

Database and Excel
2 peas in a pod

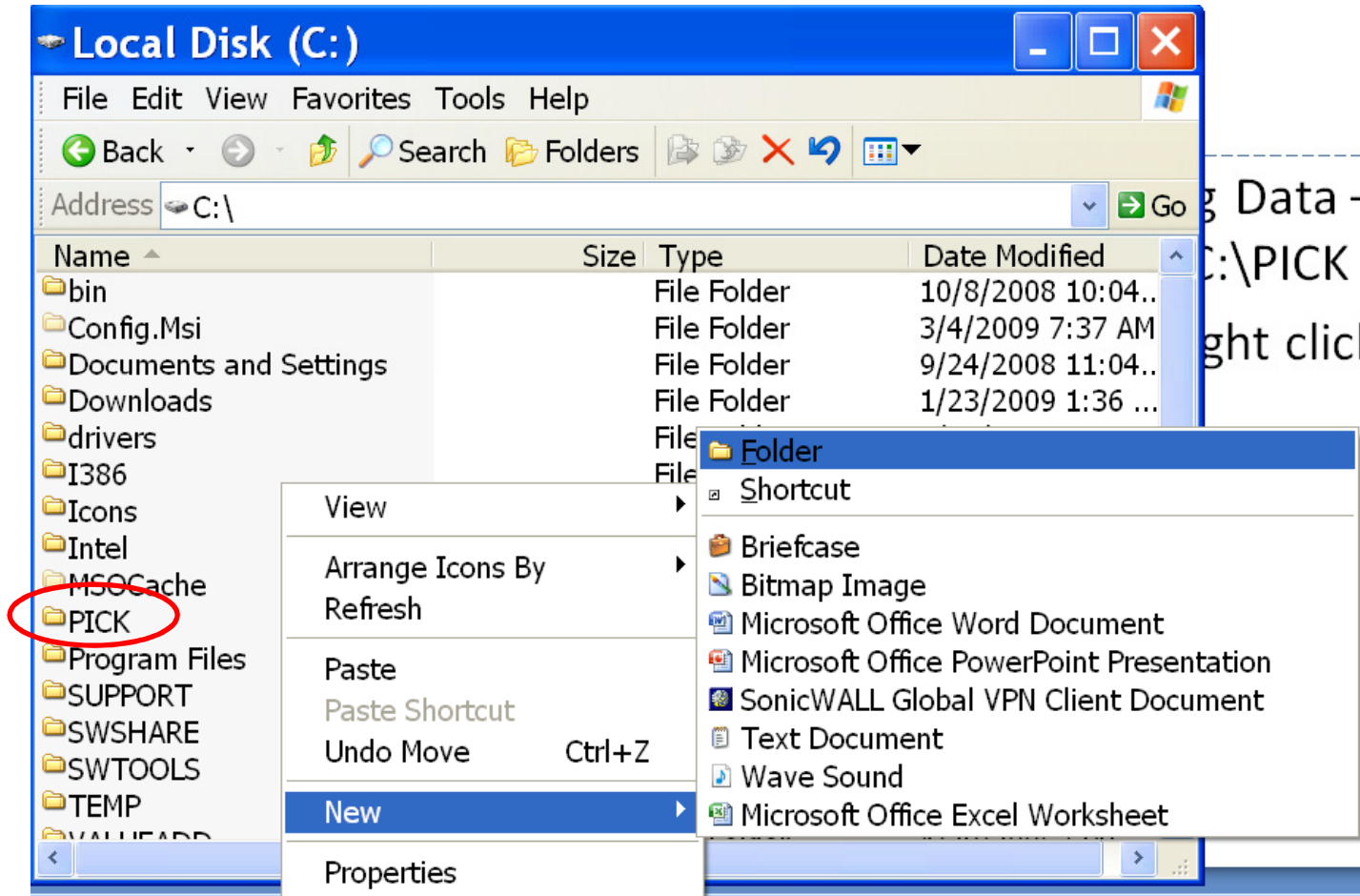
Agenda

- FT Data
- Refreshing Data on frequently used reports
- TOP 7 FT reports from the system
- Sorting
- Filters
- Vlookup
- Formulas
- Subtotals
- Bar Code Labels
- Mailing Labels

FT Data

- If this is your first time File Transferring Data – set up PICK folder on your hard drive C:\PICK
- Start / my computer / C local drive / right click and select NEW folder PICK

