Workshop Objectives

1. Conditional Formatting
2. Find and Replace
3. Finding Duplicate Records
4. Importing Data into Excel
5. Paste Special
6. Re-order Columns

Excel: Data Management Tips and Tricks

In this hands-on workshop, participants will learn how to import text data into Excel, use conditional formatting and several tips and tricks to manipulate your data.
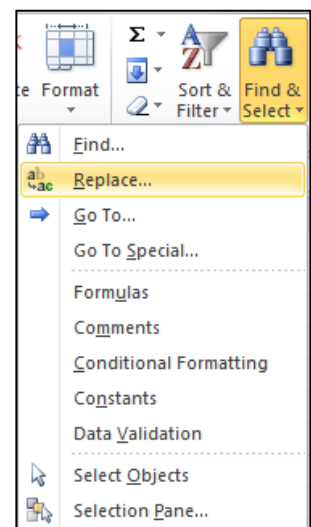
1. Conditional Formatting

Highlight Cells using "Text that contains"

1. Right-click on the sheet tab of the Band Members spreadsheet
2. Click on Move or Copy
3. Check the Create Copy box and click OK – rename the copy to BM 2014
4. Click on the column header for the class column to select the entire column
5. Click on Conditional Formatting – Highlight Cells Rules – Text that Contains…
6. In the Dialog box type **Senior,** choose a format
7. Click **OK**
8. Click into one of the cells in the Class column, click on **Sort & Filter – Custom sort**
9. Sort by – **Class**
10. Sort on – Cell **Color**
11. Order Choose the **Color** and **On Top**
12. Click **Ok**
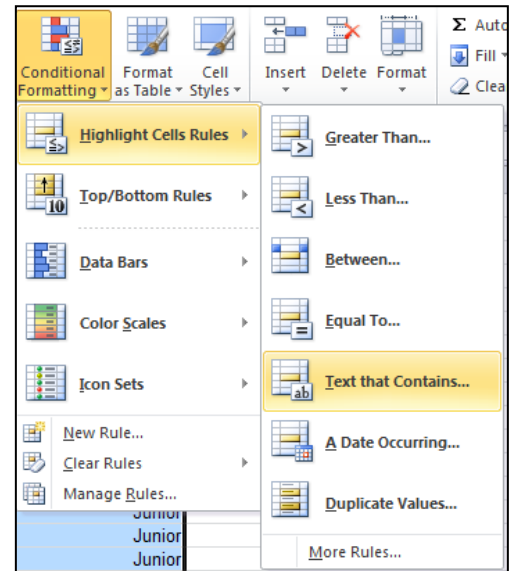
2. Find and Replace

1. Click on the **Column Header** to select the entire **Class** column

2. Click on **Find & Select** and then **Replace**

3. Type **Junior** in the **Find what:** text box

4. Type **Senior** in the **Replace with:** text box

5. Click on the Options button then the Format button next to the Replace with textbox

6. Choose some options to give your text a different format from the rest of the column

7. Click the **Replace All** button

8. You should get a dialog box telling you how many items were replaced (22 in this case)

9. Click **Close**

3. Finding Duplicate Records

Using Conditional Formatting to Locate Duplicates

1. Using the **Source Data** sheet, copy this worksheet

2. Click on the **column header** (E) for the Order ID to select the data

3. On the **Home Tab**, click on **Conditional Formatting** > Highlight Cells Rules > Duplicate values

4. From the dialog box, select the cell formatting you would like.

5. You can also choose to highlight Unique Values by changing the selection.

6. You can now do a Custom Sort and from the "Sort on" drop down select cell color of font color depending on what you chose in step 3.

You can see that we have many duplicate records but what we need is one set of unique records **
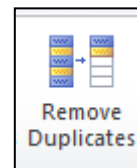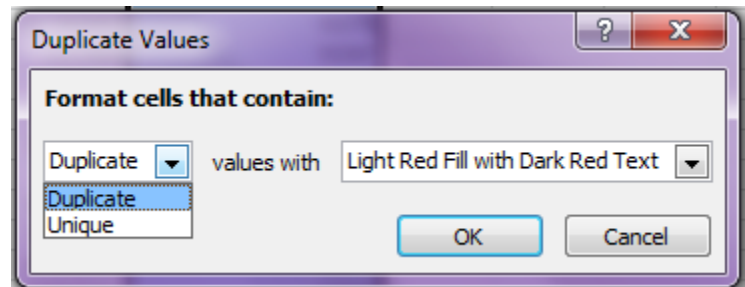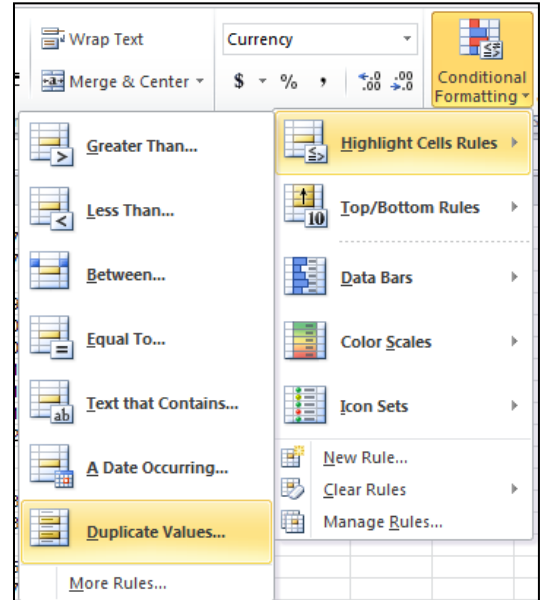
Remove Duplicates

