

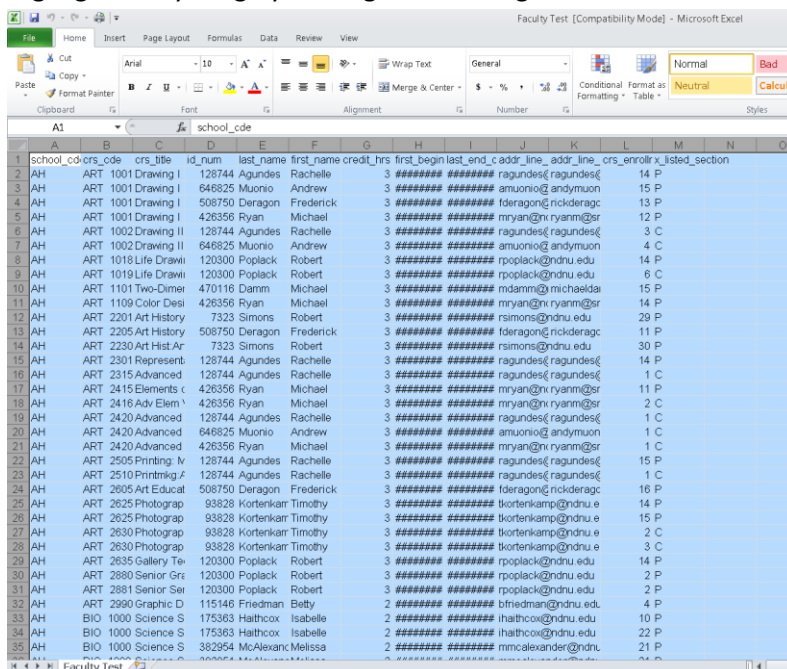
Excel Tutorial

Open the file that you will be working with. It may look something like this:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	school_cde	crs_cde	crs_title	id_num	last_name	first_name	credit_hrs	first_begin	last_end_c	addr_line	addr_line	crs_enrollr	x_listed_sect
2	AH	ART	1001 Drawing I	128744	Agundes	Rachelle	3	#####	#####	ragundes@ragundes@		14	P
3	AH	ART	1001 Drawing I	646825	Muonio	Andrew	3	#####	#####	amuonio@andymuon		15	P
4	AH	ART	1001 Drawing I	508750	Deragon	Frederick	3	#####	#####	fderagon@rickderagc		13	P
5	AH	ART	1001 Drawing I	426356	Ryan	Michael	3	#####	#####	mryan@nryanm@sr		12	P
6	AH	ART	1002 Drawing II	128744	Agundes	Rachelle	3	#####	#####	ragundes@ragundes@		3	C
7	AH	ART	1002 Drawing II	646825	Muonio	Andrew	3	#####	#####	amuonio@andymuon		4	C
8	AH	ART	1018 Life Drawin	120300	Poplack	Robert	3	#####	#####	rpoplack@ndnu.edu		14	P
9	AH	ART	1019 Life Drawin	120300	Poplack	Robert	3	#####	#####	rpoplack@ndnu.edu		6	C
10	AH	ART	1101 Two-Dimer	470116	Damm	Michael	3	#####	#####	mdamm@michaeldam		15	P
11	AH	ART	1109 Color Desi	426356	Ryan	Michael	3	#####	#####	mryan@nryanm@sr		14	P
12	AH	ART	2201 Art History	7323	Simons	Robert	3	#####	#####	rsimons@ndnu.edu		29	P
13	AH	ART	2205 Art History	508750	Deragon	Frederick	3	#####	#####	fderagon@rickderagc		11	P
14	AH	ART	2230 Art Hist Ar	7323	Simons	Robert	3	#####	#####	rsimons@ndnu.edu		30	P

Expand all of the columns.

- Highlight everything by clicking in the triangle between the A and the 1.



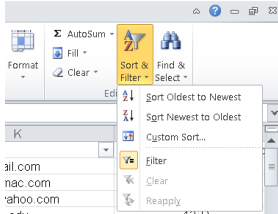
- Move your cursor between the A and the B. When you have the arrows that point to the left and right, ⇔ double click.

