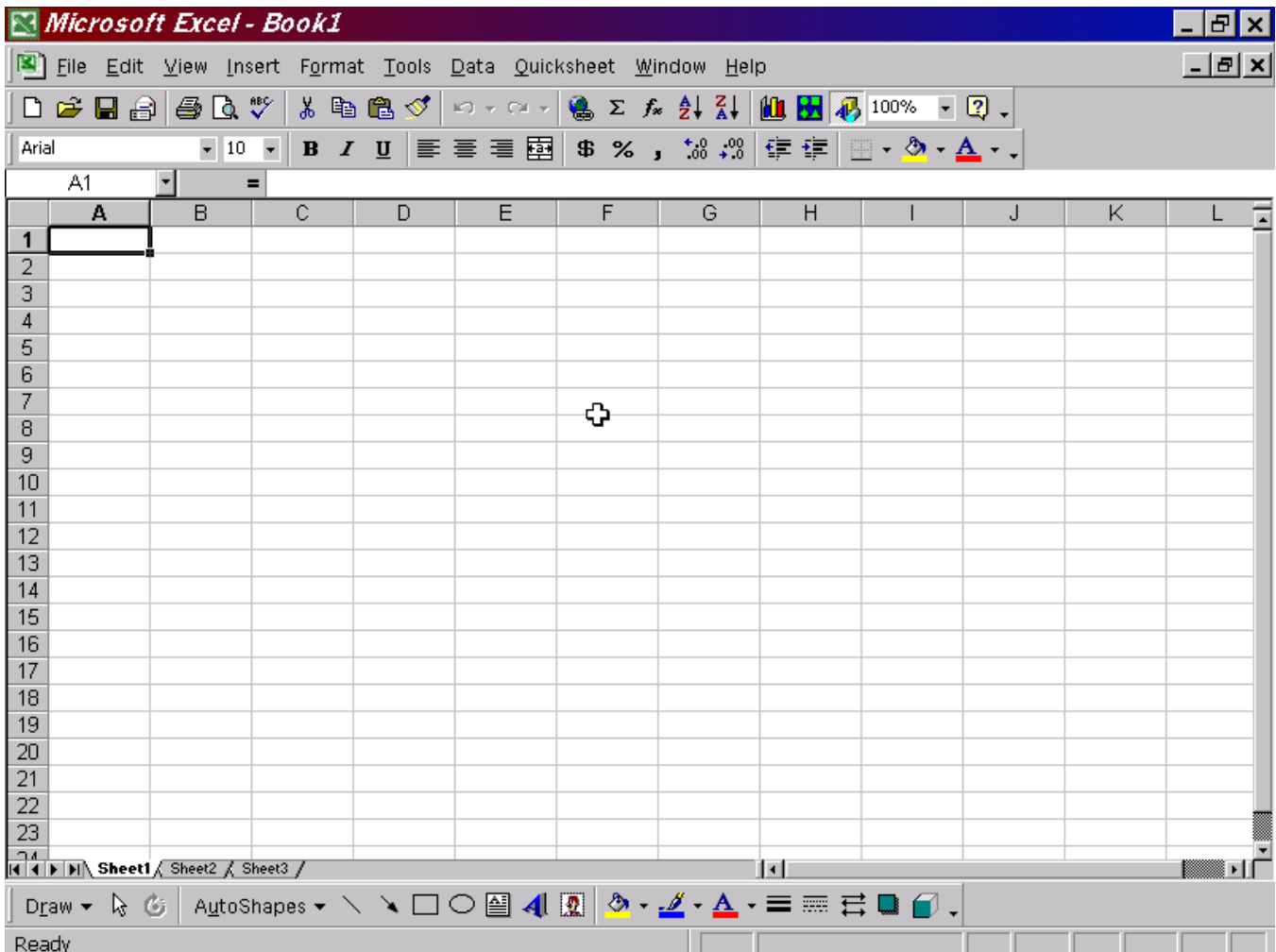
### Session III

- Charts - advanced functions
- Charts - dual axis
- Printing - advanced
- Named ranges
- Inserting....
- Data importing / exporting
- Databases - advanced
- Pivot tables

## Session I

1. Use the right tool for the right job... Spreadsheets...
  - a. Versus word processor
  - b. Versus database
  - c. Strengths
  - d. Weaknesses
  - e. Spreadsheet competition
    - (1) Corel Quattro Pro
    - (2) Lotus 1-2-3
    - (3) Open Office Spreadsheet / Star Office Spreadsheet
    - (4) Microsoft Excel
      - (a) 95
      - (b) 97 - great strides in user interface
      - (c) 2000 - better with bigger sheets, better programmability, better wizards
      - (d) 2002 - minimal changes other than task pane that 95% of users will ever find.

See cheat sheet(s) & Car payments.xls



2. Pieces parts
  - a. Title bar - information and location of Excel window
    - (1) Minimize, Restore / Maximize, Exit buttons

- b. Menu bar - access to all commands
- c. Toolbars
  - (1) Generally two, standard and formatting
  - (2) There are over a dozen, but most aren't used by most users.
  - (3) Most used commands
  - (4) Customizable
- d. Formula bar - displays constant or formula contained in currently selected cell
  - (1) Name bar - indicates current cell or named range
- e. Spreadsheet
  - (1) Column headers
  - (2) Row headers
  - (3) Page selection corner
  - (4) Vertical scroll bar
  - (5) Horizontal scroll bar
    - (a) Split screen bar
  - (6) Sheet tabs - how many cells have you got to work in?
    - (a) Sheet navigation buttons
- f. Status bar

Did you know?

Menus can be accessed via:

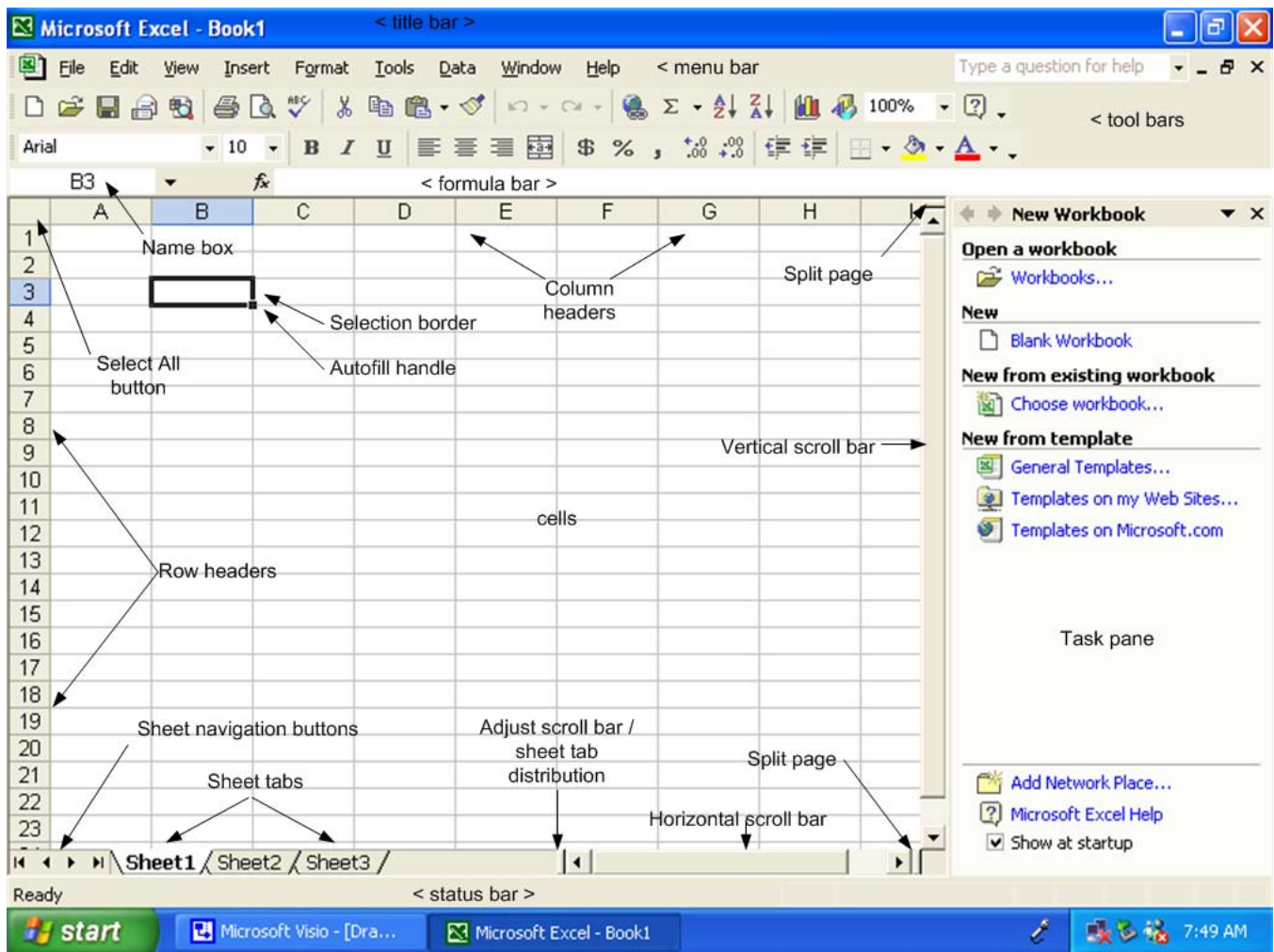
- Mouse clicks
- Alt+underlined key, IE Alt+F for File
- F10

Once menus are accessed they can be navigated via any combo of:

- Mouse
- Cursor keys, space bar & Enter
- Underline key, IE S for Save

### 3. Spreadsheet structure

- a. Columns - A...Z, AA, AB, AC...AY, AZ, BA, BB... IV = 256 columns
- b. Rows - 65536 rows
- c. Cells - 256 columns x 65,536 rows = 16,777,216
- d. Sheets



4. Data entry - all entry is contained in a single cell
  - a. Entry type basics
    - (1) Text - left aligned by default
    - (2) Numbers - right aligned by default
    - (3) Dates - format changes based on how entered
  - b. Mode - notice mode on status bar!
    - (1) Ready
    - (2) Enter - entry of new data, replaces old data in cell
      - (a) Select any cell, start typing
    - (3) Edit - altering existing data
      - (a) F2
      - (b) Double click on cell
      - (c) Formula bar
  - c. Removing data
    - (1) Enter new data
    - (2) Delete key - leaves you in ready mode
    - (3) Backspace key - leaves you in enter mode

Use Sales trip expense report.xls and creation of a sales trip

5. Autofill

- a. Editing inside a selected range using Tab / Shift+Tab and Enter / Shift+Enter
- b. Speeds / accurate data entry
- c. One direction at a time
- d. Be sure to get a black **+** when trying to grab the autofill handle.
- e. Custom autofills.
  - (1) Tools, Options, Custom List
  - (2) Enter manually or import list from cells