It is best to have a copy of your data before you do this.

1. Using the **Source Data** sheet

2. Click on the **Data Tab** and then **Remove Duplicates**

3. In the dialog box, select the column or columns that contain duplicates (Leave all of them checked)

4. Click **OK**

5. The duplicates have been removed
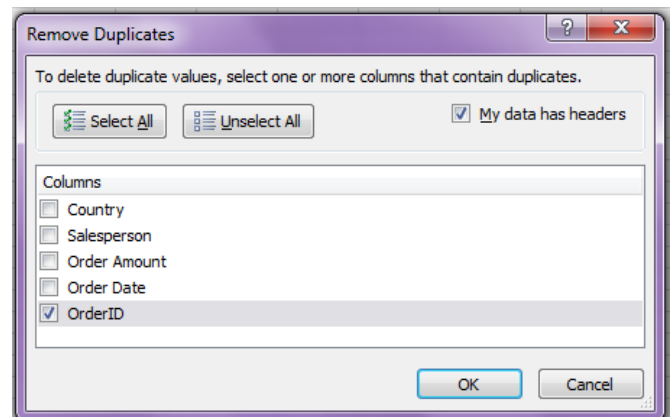
4. Importing Data into Excel

You can bring data into Excel that was saved in various file formats from other applications. As excel is great at crunching numbers and creating graphical representations, importing data can allow for extending capabilities beyond what the source program had.

Importing a .csv file

1. Add a **New Sheet** to your workbook
2. Select **Data Tab** > Get **External Data** group > **From Text**
3. Browse for the desired file and click Import (Zipcodes for import)
4. Verify that **Delimited** is selected and click **Next**
5. In the Delimiters section, check the box next to the **Space** (notice the Data Preview) click **Next**
6. Set the **Data Format**: in this step you can select a column in the Data preview window and choose how that data should be formatted (Number, Text, Date)
7. The column with the Zip codes should be selected, select "Text" from the Column data format section
8. Click on the column that contains the City Names and choose text for this column
9. Go through and select the rest of the Columns and choose Do not import column (skip)
10. Click Finish and OK

*Note***: Always select Text for columns of numbers with leading zeros**

5. Paste Special

You can copy and paste specific cell contents or attributes (such as formulas, formats, or comments) from the Clipboard in a worksheet by using the Paste Special command.

Click	To
All	Paste all cell contents and formatting, including linked data.
Formulas	Paste only the formulas as entered in the formula bar.
Values	Paste only the values as displayed in the cells.
Formats	Paste only cell formatting.
Comments	Paste only comments attached to the cell.
Validation	Paste data validation rules for the copied cells to the paste area.
All using Source theme	Paste all cell contents and formatting using the theme that was applied to the source data.
All except borders	Paste all cell contents and formatting except cell borders.
Column widths	Paste the width of one column or range of columns to another column or range of columns.
Formulas and number formats	Paste only formulas and number formatting options from the selected cells.
Values and number formats	Paste only values and number formatting options from the selected cells.
Merge conditional formatting	Combine conditional formatting from the copied cells with conditional formatting present in the paste area.

➔ To mathematically combine values between the copy and paste areas, under **Operation**, click the mathematical operation that you want to apply to the data that you copied.

Click	To
None	Paste the contents of the copy area without a mathematical operation.
Add	Add the values in the copy area to the values in the paste area.
Subtract	Subtract the values in the copy area from the values in the paste area.
Multiply	Multiply the values in the paste area by the values in the copy area.
Divide	Divide the values in the paste area by the values in the copy area.

➔ Additional options determine how blank cells are handled when pasted, whether copied data is pasted as rows or columns, and linking the pasted data to the copied data.

Click	To
Skip blanks	Avoid replacing values in your paste area when blank cells occur in the copy area.
Transpose	Change columns of copied data to rows, or vice versa.
Paste Link	Link the pasted data to the original data. When you paste a link to the data that you copied, Excel enters an absolute reference to the copied cell or range of cells in the new location. Note: This option is available only when you select **All** or **All except borders** under **Paste** in the **Paste Special** dialog box.