	A	B	C	D	E	F
1	school_cde	crs_cde	crs_title	id_num	last_name	first_name
2	AH	ART 1001 01	Drawing I	128744	Agundes	Rachelle
3	AH	ART 1001 02	Drawing I	646825	Muonio	Andrew
4	AH	ART 1001 03	Drawing I	508750	Deragon	Frederick
5	AH	ART 1001 04	Drawing I	426356	Ryan	Michael
6	AH	ART 1002 01	Drawing II	128744	Agundes	Rachelle
7	AH	ART 1002 02	Drawing II	646825	Muonio	Andrew
8	AH	ART 1018 01	Life Drawing I	120300	Poplack	Robert

Once all of your columns are expanded, you can see the full range of data that you are working with.

Filtering data

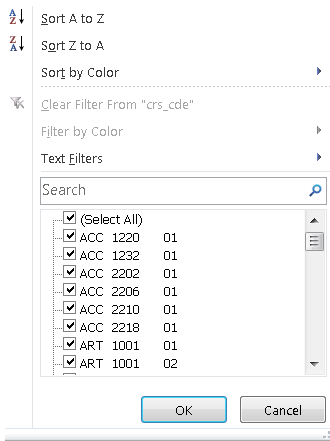
- You may want only specific information from the data that your report pulled. Use the Filter function to narrow down your results.
- Click in cell A1, and make sure that nothing else is highlighted.
- Click the Sort and Filter button on the top ribbon.
- Click Filter (the funnel icon)



- You will know that the Filter function is on because each of the columns has an arrow in the right corner.

	A	B	C
1	school_c	crs_cde	crs_title
2	AH	ART 1001 01	Drawing I

- Scroll to the column that you want to filter
- Click the arrow next to the header. Uncheck the box next to any rows that you don't wish to include.



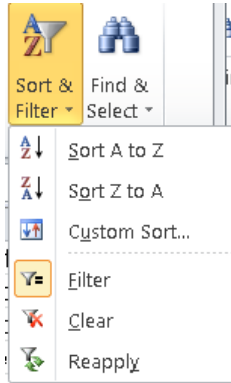
- You can filter your data by multiple columns. The order that you filter the columns by should be broadest to narrowest. For example, if you only want undergraduates enrolled in 12 or more units, then first filter out all of the graduate students, then filter out the students enrolled in less than 12 units.
- The number at the bottom of the screen will tell you how many records are left after you have filtered the data.



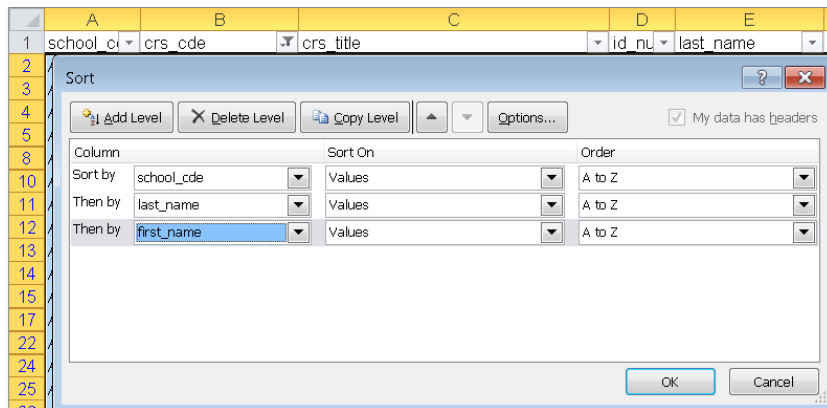
- Keep in mind that if you delete a column that you used for filtering, then the filter will no longer apply.

Sorting Data

- You will often want to see the data collected into groups of some sort, or will want to see it arranged alphabetically. Many EX reports are pulled in ID# order, so it is helpful to sort the information.
- Click the Sort and Filter button at the top of the ribbon. Click Custom Sort.