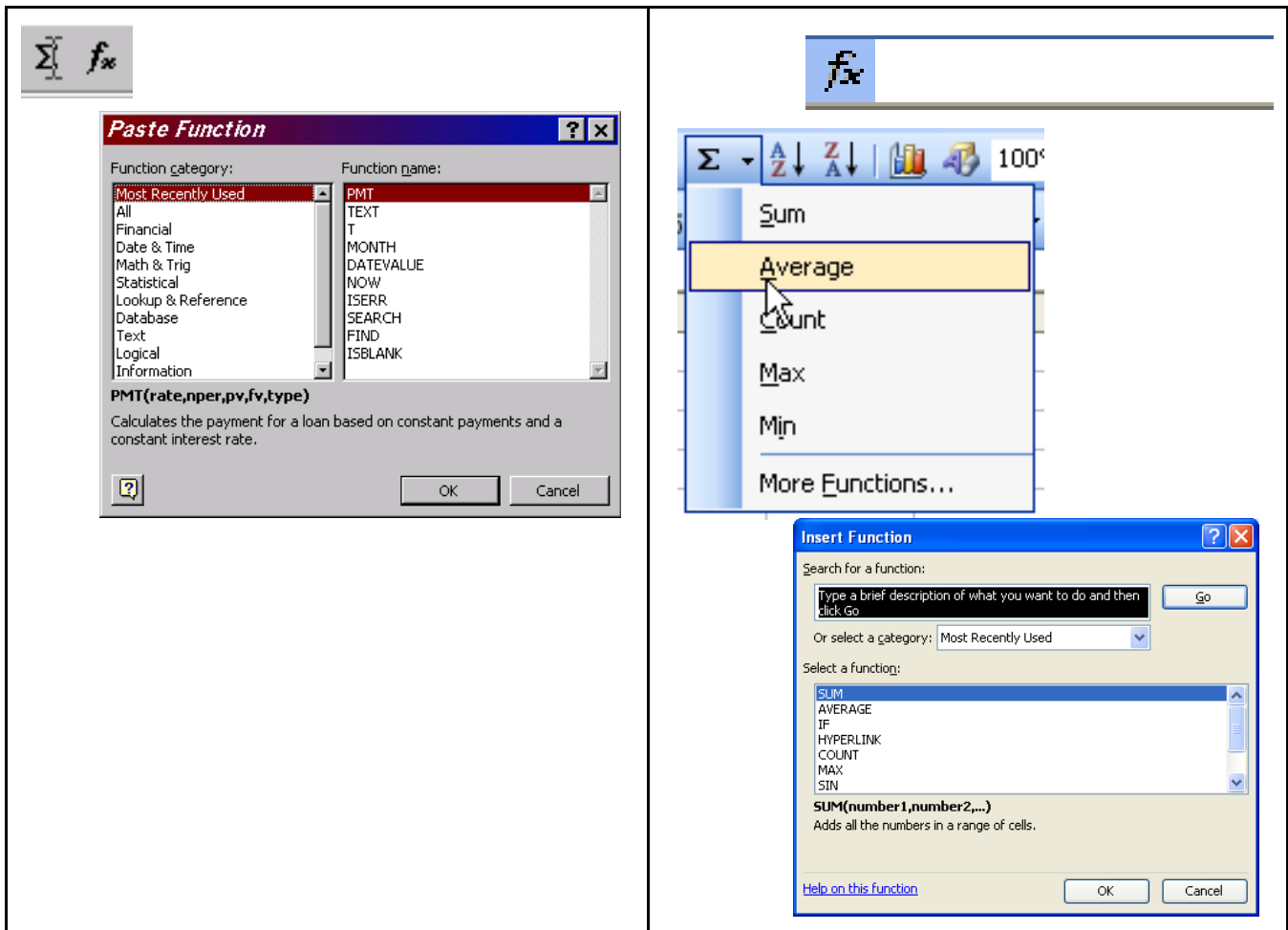
See Autofill.xls

	A	B
1		
2		
3		
4		

6. Formulas - meat and potatoes!

- a. All formulas begin with = or basic math function
- b. Simple operators
  - (1) +                               =3+2               5
  - (2) -                               =3-2               -1
  - (3) \* multiply                    =3\*2               6
  - (4) / divide                       =3/2               1.5
  - (5) ^ exponent                   =3^2               9
  - (6) = < > comparison
- c. Order of operator precedence (or Algebraic Order of Operations, for those of you as old as me!)
  - =2+3\*4           14
  - =(2+3)\*4       20

see back of cheat sheet!
- d. Cell entry methods
  - (1) Typed
  - (2) Mouse pointing
  - (3) Keyboard pointing
- e. Editing formulas
  - (1) Double clicking on cell,
  - (2) Click on formula bar
  - (3) F2
  - (4) Watch Excel's mode on status bar.
- f. Bringing a value to another location with =
- g. Functions
  - (1) Use of Autosum
  - (2) Using Paste Function
    - (a) Common functions
    - (b) Required / optional arguments



h. Autofill formulas!

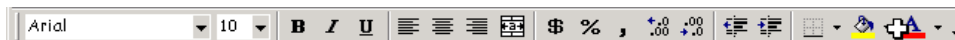
## 7. Formatting

### a. Autoformat

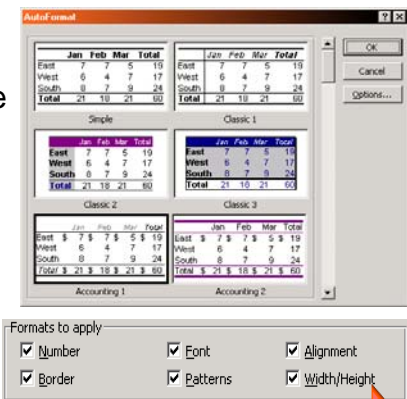
- (1) In older versions of Excel be sure to select the data you want to autoformat, or selecting and formatting all the cells will take quite some time!
- (2) Format, Autoformat
- (3) All changes can be overridden with options or formatting later.

### b. Formatting toolbar

- (1) Font and size
- (2) Bold, Italics, Underline
- (3) Alignment



- (a) Within cells
- (b) Merge and center - select all cells, then hit the button!
- (4) Numeric formats and decimals to display



- (5) Indenting
- (6) Borders, fill colors, font colors

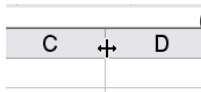
8. Columns and rows - all techniques work the same!

a. Insert and Delete

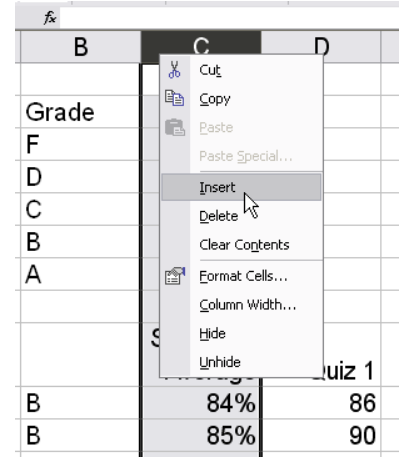
- (1) right+click on header, Insert or from Insert menu
- (2) select multiple headers to work with more than one column at a time

b. Width and height

- (1) right+click on header, Width or Height or Format, Row, Height or Format, Column, Width
- (2) or Format, Row, Height or Format, Column, Width



- (3) Point to line between headers and drag
  - (a) Autofit by double clicking! Finds widest or tallest entry and adjusts accordingly



c. Hide

- (1) right+click on header, Hide
- (2) or Format, Row / Column, Hide

d. Unhide works like hide, but select surrounding headers, remember to look for missing entries. Also look for double line on arrow when pointing at a hidden header.

9. Drawing fun

a. Turn on the drawing tool bar:

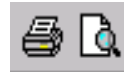


View, Toolbars, Drawing

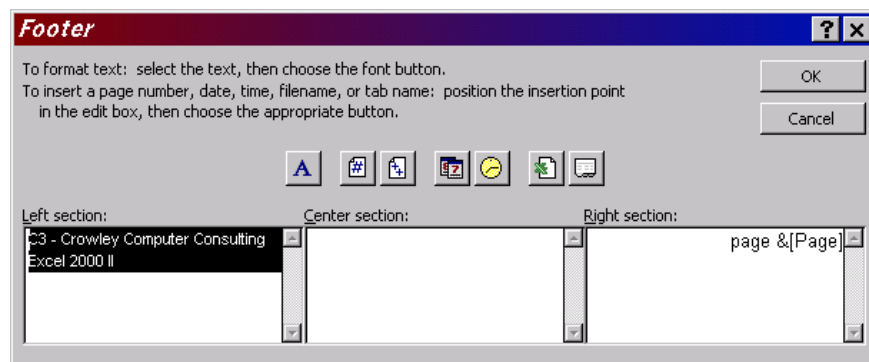
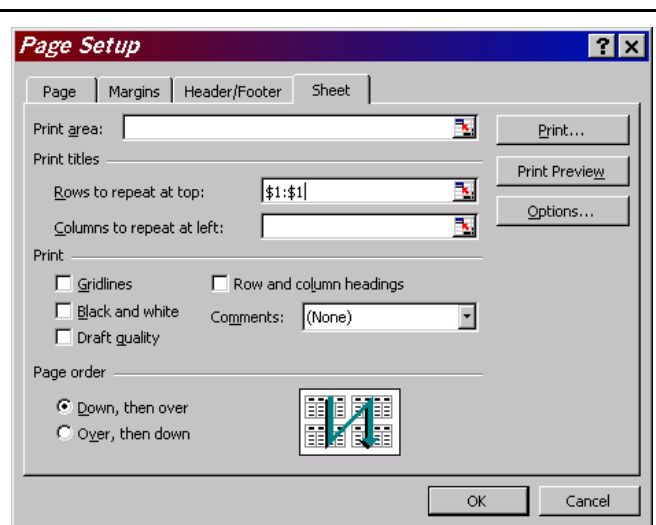
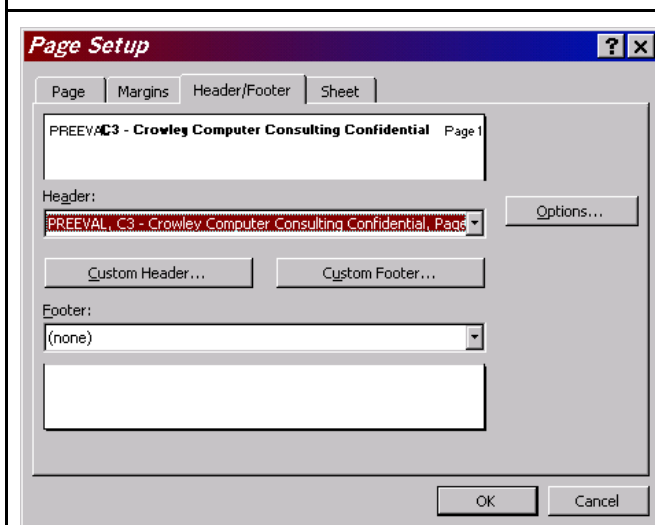
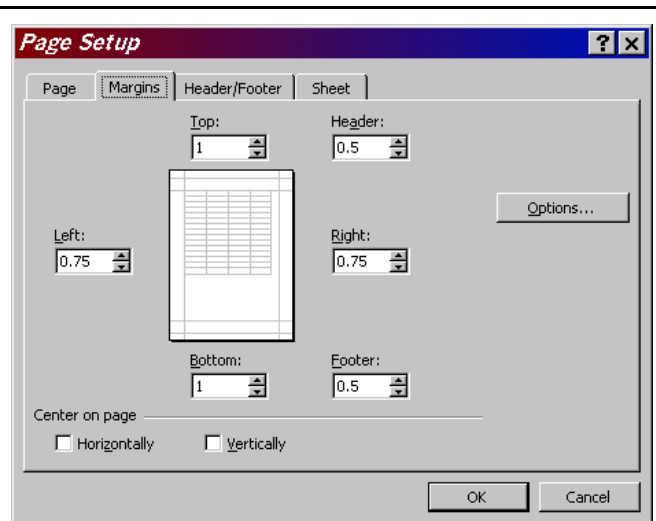
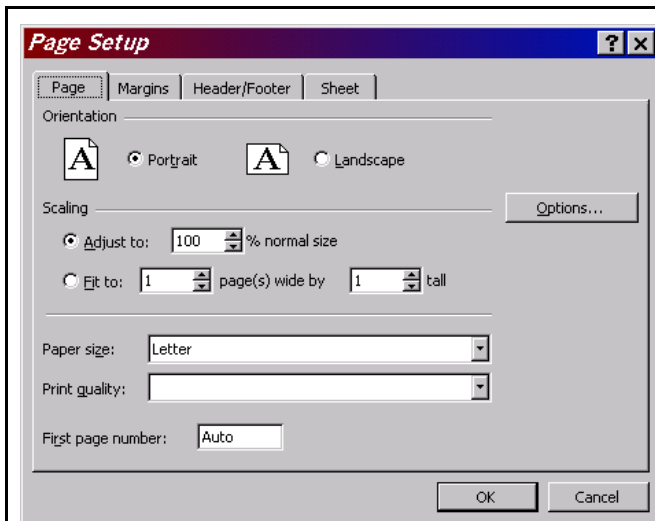
- b. Select a drawing tool
- c. Click and drag to drop in your object
- d. Select and color and other formatting buttons
- e. Select and use Delete key to remove
- f. Fill: white is a solid color, no fill will be transparent and allow you to see the spreadsheet