FT Data



FT Data

0	inactive	23	PRINTER-COMPUTER ROOM	21	inactive	421	JNO Will Call Counter
1	inactive	22	INV PRINTER BY DAVID	22	inactive	422	Randy's Office Printe
2	inactive	127	JNO PICK PACK PRINTER	23	inactive	423	JNO Label Printer
3	inactive	123	LASER PTR BY DONNA	24	inactive	424	JNO Laser Printer
4	inactive	404	Harold Office	25	inactive	425	BR Lsr Ptr 17CPI
5	inactive	405	Upstairs Laser	26	inactive	426	BR Barcode Ptr
6	inactive	406	JBR PICK PACK PRINTER	27	inactive	427	JNO PTR 27 17 CPI
7	inactive	407	JNO PICK PRTR 7	28	inactive	428	JBR REPORT PTR 28
8	inactive	125	Warranty Room	29	inactive	429	Bill Barber Ptr
9	inactive	124	BRAD LASER PRINTER	30	inactive	430	Donna Report Ptr
10	inactive	126	Brian Office Laser	31	inactive	431	JBR Will Call
11	inactive	122	JBR Invoice Printer	32	inactive	432	Cheryl's Printer
12	inactive	6	Small Parts Label Print	33	inactive	433	Susan's Printer
13	inactive	413	JBR LABEL PRTR 13	40	inactive	440	Slidell Pick Pack
14	inactive	24	Receiving Label Printer	41	inactive	441	Slidell Invoice Ptr
15	inactive	25	New Whse Label Ptr	42	inactive	442	Slidel Label #42
16	inactive	416	JBR LABEL PRTR 16	43	inactive	443	Slidel Label #43
17	inactive	417	JBR LABEL PRTR 17	44	inactive	444	Slidel Label #44
18	inactive	418	BRAD'S REPORT PRINTER	45	inactive	445	Slidel Report #45 17C
19	inactive	419	JNO Whse Laser PRTR				
20	active	420	JNO Winston Laser PRTR				

Line# Status Copies Form#

1 hs 1 0

ENTER PRINTER#, HS, AS-lave, FAX, EM-ail, D-isplay or <ENTER> for current FT_

FT Data

ROUTINE TO FT ANY SPOOLER HOLD ENTRY ITEM

[404] 1 items selected out of 1 items.

AccuTerm File Transfer Utility

File Transfer Status		
Kermit download in progress		<input type="button" value="Abort"/>
File: ft.txt		
Size:	Transferred: 9621	Errors: 0
Total (1 file)		
Size:	Transferred: 9621	Errors: 0

Open Up Excel to Import the Data: DATA/FROM TEXT

The screenshot shows the Microsoft Excel interface with the 'Data' ribbon selected. The 'From Text' option under 'Get External Data' is circled in blue. The 'Text Import Wizard - Step 1 of 3' dialog box is open, displaying the following information:

The Text Wizard has determined that your data is Fixed Width.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

- Delimited - Characters such as commas or tabs separate each field.
- Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 437 : OEM United States

Preview of file C:\PICK\ft.txt

1									
2	12:06:20	24 Apr 2009	BAR CODE RECEIPTS FOR COMPANY 01				PAGE 1		
3									
4	PO#	LN#	RCVR#	VENDOR.PROD#	VEND#	A.PROD.NO	PO.QTY	RCVD.QTY	VARIANCE
5									
6	134677	001	071994	GMH950704CX	727	L97-708	1	1	

Buttons: Cancel, < Back, Next >, Finish

FT Wizard – Step 1 : Fixed Width

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Fixed Width.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type
Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.

Fixed width - Fields are aligned in columns with spaces between each field.

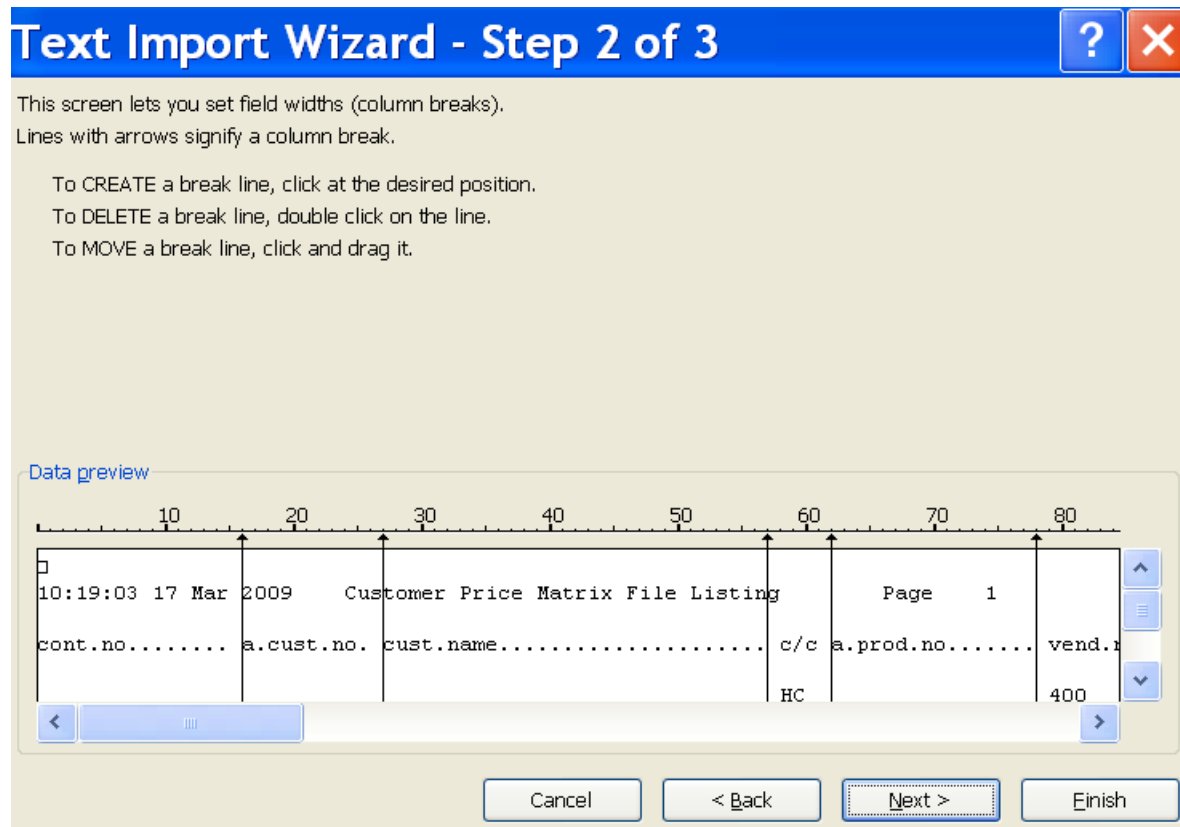
Start import at row: 1 File origin: 437 : OEM United States