- A box will pop up that allows you to decide what columns to sort by, the order to sort by, and the order that the data should appear in.
- You will know that the Custom Sort is on because the box will be in the forefront, and the top row (headers) will not be highlighted.

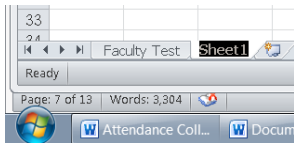


- Decide what order to sort the information in. If you are looking for undergraduates in a particular major, for example, you may sort by major1, then by last name, then by first name.
- Use the Add Level button to add more sorting levels.
- Your data will sort itself.

	A	B	C	D	E	F
1	school_c	crs_cde	crs_title	id_nu	last_name	first_nam
2	AH	ART 1001 01	Drawing I	128744	Agundes	Rachelle
3	AH	ART 2301 01	Representational Painting	128744	Agundes	Rachelle
4	AH	ART 2505 01	Printing: Multimedia Workshop	128744	Agundes	Rachelle
5	AH	EIS 6070 01	Graduate ESL Seminar	504930	Aivazova	Inna
8	AH	IDS 1200 02	Freshman Year Seminar	98892	Andrews	Patricia
10	AH	PHL 1200 01	Moral Problems	541224	Barry	William
11	AH	PHL 1215 01	Theories of the Good Life	541224	Barry	William
12	AH	PHL 2997 01	Senior Thesis	541224	Barry	William
13	AH	PHL 2999 02	IS: Robot & Machine Ethics	541224	Barry	William
14	AH	ENG 4024 01	Lyric	644066	Bauer	Pearl
15	AH	REL 1200 01	Christianity: Beginnings to 1500	422746	Beltramini	Enrico


Creating Additional Tabs

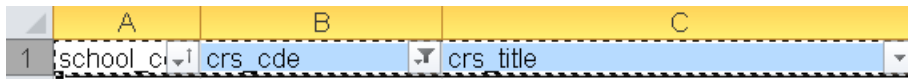
- You will often want to work with multiple sets of the same information. For example, when you do the Faculty who are missing attendance, you will want to separate the faculty from different schools. Or, if you are running a report of majors, you may want to separate the different majors to different tabs.
- Click the  icon at the bottom of the screen. It will create a new, blank sheet.
- Double click the title (sheet 1), and when it is highlighted, type the new name of the sheet.



- Create as many tabs as you will need.

Copy the headers from the first sheet to the other sheets.

- Highlight the first row of the first sheet. Move your mouse to the 1 on the left side. When you have the  click to highlight the row.
- Click "Copy", or press <ctrl + c> to copy. You will know that the row is ready to be copied when it has the broken lines around it.



- Click on the tab that you want to copy the data to. Click the A1 cell (first row, first cell)
- Press <enter> or "paste" to paste the information to the first row.
- Do this for as many tabs as you need the headers.

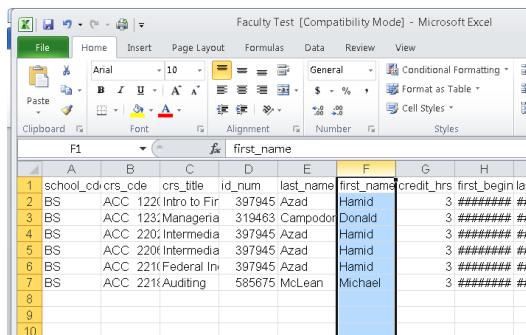
Copying information from one tab to another

- Highlight the information from the first tab that you want to copy to a different tab.
- Click "copy" or press <ctrl + c> to copy.
- Click the first empty row (usually A2), then press <enter> or paste. The information should copy over.
- If you are copying more than one set of information, you will always want to copy it to the next blank row.