10. Printing techniques

- a. Watch hitting Print button! It prints immediately!
- b. Use Print Preview!
- c. Page Setup



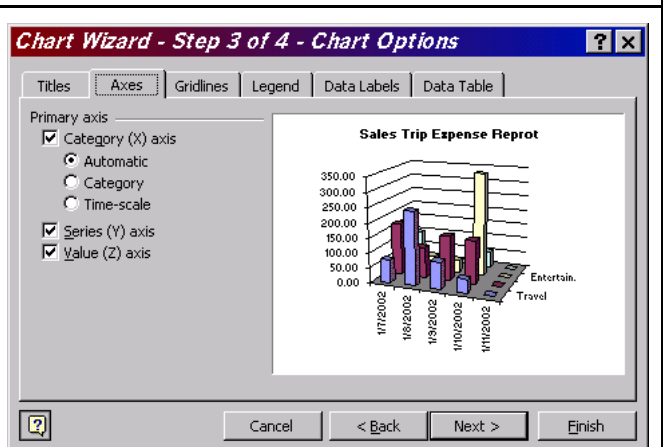
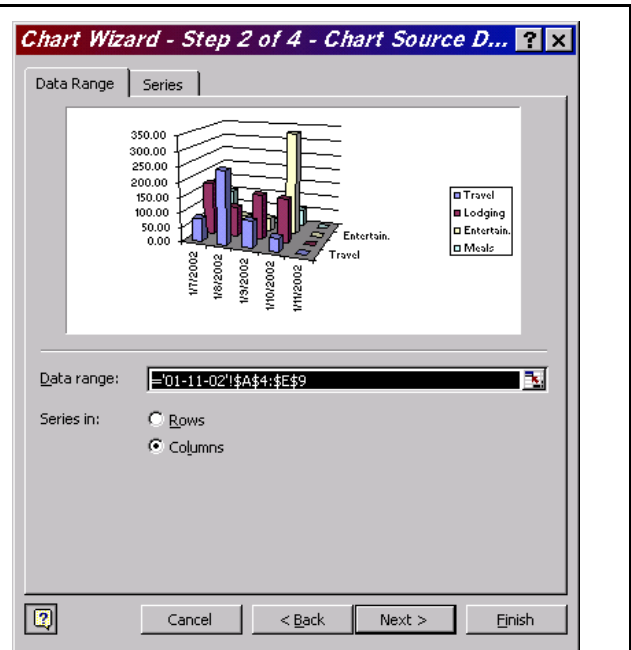
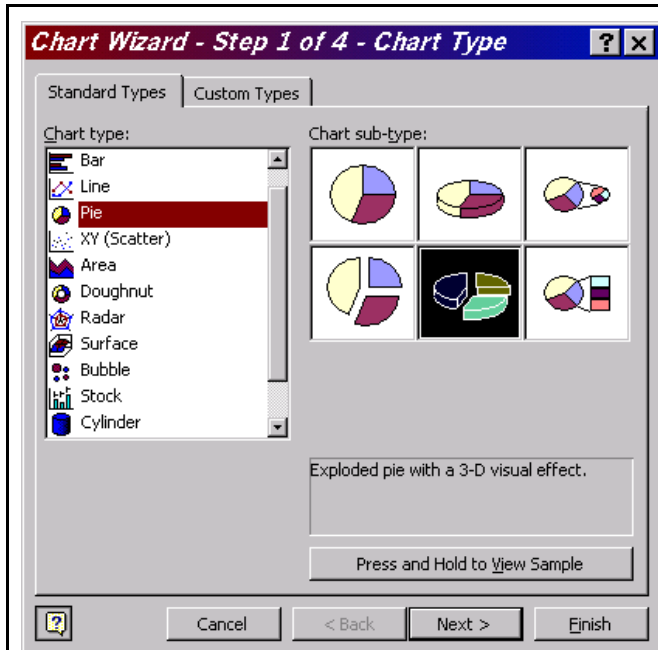
See Pre evaluation listing 2.xls

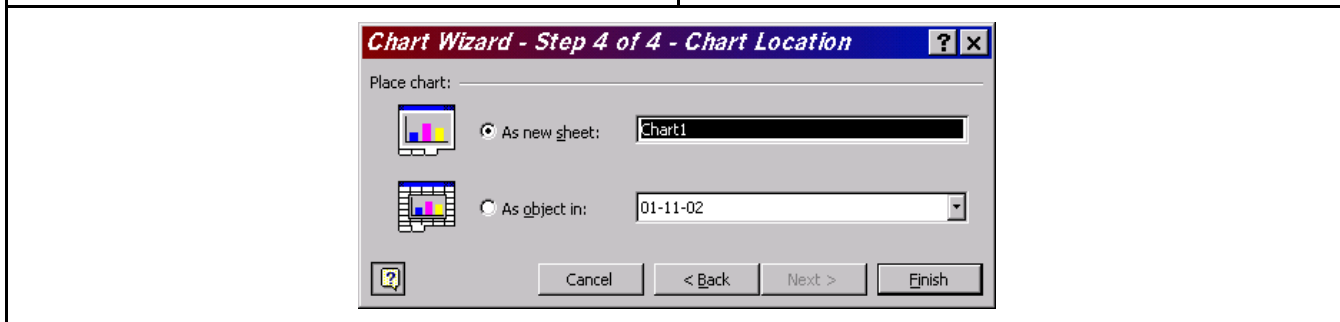
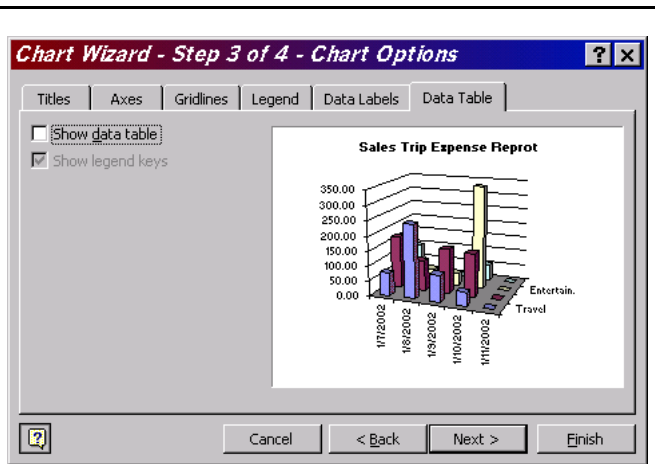
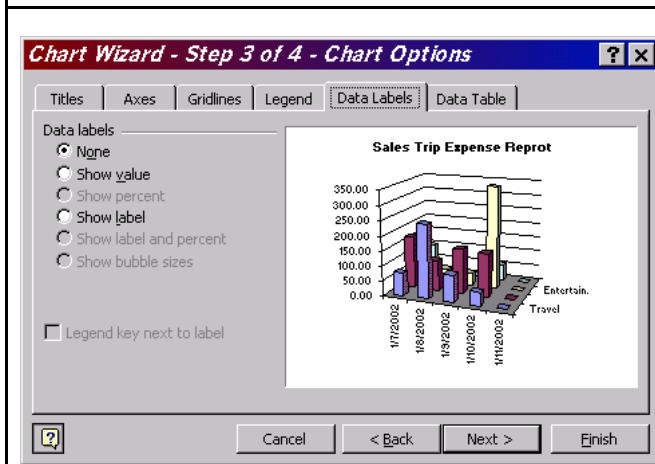
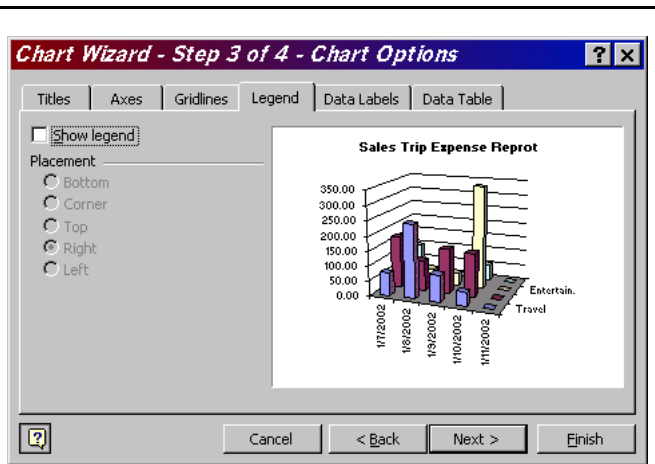
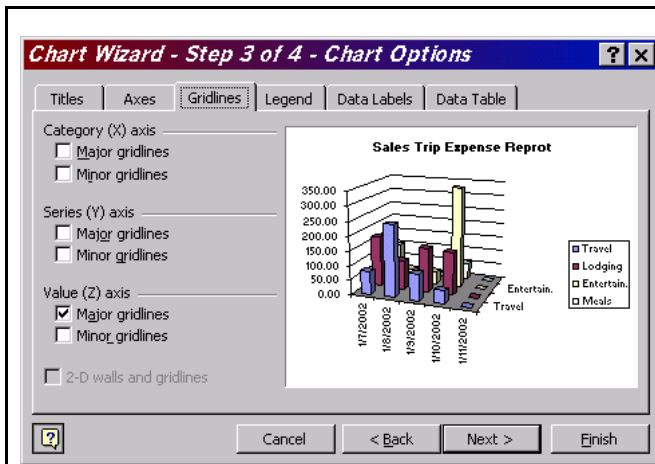