Paste Special - Multiply

1. Click on the Employee Records Spreadsheet
2. Click on the header (F) for the salary column to select the entire column
3. Click on Copy – then **paste** the salaries into column **G**
4. Click in cell **G1** and type **1.05** click enter
5. Click back on **G1** and copy this cell to the clipboard (ctrl + c)
6. Click in cell **G2** and drag to the end of the column to select all of the cells
7. Click on the arrow (bottom half) of the **paste icon** and then click on **Paste Special**
8. In the operation section select the Multiply option and click OK
9. Now all of our salaries are increased by the 5%
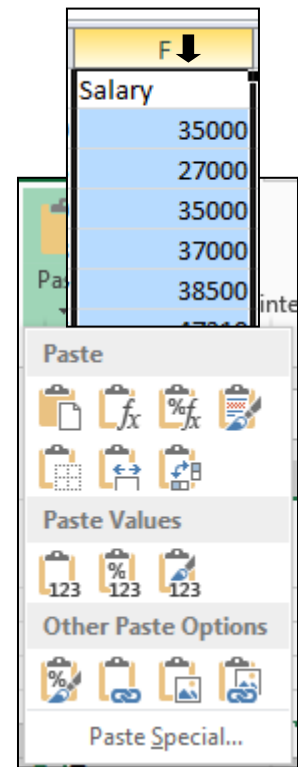
Paste Special – Transpose

1. Click on the **Workshops** spreadsheet
2. Select the information in cells **A2 – E9**
3. Click on **Copy** (ctrl + c)
4. Click in cell **G1**
5. Click on the arrow (bottom half) of the paste icon and then click on **Paste Special**
6. Select **Transpose** and click **OK**

6. Re-order Columns

Sorting by columns

1. Using the Band Members, click in cell A1
2. On the Home Tab, click the bottom of the Insert button and click on **Insert Sheet Row**
3. Number the columns as follows

1	2	6	7	8	9	4	3	5
Last Name	**First Name**	**Sex**	**Height (ft.)**	**Height (in.)**	**Weight (lb.)**	**Instrument**	**Class**	**Scholarship Amount**

4. **Select the columns** by clicking on "A" in the header row and dragging across all the columns
5. On the Home Tab, click on **Sort & Filter > Custom Sort**
6. Click on **Options** and check the **Sort left to right** option and click **OK**

7. From the **Sort by** drop down select **Row 1** and click **OK**

8. Now that the columns are in the order we want them, you can delete row 1 with the numbers in it.
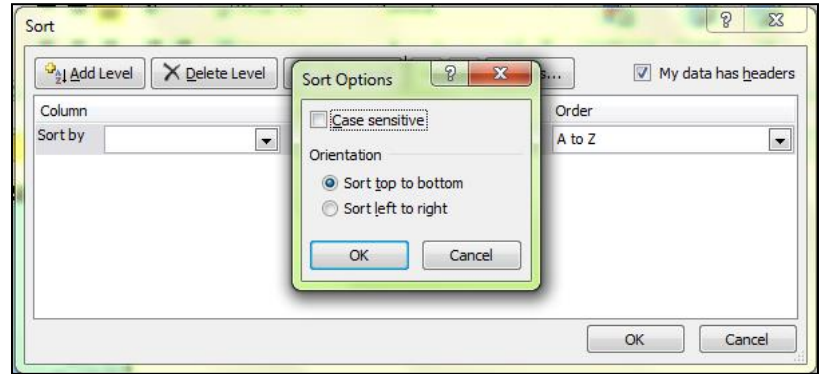
Shade Alternate Rows

Looking for a way to simulate that nerdy green-banded computer paper on screen? Look no further. Excel's Conditional Formatting feature has many uses, and here's one that's particularly handy. Conditional Formatting makes it simple to apply cell shading (green or otherwise) to every other row in a worksheet range. For a lengthy list, shading alternate rows can improve legibility.

Here's how to do it:

1. Click in cell **A1** and hold down the **ctrl button** and the **shift button** together and press the **down arrow** to go to the last cell in column A

2. Still holding the ctrl and shift click the **right arrow key** to highlight all the columns of data

3. On the Home Tab, click on **Conditional Formatting** and **New Rule**

4. In the Select a Rule Type box, click on **Use and formula to determine which cells to format**

5. In the Format values where this formula is true enter =MOD(ROW(),2)=0

6. Click the **Format button** to bring up the Format Cells dialog box.

7. Select the **Fill tab** and specify a color for the shaded rows.

   a. You'll probably want to choose a light color, so that the default black text will still be legible.

   b. Or, you can go all out and change the text color as well (do this in the Font tab of the Format Cells dialog box). For example, you might select a dark blue background, accompanied by a mellow yellow text color.

8. Click **OK** twice to return to your worksheet.

The best part is that the row shading is dynamic: The alternate row shading persists even if you insert or delete rows within the original range. By the way, if get tired of this new look and want to get things back to normal, just select the range, choose Format, Conditional Formatting, and click the Delete button in the Conditional Formatting dialog box.

Reference: http://www.pcworld.com/article/105312/article.html