	A	B	C	D	E	F	G	
1	school_cd	crs_cde	crs_title	id_num	last_name	first_name	credit_hrs	f
2	BS	ACC 122	Intro to Fir	397945	Azad	Hamid	3	#
3	BS	ACC 123	Manageria	319463	Campodor	Donald	3	#
4	BS	ACC 220	Intermedia	397945	Azad	Hamid	3	#
5	BS	ACC 220	Intermedia	397945	Azad	Hamid	3	#
6	BS	ACC 221	Federal In	397945	Azad	Hamid	3	#
7	BS	ACC 221	Auditing	585675	McLean	Michael	3	#

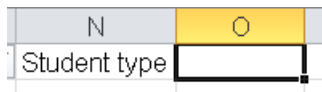
Excel Tutorial

- If you need to copy columns, then highlight the column by clicking on the letter.
- Click “copy” or <ctrl +c>. Go to the sheet that you want to paste it to.
- Click the column that you want to copy the information to. Click “paste” or press <enter>.



Labeling/relabeling columns

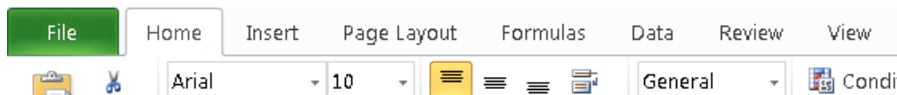
- It will often make your job easier if you are able to rename the columns to make it easier to read. You can also add columns to the report.
- To label a new column, click on the top line of the column. You should have a  when you go to type in the cell. Press <enter> when you are done typing.



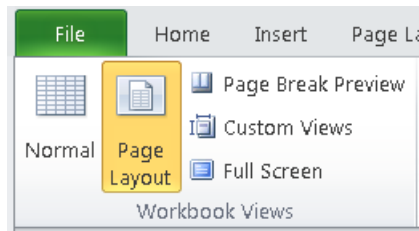
- To rename a column, double click in the column name, erase the text that is there, then type your text.

Formatting a sheet to print on one page

- If your data set is pretty wide and you need it to print on one page, you need to rearrange things so that they fit on one page. You may need to do only a couple of these steps, and not all of them.
- Click View in the ribbon



- Click Page Layout. This shows you what the data looks like on a sheet of paper.

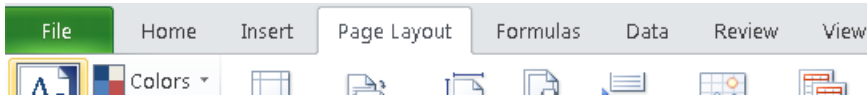


Excel Tutorial

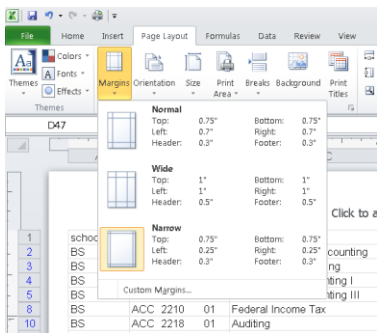
Click to add header

	school_cde	crs_cde	crs_title
1			
2	BS	ACC 1220 01	Intro to Financial Accounting
3	BS	ACC 1232 01	Managerial Accounting
4	BS	ACC 2202 01	Intermediate Accounting I
5	BS	ACC 2206 01	Intermediate Accounting III
8	BS	ACC 2210 01	Federal Income Tax
10	BS	ACC 2218 01	Auditing

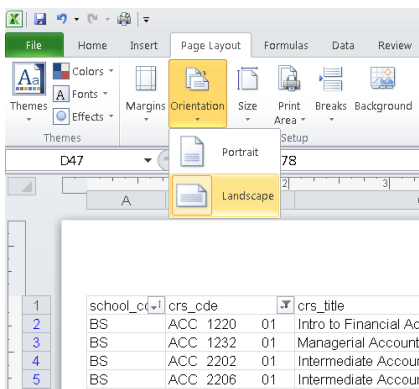
- Click Page Layout in the ribbon.



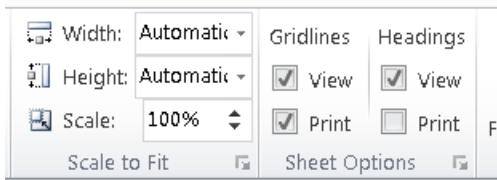
- Click "Margins", then click "narrow"



- Click "Orientation", then click "landscape"




- Click the "Print" in the "Gridlines" option so that your sheet will print with the lines separating the data.