- (1) Many sheet options must be set from spreadsheet, not print preview.
- (2) *Headers and Footers versus Row and Columns To Repeat*

11. A picture says a thousand words... Chart basics...
- Use screen captures to check out wizard!

Use Sales Trip Expense Report:no charts.xls



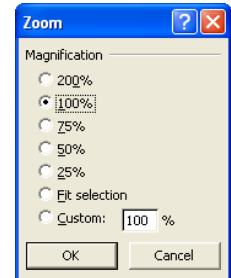
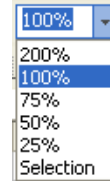


## Session II

### 1. Spreadsheet navigation

- a. View power
  - (1) Freeze frame
  - (2) Split screen
  - (3) Zoom - View menu
    - (a) Does not effect printing
    - (b) Larger % for larger size...
    - (c) Select an area of work and use selection to make it fit onto the screen.
  - (4) Full screen from View menu
- b. Getting around with keyboard acceleration

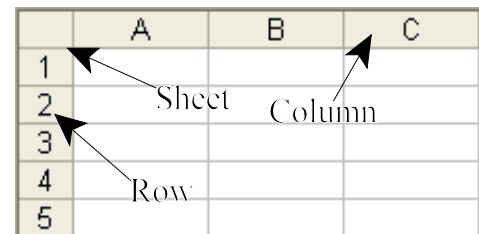
Pre evaluation listing.xls  
International sales.xls



	Cell	Data block	Scroll screen	Current sheet	Sheet
Left	← / Shift+Tab	Ctrl+←	Alt+PgUp	Home (col A)	
Right	→ / Tab	Ctrl+→	Alt+PgDn		
Up	↑ / Shift+Enter	Ctrl+↑	PgUp	Ctrl+Home (A1)	Ctrl+PgUp
Down	↓ / Enter	Ctrl+↓	PgDn	Ctrl+End (bott rt)	Ctrl+PgDn

### c. Selecting

- (1) Mouse
  - (a) Clicking
    - (i) Cell
    - (ii) Sheet
    - (iii) Row
    - (iv) Column
  - (b) Drag for range
- (2) Ranges with Shift
  - (a) Shift+mouse clicks
  - (b) Shift+keystrokes
- (3) Multiple areas with Ctrl
  - (a) Ctrl+mouse clicks
  - (b) Shift+keystrokes
- (4) Combinations
- (5) F8 toggles selecting



### 2. Keyboard shortcuts

- a. The following instructions will get you the complete keyboard shortcut listing in Excel 2002, other versions will have similar results
  - (1) *Help* menu
  - (2) *Microsoft Excel Help*
  - (3) *Index* page tab
  - (4) *Type keywords:* keyboard shortcut
  - (5) *Choose a topic:* keyboard shortcuts
  - (6) Click *Show All* in upper right hand corner
  - (7) Press *Ctrl+P* to print the entire list
- b. Check the right hand side of menu

- c. Cheat sheet
- d. Right+click is simulated by shift+F10 or right click key

3. Spreadsheet structure

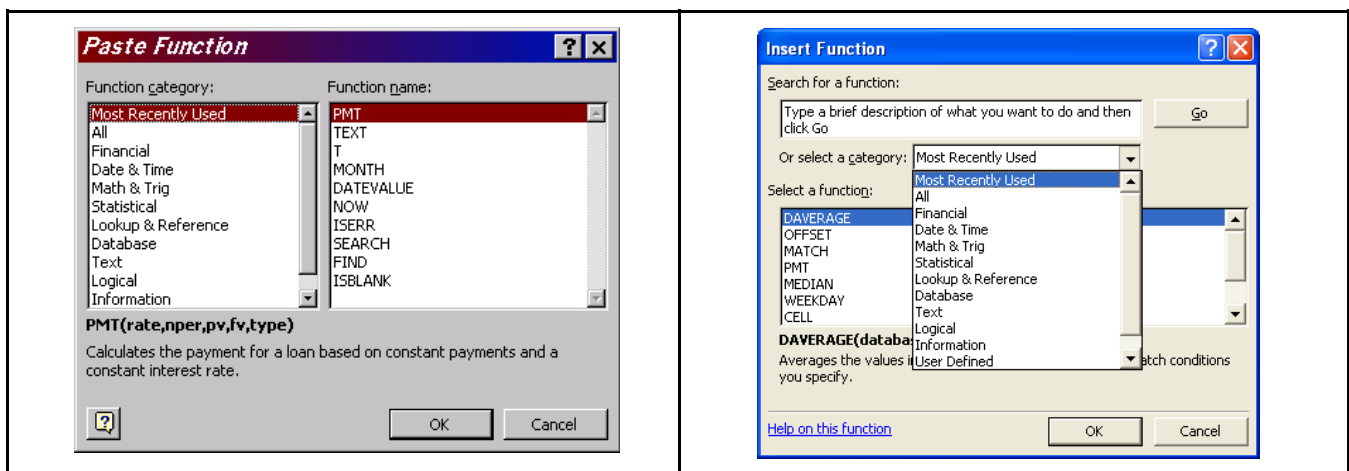
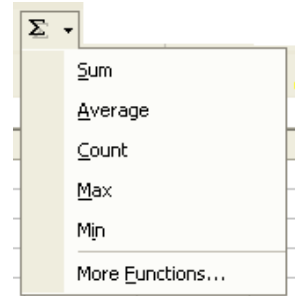
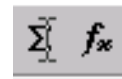
- a. Column and row size
  - (1) Dragging
  - (2) Formatting
  - (3) Autofit via double+click
- b. Inserting and deleting columns and rows

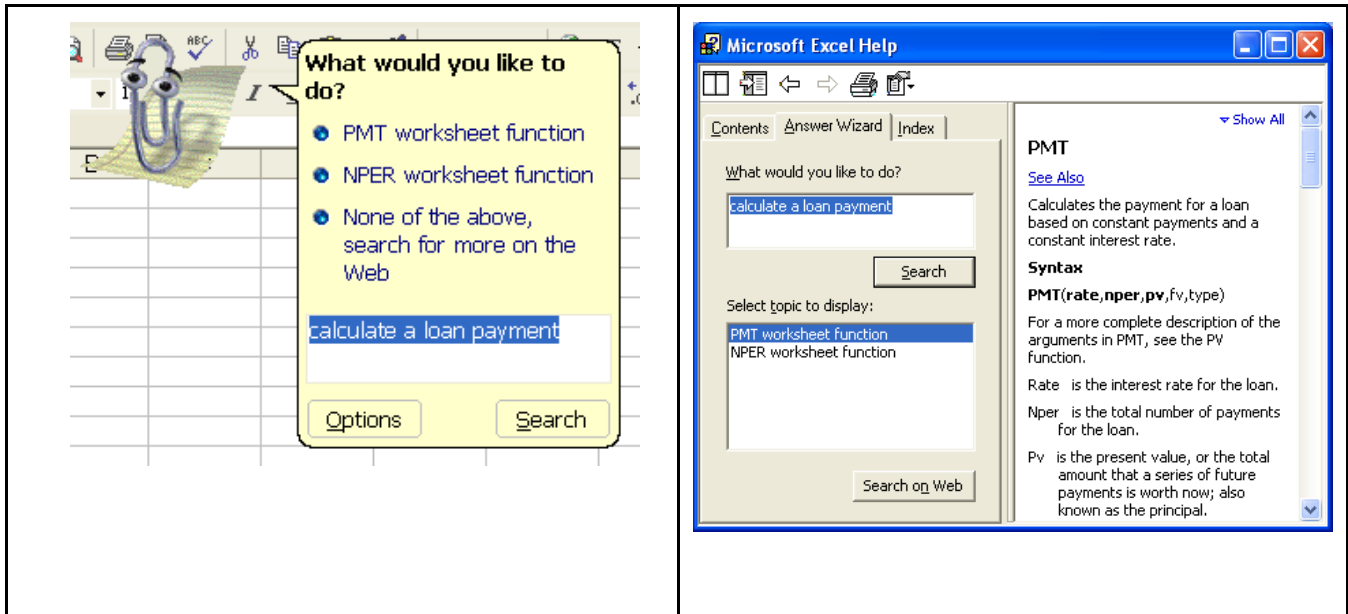
4. Formulas - basics review

- a. All formulas begin with = or basic math function
- b. Basic formulas using + - \* / ^
- c. Order of operations
- d. Edit via double clicking on cell, clicking on formula bar or F2
- e. Bringing a value to another location with =

5. Functions

- a. Review of Autosum
- b. Excel 2002 and newer have autoaverage, autocount...
- c. Using Insert Function, Paste Function or Function Wizard
  - (1) Common functions
  - (2) Use *Search* and *Go* button to describe “what” you want
  - (3) Browse *Categories*
  - (4) *Recently used* category contains the functions you’ve been using, or most used functions if you’re new to Insert Function Required / optional arguments
  - (5) Help from Answer Wizard





- 6. More formulas and functions
  - a. World's easiest unknown formula
  - b. & concatenates text!

Grade book.xls!With class averages  
 \* bring class average to D1  
 \* D2 create "The class average is 81%"

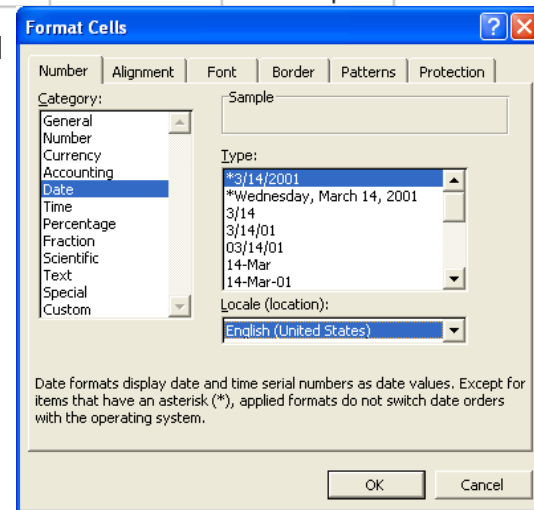
- 7. Dates
  - a. Dates are counted, day 1 is January 1, 1900, unless you're on a Macintosh, where it is January 1, 1904.
  - b. The creation of January 13, 2004 from 37,999 is a calculation based on the number of days in each month and correct calculation of leap years – remember the Y2K scare?
  - c. Dates can be used in mathematical formulas!
  - d. The "appearance" of the date is a function of its formatting. Format a date as a number and you'll end up with something in the upper 30,000s.

	A	B	C	D
1	1/13/2004	90	=A1+B1	4/12/2004
2	3/11/2004	3/11/1996	=A2-B2	2,922

- 8. Time
  - a. Time is the decimal side on a date!

