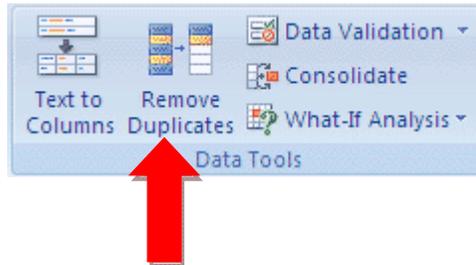


Microsoft Excel 2007 Tips Sheet

Intermediate Data Retrieval in the UI/E

Removing duplicates

1. Go to the data tab
2. Click the **REMOVE DUPLICATES** button (see image below)

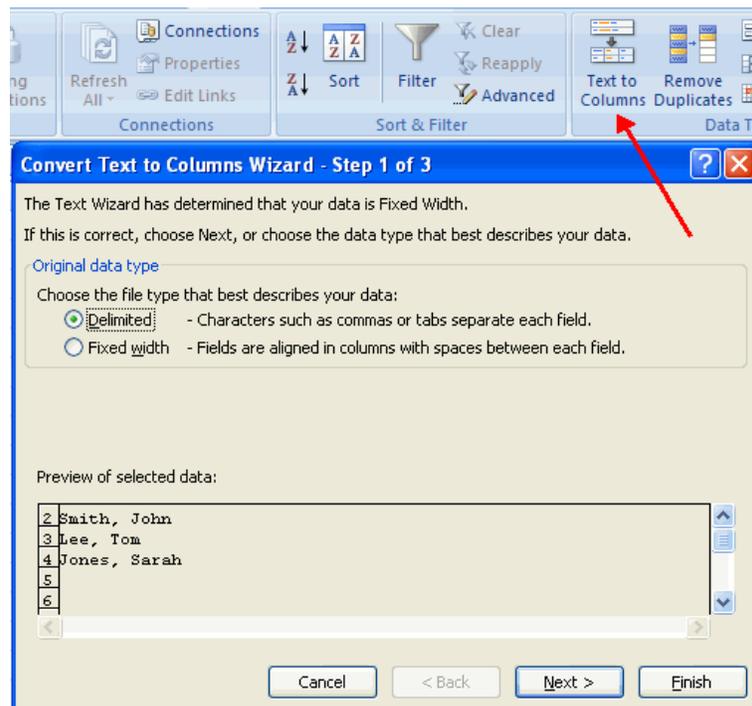


Renaming tabs/organizing

1. Highlight the tab you want to rename
2. Right click on the tab and select rename
3. Type in a unique name and hit enter
4. To move tabs, highlight a tab and click/hold. Drag it to desired position and release click.

Text to columns

1. Create a new column or row next to the data you will be separating



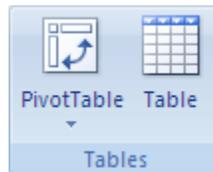
2. Highlight the region with the data you want to use
3. Go to the data tab
4. Select **TEXT-TO-COLUMNS** (see previous page)
5. A dialog box will appear (see previous page). Make sure “delimited” is selected and click next
6. Select the character you want to separate the column/row on and click next
7. Select how you want the data represented and click finish

Adding comment

1. Select the cell you want to add a comment to
2. Right click and select **INSERT COMMENT**
3. Type comment. Once you are finished click on another cell.
4. Hover over the cell with the comment to see message
5. You can edit the message by right clicking on the cell with the message and selecting **EDIT COMMENT**

Pivoting

1. Highlight entire data set you want to use
2. Go to the insert tab
3. Select the **PIVOT TABLE** button (see below)



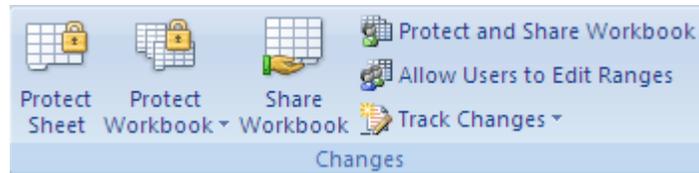
4. A dialog box will appear. Make sure the data you want to pivot on is selected.
5. Select elements you want to pivot on

Pivoting – Example

1. Select the field “university id” and drag/drop it under **VALUES**
2. Filter on Row or Column labels as you see fit (e.g. we will filter by derived expanded level name).
3. You may also add in the derived ethnic description to see the ethnic breakdown by class level. Likewise, you may filter by residency and/or plan 1, 2, or 3.

Protecting a worksheet

1. Go to the review tab
2. Go to **PROTECT WORKSHEET** (see next page)



3. Type in a password (not required)
4. Select what capabilities you want to give other users
5. If you typed in a password you may be prompted to retype it again
6. To restore access to sheet, click unprotect sheet.

Page layout

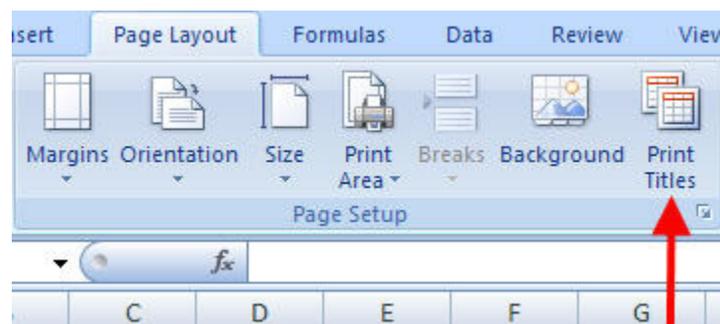
1. Go to the page layout tab
2. Adjust margins, orientation, and print area (see below)



3. Typical set up for data worksheets is making the margins narrow and orientation landscape.
4. Go to print preview

Print titles

1. Go to the page layout tab
2. Select the **PRINT TITLES** button



3. A box will appear prompting you to select the column titles to repeat at the top (i.e. rows to repeat on the top of every page)

Saving in compatibility mode:

When downloading a file from the IUIE, excel automatically attempts to save the file as a “tab delimited” file. Unless you plan to use the data in a statistical program or database, you probably will not use a tab delimited file. We will need to change this to “Excel Workbook” or “Excel 97-2003 Workbook”. Rename the file and save.

* A file that is saved as “Excel 97-2003 Workbook” is compatible with both Microsoft Excel 2003 and 2007.

Helpful Keyboard Shortcuts:

Copy – ctrl and “c”

Paste – ctrl and “v”

New worksheet – ctrl “n”

Bold – ctrl “b”

Italicize – ctrl “i”

Underline – ctrl “u”

Select all data – ctrl “a”

Save – ctrl “s”

Print – ctrl “p”