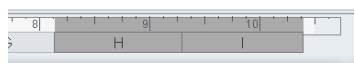
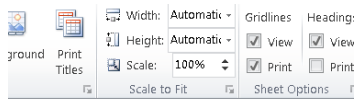
- If all of your data is now on one page, then you are set. Print your report.
- If it is not, then you may need to do a bit more formatting.

Excel Tutorial

- You can rename one or more columns to shorten them. Each time you do so, expand all of your columns again so that they size correctly.
- Alternatively, you can also click the line between the letters, and when you have the , drag to the left until the column is the correct width.

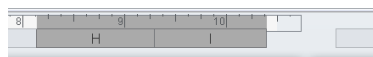
Formatting Cells

- Jenzabar automatically exports dates with the times attached to them. You will usually only need the date.
- Click on the letter for the columns that you want to format to highlight them.



hrs	first_begin_dte	last_end_dte
3	9/3/2015 0:00	12/19/2015 0:00
3	9/3/2015 0:00	12/19/2015 0:00
3	9/14/2015 0:00	12/19/2015 0:00
3	9/3/2015 0:00	12/19/2015 0:00
3	9/3/2015 0:00	12/19/2015 0:00
3	9/5/2015 0:00	12/19/2015 0:00
3	9/2/2015 0:00	12/19/2015 0:00
3	9/3/2015 0:00	12/19/2015 0:00
3	9/3/2015 0:00	12/19/2015 0:00
3	9/2/2015 0:00	12/19/2015 0:00

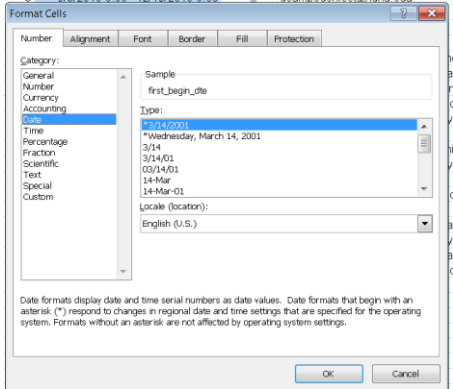
- Right click and click “format cells”



s	first_begin_dte	last_end_dte	addr_l
3	9/3/2015 0:00	12/19/2015 0:00	hazad
3	9/3/2015 0:00	12/19/2015 0:00	dcamp
3	9/14/2015 0:00	12/19/2015 0:00	hazad
3	9/3/2015 0:00	12/19/2015 0:00	hazad
3	9/3/2015 0:00	12/19/2015 0:00	
3	9/5/2015 0:00	12/19/2015 0:00	
3	9/2/2015 0:00	12/19/2015 0:00	ragunk
3	9/3/2015 0:00	12/19/2015 0:00	nuor
3	9/3/2015 0:00	12/19/2015 0:00	erag
3	9/2/2015 0:00	12/19/2015 0:00	ryan
3	9/8/2015 0:00	12/19/2015 0:00	opla
3	9/3/2015 0:00	12/19/2015 0:00	dami
3	9/2/2015 0:00	12/19/2015 0:00	ryan
3	9/2/2015 0:00	12/19/2015 0:00	imor
3	9/8/2015 0:00	12/19/2015 0:00	erag
3	9/2/2015 0:00	12/9/2015 0:00	imor
3	9/2/2015 0:00	12/9/2015 0:00	igunk
3	9/14/2015 0:00	12/19/2015 0:00	ryan
3	9/14/2015 0:00	12/19/2015 0:00	igunk
3	9/10/2015 0:00	12/19/2015 0:00	erag
3	9/3/2015 0:00	12/19/2015 0:00	orter
3	9/2/2015 0:00	12/9/2015 0:00	orter
3	9/3/2015 0:00	12/19/2015 0:00	opla
3	9/2/2015 0:00	12/19/2015 0:00	imonta

- Click the Number tab, then click the Date on the box that pops up.

Excel Tutorial



- Click "ok".
- You can then resize the column as you did above, by clicking between the letters at the top of the sheet and dragging them over.

Copying information from one cell to another