12:00 AM	-	1/13/04 12:00 AM	37,999.00
6:00 AM	0.25	1/13/04 6:00 AM	37,999.25
12:00 PM	0.50	1/13/04 12:00 PM	37,999.50
6:00 PM	0.75	1/13/04 6:00 PM	37,999.75

9. Date / time



- e functions to explore
  - a. NOW(), TODAY()
  - b. DATE(year,month,day)
  - c. DAY(serial\_number), MONTH(sn), YEAR(sn)

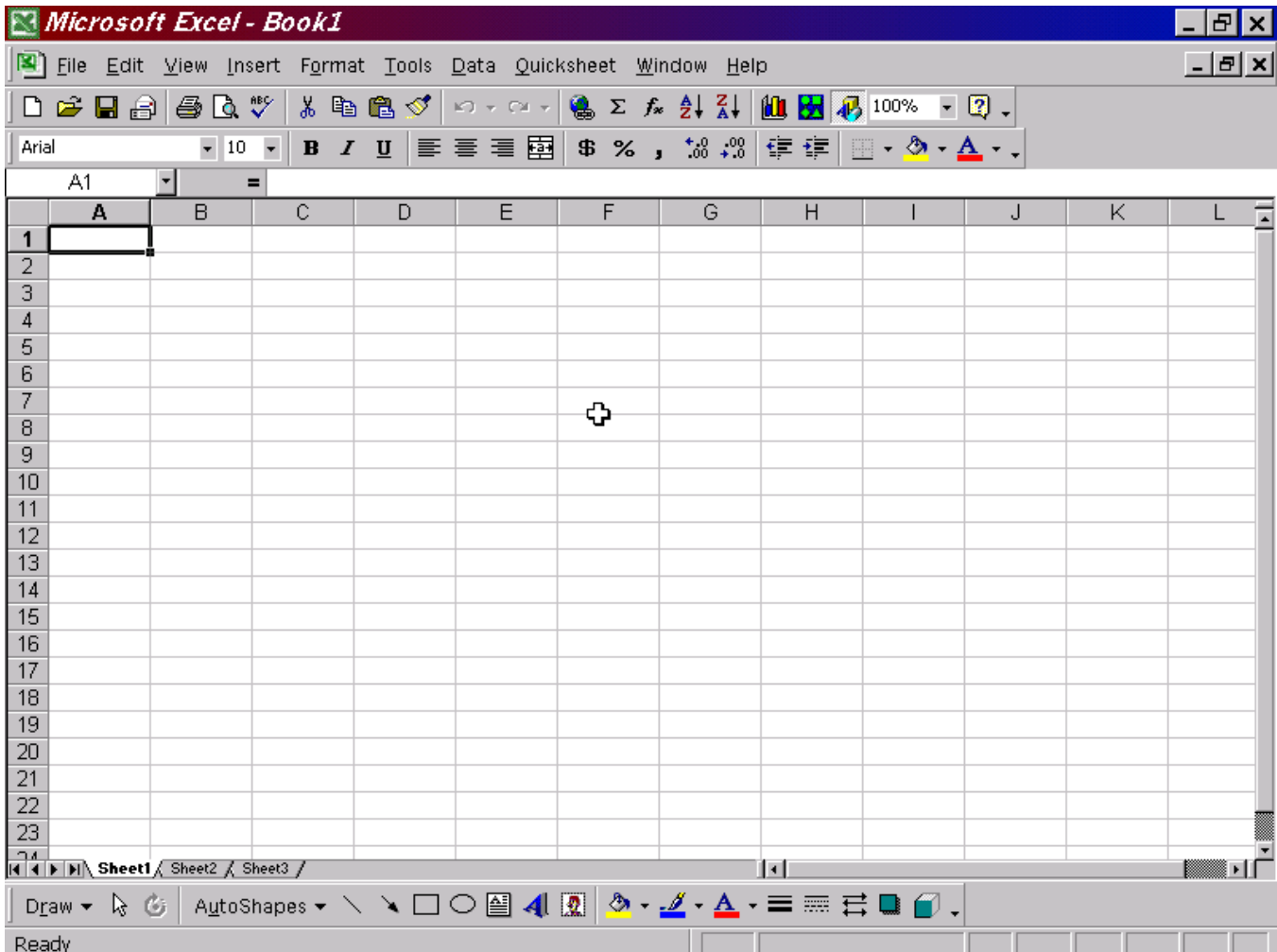
d. NETWORKDAYS(start\_date,end\_date,holidays)

10. Formula troubleshooting? If you want the spreadsheet to show the formulas instead of the results, press **Ctrl+'** to toggle Formula Auditing. That is Ctrl+apostrophe, not a

	A	B	C	D	E
1	\$ 16,500				
2		1	2	3	4
3	0.0%	\$1,375.00	\$687.50	\$458.33	\$343.75
4	0.5%	\$1,378.73	\$691.09	\$461.87	\$347.27
5	1.0%	\$1,382.46	\$694.68	\$465.43	\$350.81

	A	B	C
1	16500		
2		1	2
3	0	=ABS(PMT(\$A3/12,B\$2*12,\$A\$1))	=ABS(PMT(\$A3/
4	0.005	=ABS(PMT(\$A4/12,B\$2*12,\$A\$1))	=ABS(PMT(\$A4/
5	0.01	=ABS(PMT(\$A5/12,B\$2*12,\$A\$1))	=ABS(PMT(\$A5/

single quote mark.



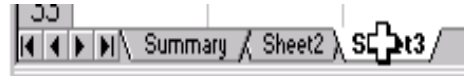
11. Absolute and relative references
- Most formulas use relative references, as a formula is copied or moved, the references move with the formula.
  - Absolute references lock a reference to a particular row, column or cell.

New Windchill.xls  
Car payment (16,500).xls

- c. \$ indicates absolute reference to column or row
- d. F4 rotates through four possible combinations (none, both, row, column)

12. Pages & working in 3D

- a. Navigating
- b. Inserting and deleting pages
- c. Renaming
- d. Copying and moving
- e. Grouping and ungrouping using Shift+click and Ctrl+click
- f. Generating formulas IE.  
=SUM(Sheet2:Sheet3!A1) Sheet range prior to exclamation point, cell reference after exclamation point.



See Sales Trip Expense Report!wk1.xls, copy to new document

13. Formulas across pages

- a. Page name(s) prior to ! in cell references
- b. Simplest method to build via point and click

14. Advanced cut/copy/paste techniques

- a. Four steps!!!
  - (1) Select
    - (a) Toolbar
    - (b) Edit menu
    - (c) Right+click menu
    - (d) Ctrl+X or Ctrl+C
  - (3) Select new location
  - (4) Paste (Ctrl+V)

Car payment (16,500).xls

15. Advanced cell formatting

- a. Conditional formatting

E5    =ABS(PMT(\$A5/12,E\$2\*12,\$A\$1))

	A	B	C	D	E	F	G	H
1	\$ 16,500							
2		1	2	3	4	5	6	7
3	0.0%	\$1,375.00	\$687.50	\$458.33	\$343.75	\$275.00	\$229.17	\$196.43
4	0.5%	\$1,378.73	\$691.09	\$461.87	\$347.27	\$278.51	\$232.67	\$199.93
5	1.0%	\$1,382.46	\$694.68	\$465.43	\$350.81	\$282.05	\$236.21	\$203.47
6	1.5%	\$1,386.20	\$698.29	\$469.01	\$354.38	\$285.61	\$239.78	\$207.04
7	2.0%	\$1,389.94	\$701.91	\$472.60	\$357.97	\$289.21	\$243.38	\$210.66
8	2.5%	\$1,393.69	\$705.55	\$476.21	\$361.58	\$292.83	\$247.02	\$214.32
9	3.0%							\$218.02
10	3.5%							\$221.76
11	4.0%							\$225.54
12	4.5%							\$229.35
13	5.0%							\$233.21
14	5.5%							\$237.11
15	6.0%							\$241.04
16	6.5%							\$245.02
17	7.0%							\$249.03
18	7.5%							\$253.08
19	8.0%	\$1,435.31	\$746.25	\$517.05	\$402.81	\$334.56	\$289.30	\$257.17
20	8.5%	\$1,439.13	\$750.02	\$520.86	\$406.70	\$338.52	\$293.34	\$261.30
21	9.0%	\$1,442.95	\$753.80	\$524.70	\$410.60	\$342.51	\$297.42	\$265.47
22	9.5%	\$1,446.78	\$757.59	\$528.54	\$414.53	\$346.53	\$301.53	\$269.68
23	10.0%	\$1,450.61	\$761.39	\$532.41	\$418.48	\$350.58	\$305.68	\$273.92
24								

**Conditional Formatting**

Condition 1

Cell Value Is

Preview of format to use when condition is true: AaBbCcYyZz

- b. Format Painter - like cut/copy/paste but only copies format!



- (1) One shot:
  - (a) Select formatted cell(s)
  - (b) Click format painter button
  - (c) Select cell(s) to format
- (2) To format multiple ranges
  - (a) Select formatted cell(s)
  - (b) Double+click format painter button
  - (c) Select cell(s) to format
  - (d) Keep selecting cell(s) to format!
  - (e) Click the format painter to turn it off

Monthly weather averages.xls!Degree formatting

16. Formulas across files
  - a. File name prior to ! in cell references
  - b. Simplest method
    - (1) Open all required sheets
    - (2) Use mouse to build formula via point and click

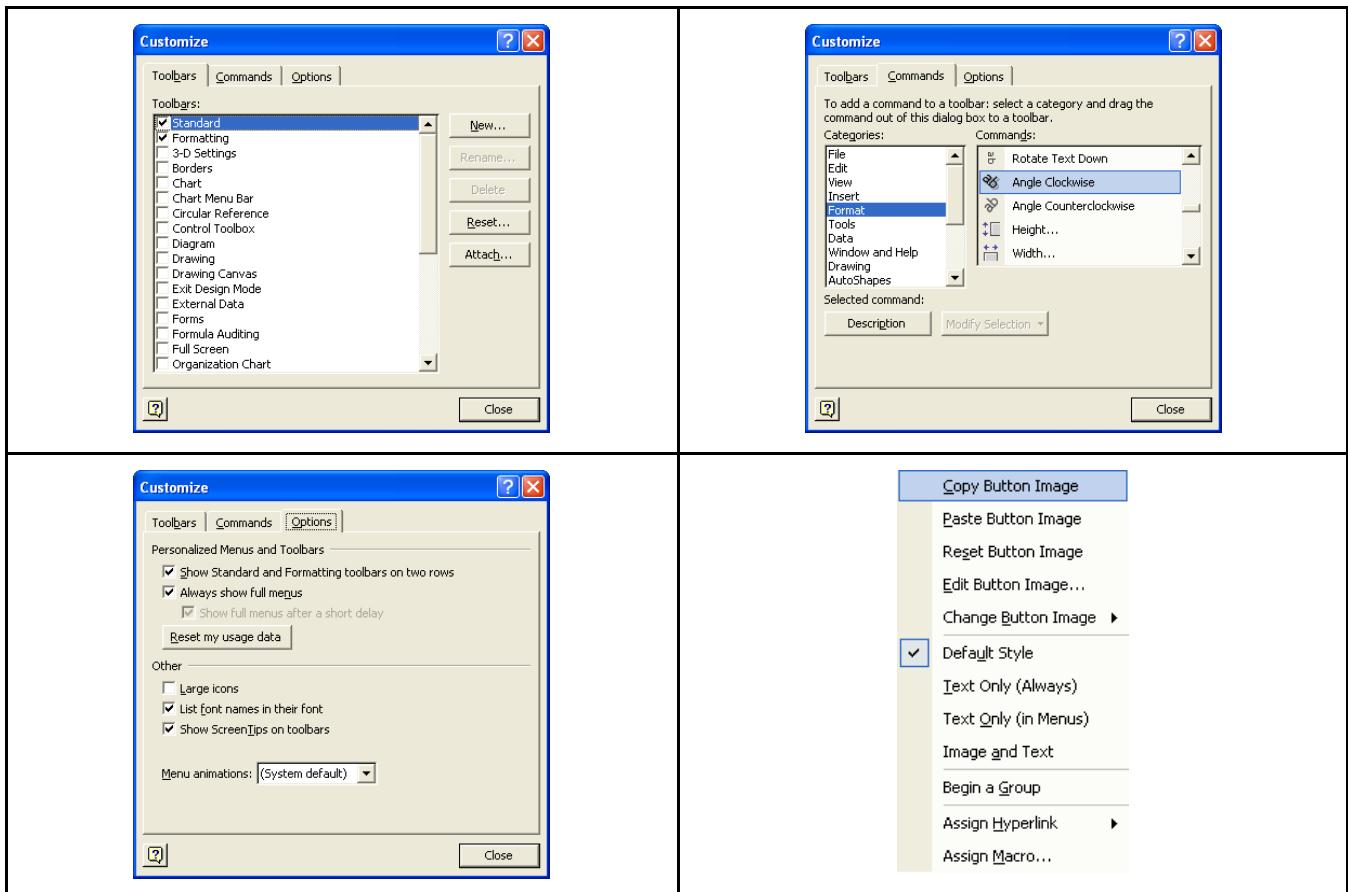
17. Database - Autofilter
  - a. Excel can perform basic “flat” database functions
  - b. Basic sorting
    - (1) Select area if not grabbing entire database
  - c. Autofilter
    - (1) Data, Autofilter

See Pre evaluation listing.xls



	D	E	F
	DATE	EVAL	TIM
	STAT		
	(All)	15	
	(Top 10...)	14	
	(Custom...)	16	
	10/26/1993	09	
	10/28/1993	13	
	11/2/1993	14	
	11/4/1993	11	
	12/7/1993	08	
	12/14/1993	11	
	(Blanks)	08	
	(NonBlanks)	11	
	10/26/1993	08	
	10/28/1993	08	
	10/26/1993	10	

18. Toolbars
  - a. Select displayed toolbars by View, Toolbars... or right+click on toolbars
  - b. Standard and Formatting toolbars are normally displayed, see options below.
  - c. Tools, Customize...
    - (1) Toolbars allows the creation of custom toolbars and resetting corrupted toolbars
    - (2) Commands
      - (a) Select Category, drag command onto toolbar as desired.
      - (b) Drag unused buttons off toolbars
    - (3) Options - see below



(4) Right click on button for shortcut options

**\*\*\* Please reset toolbars before leaving! \*\*\***

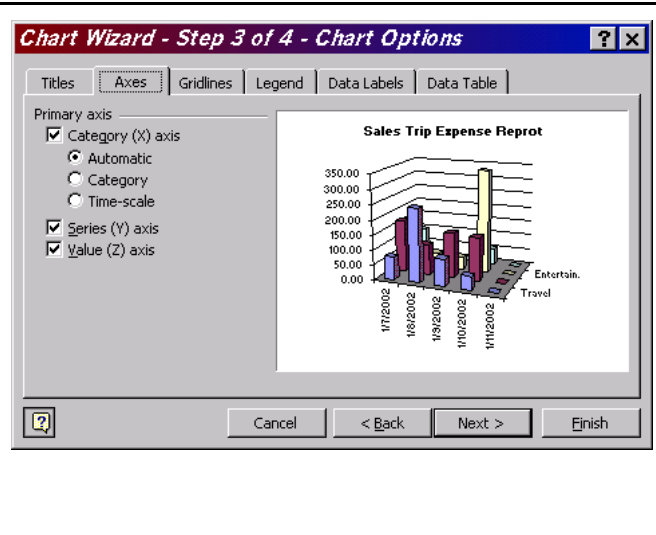
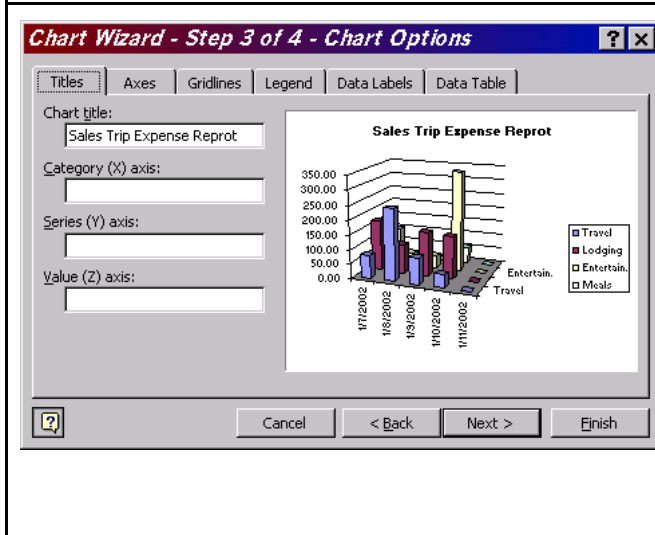
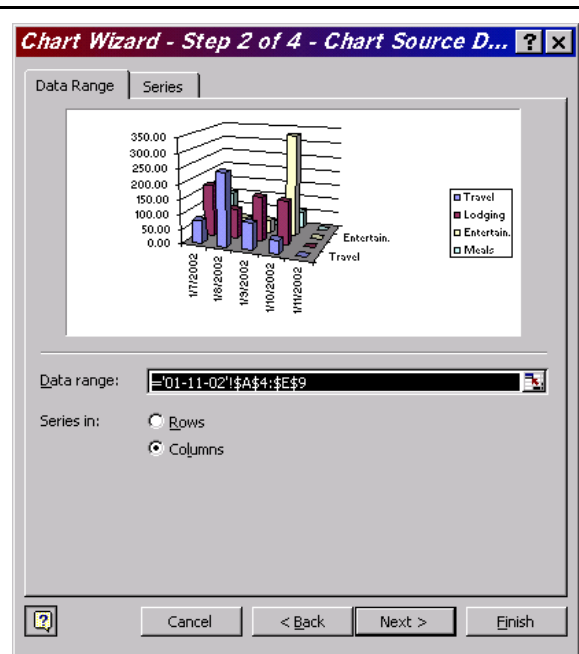
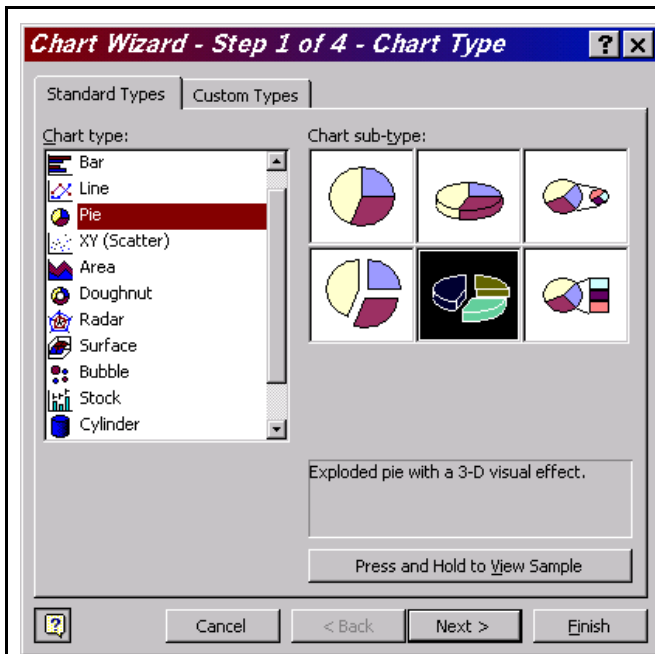
19. Charts - advanced editing

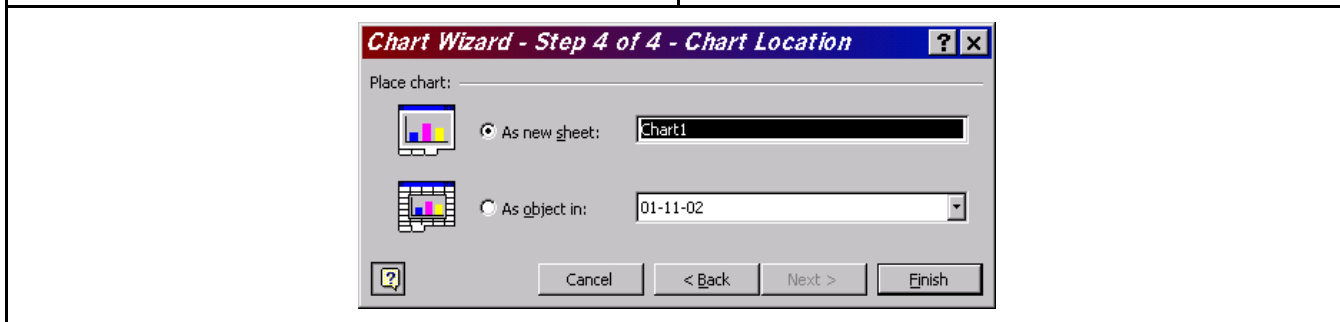
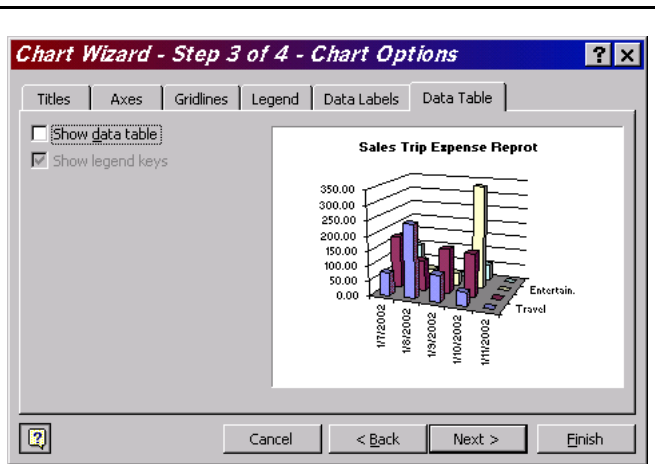
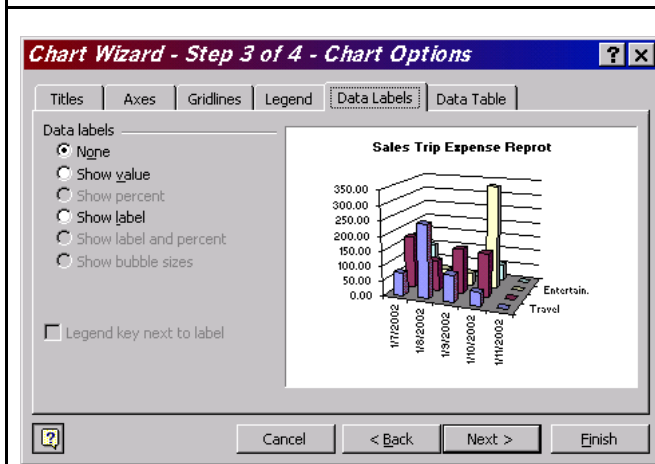
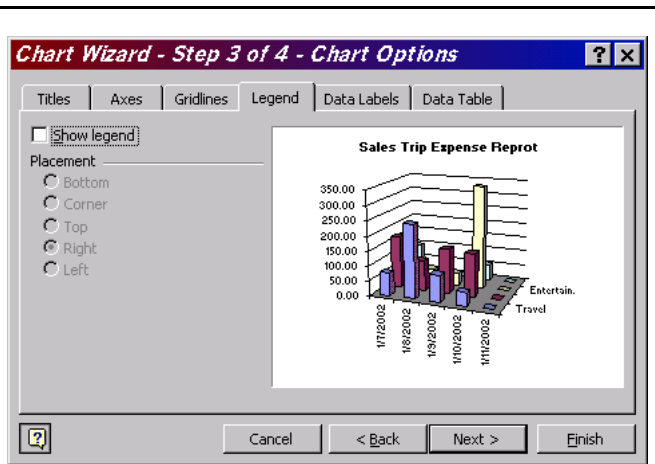
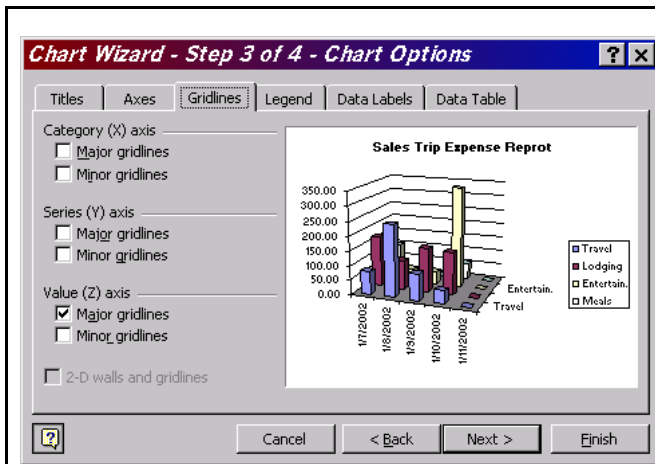
a. Selecting sections: chart area, plot, titles, axes, values, (corners, floor, walls), grid...

- (1) Mouse
- (2) Chart toolbar
- (3) Chart menu



b. 3-D View perspective via menu or corner dragging





## Session III

1. Named ranges
  - a. Naming a cell or range of cells allows you to refer to it easily in formulas
  - b. Insert, Name... or Name Box
    - (1) Define - enter manually
    - (2) Create - use labels as names
  - c. Try F5 or Goto

Use Sales trip expense report.xls!data

Travel		= 78
	A	B
1		\$
2		
3		
4		Travel
5	01/07/02	78.00
6	01/08/02	246.00
7	01/09/02	90.00
8	01/10/02	45.00
9	01/11/02	0.00

2. Absolute references
  - a. Cell references are normally "relative" references, as they are copied, the reference moves relative to copy direction.
  - b. Absolute references are indicated by a \$. Absolute references do not change as they are copied.
  - c. Four patterns of absolute and relative references. Pattern can be entered manually or with F4.
    - (1) None           A1
    - (2) Column        \$A1
    - (3) Row            A\$1
    - (4) Cell (both)   \$A\$1

See Absolute references examples.xls

=B2	=B\$2
=B3	=B\$2
=B4	=B\$2
=B5	=B\$2
=B6	=B\$2

=B3	=C3	=D3	=E3	=F3
=\$B3	=\$B3	=\$B3	=\$B3	=\$B3

3. Reference and Lookup functions - give your spreadsheet power by creating formulas that "make decisions."

- a. IF(logical\_test,value\_if\_true,value\_if\_false) = returns a value based on whether a value is true or false
  - (1) Logical\_test is any value or expression that can be evaluated to TRUE or FALSE.
  - (2) Value\_if\_true is the value that is returned if logical\_test is TRUE.
  - (3) Value\_if\_false is the value that is returned if logical\_test is FALSE.
- b. VLOOKUP(lookup\_value,table\_array,col\_index\_num,range\_lookup) = look up a value *vertically*
  - (1) Arguments
    - (a) lookup\_value = "what" you want to look up
    - (b) table\_array = "where" you want to look it up
    - (c) col\_index\_num = "which" column to return
    - (d) range\_lookup = TRUE (default) returns approximate match, FALSE returns only exact matches

See Pass fail book.xls

See Grade book.xls

- (i) If the range\_lookup is TRUE, the table\_array must be sorted in ascending order!
- (ii) If the range\_lookup is FALSE, values do not need to be sorted.
- (iii) If VLOOKUP can't find lookup\_value, and range\_lookup is FALSE, VLOOKUP returns the #N/A value

(2) Notes

- (a) If VLOOKUP can't find lookup\_value, and range\_lookup is TRUE, it uses the largest value that is less than or equal to lookup\_value.
- (b) If lookup\_value is smaller than the smallest value in the first column of table\_array, VLOOKUP returns the #N/A error value.

c. HLOOKUP(lookup\_value,table\_array,row\_index\_num,range\_lookup) = look up a value horizontally

See 2002 Payroll taxes.xls

- (1) See all VLOOKUP notes
- (2) row\_index = "which" row to return

d. LOOKUP - gives the same functionality, but you define the search range. Works in to modes:

- (1) Vector: LOOKUP(lookup\_value,lookup\_vector,result\_vector)
  - (a) lookup\_vector = where to find lookup\_value
  - (b) result\_vector = what to return
- (2) Array: LOOKUP(lookup\_value,array)
  - (a) If array covers an area that is wider than it is tall (more columns than rows), LOOKUP searches for lookup\_value in the first row.
  - (b) If array is square or is taller than it is wide (more rows than columns), LOOKUP searches in the first column.

e. MATCH(lookup\_value,lookup\_array,match\_type)

- (1) Returns the position of the answer rather than a looked up value
- (2) match\_type =
  - (a) If match\_type is 1, MATCH finds the largest value that is less than or equal to lookup\_value. Lookup\_array must be placed in ascending order: ...-2, -1, 0, 1, 2, ..., A-Z, FALSE, TRUE.
  - (b) If match\_type is 0, MATCH finds the first value that is exactly equal to lookup\_value. Lookup\_array can be in any order.
  - (c) If match\_type is -1, MATCH finds the smallest value that is greater than or equal to lookup\_value. Lookup\_array must be placed in descending order: TRUE, FALSE, Z-A, ...2, 1, 0, -1, -2, ..., and so on.

4. Inserting and deleting rows, columns and cells

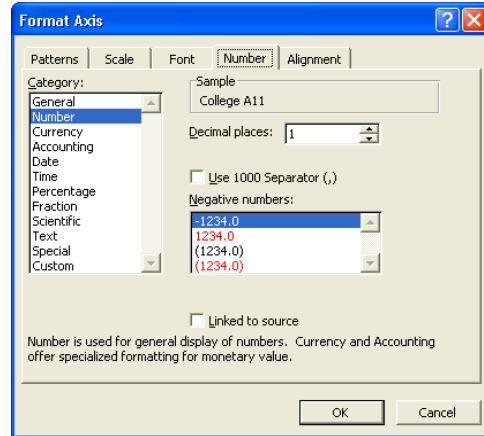
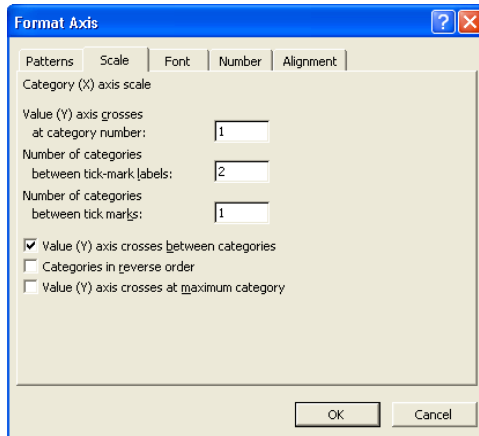
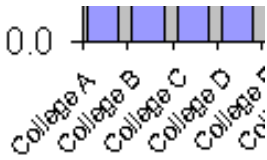
- a. Select ... you want new data on (data in the row will be pushed down)
- b. Right+click, Insert or Insert, ...
- c. Formulas will be adjusted, ranges on formulas will be expanded.
- d. When working on "edge" of a range, range will be moved, not expanded!
  - (1) Trick: Insert inside, copy "edge data", enter new "edge data."

See Grade book.xls!With letter grades

5. Charts - advanced functions

Funding Universities.xls

- a. When axis labels don't look like you want, you may be fighting Excel's automatic formatting.



6. Charts - dual axis
- Select **data series** you need on secondary axis
  - Properties
  - Axis
  - Secondary axis
  - Format away!!!

Production efficiency.xls

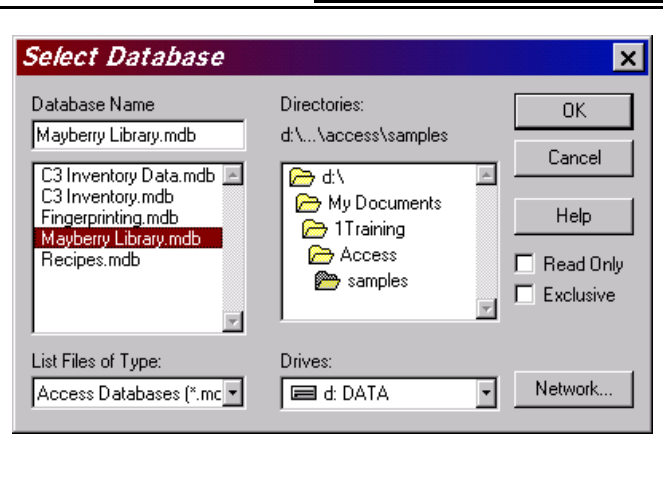
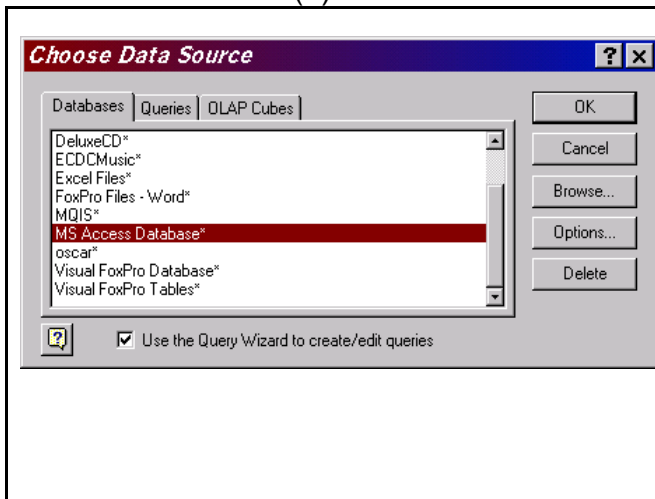
7. Data importing / exporting
- Importing wizard accessed via

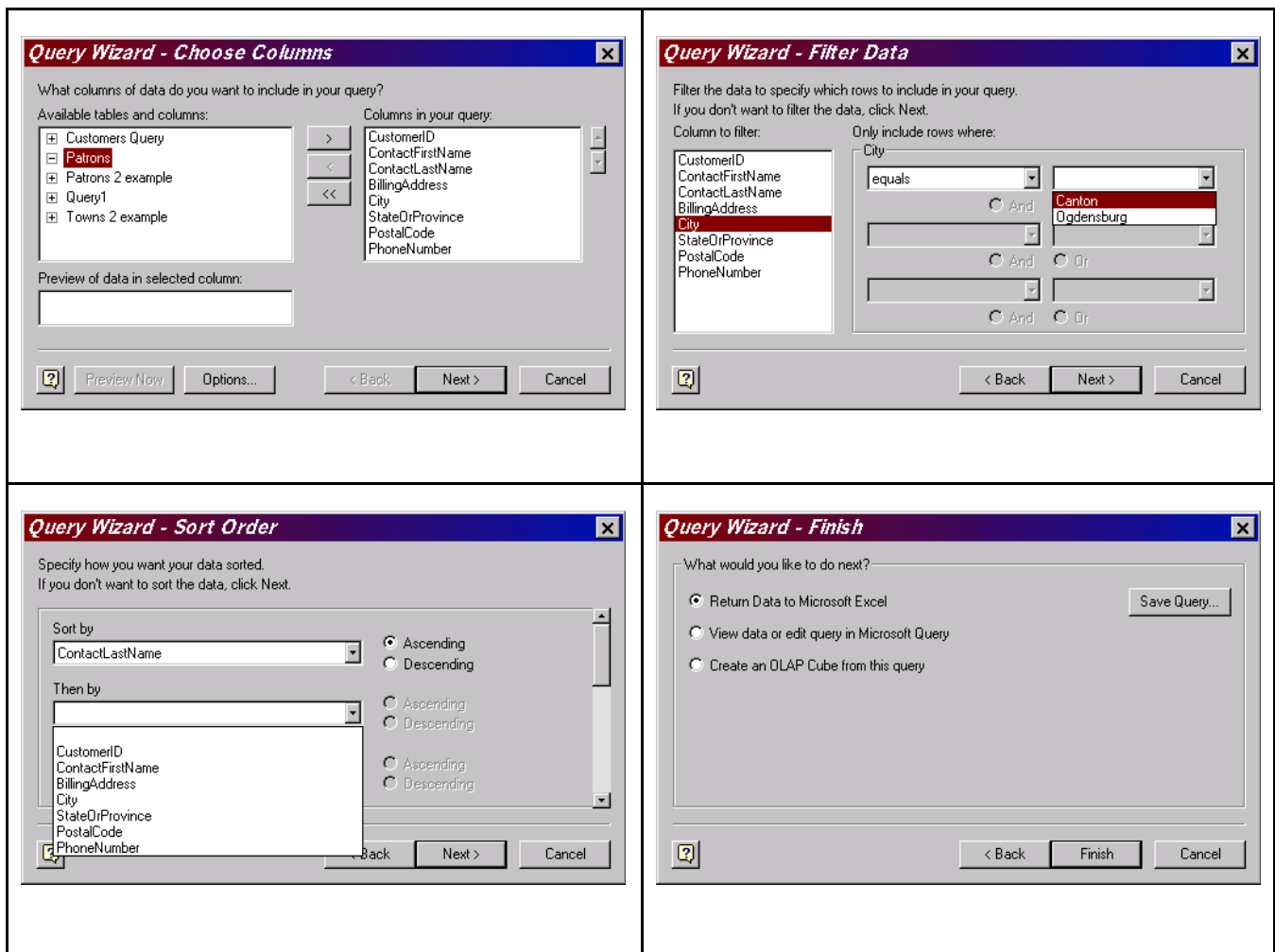
- File, Open
- Data, Get External Data, Import Text File
- Data, Get External Data, New Database Query
  - Must have MS Query installed
  - Refresh?

See C3 customers.txt



See Mayberry Library.mdb





b. Export accessed via File, Save As

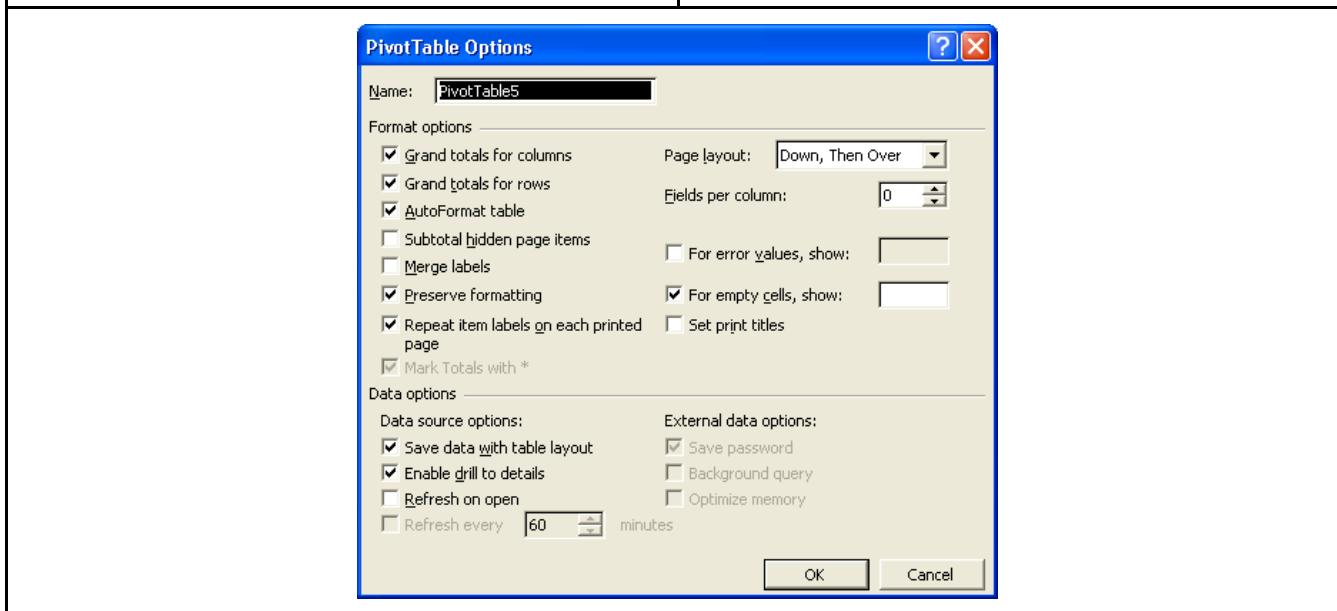
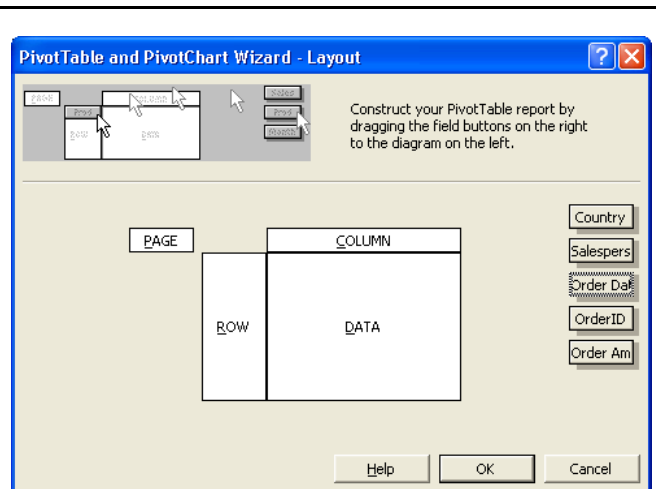
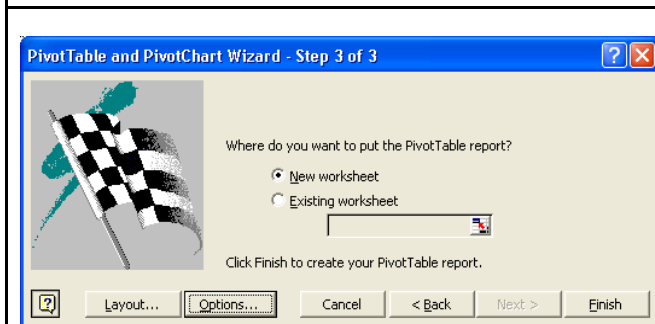
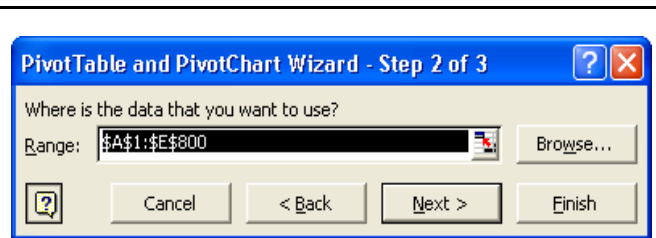
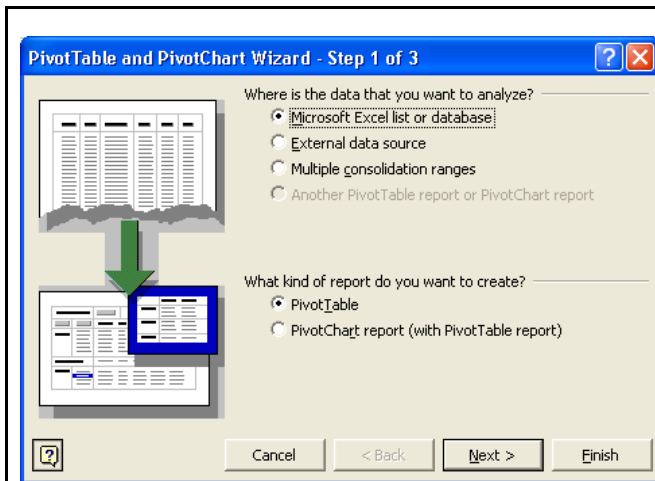
8. Databases - advanced

9. Pivot tables

a. A PivotTable report is an interactive table that quickly combines and compares large amounts of data. You can rotate its rows and columns to see different summaries of the source data, and you can display the details for areas of interest.

b. Usage

- (1) Start with a table of data
- (2) Data
- (3) PivotTable and PivotChart Report...



	A	B	C	D	E	F	G	H
1	Drop Page Fields Here							
2								
3	Sum of Order Amount							
4	Salesperson	Total						
5	Buchanan	68792.25						
6	Callahan	123032.67						
7	Davolio	182500.09						
8	Dodsworth	75048.04						
9	Fuller	162503.78						
10	King	116962.99						
11	Leverling	201196.27						
12	Peacock	225763.68						
13	Suyama	72527.63						
14	Grand Total	1228327.4						
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								

**PivotTable**

PivotTable

**PivotTable Field List**

Drag items to the PivotTable report

- Country
- Salesperson**
- Order Date
- OrderID
- Order Amount**

Add To Row Area