Preview of file C:\PICK\ft.txt.

1	
2	10:19:03 17 Mar 2009 Customer Price Matrix File Listing Page 1
3	
4	cont.no..... a.cust.no. cust.name..... c/c a.prod.no..... vend
5	
6	HC 400

Buttons: Cancel, < Back, Next >, Finish

FT Wizard – Step 2: Set your columns by dragging current or clicking for new



FT Wizard – Step 3: make any columns with leading zeros txt

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

General
 Text
 Date: MDY
 Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

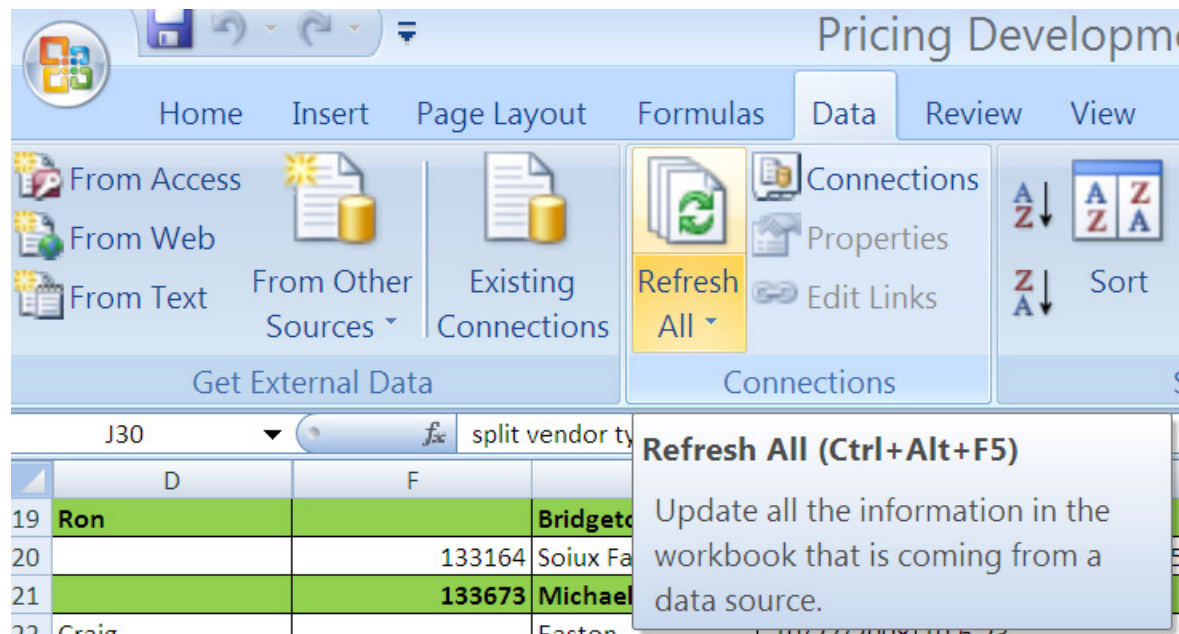
Data preview

Text	General	General	Gener	General	Genera
10:19:03 17 Mar	2009	Customer Price Matrix File Listing	Page	1	
cont.no.....	a.cust.no.	cust.name.....	c/c	a.prod.no.....	vend.
			HC		400

Cancel < Back Next > Finish

Refresh data from an imported text file

- Select the worksheet that contains the imported text file.
- On the **Data** tab, in the **Connections** group, click the arrow next to **Refresh**, and then click **Refresh ALL**.
- It will automatically open the **Import Text File** dialog box, select your text file FT, and then click **Import**.



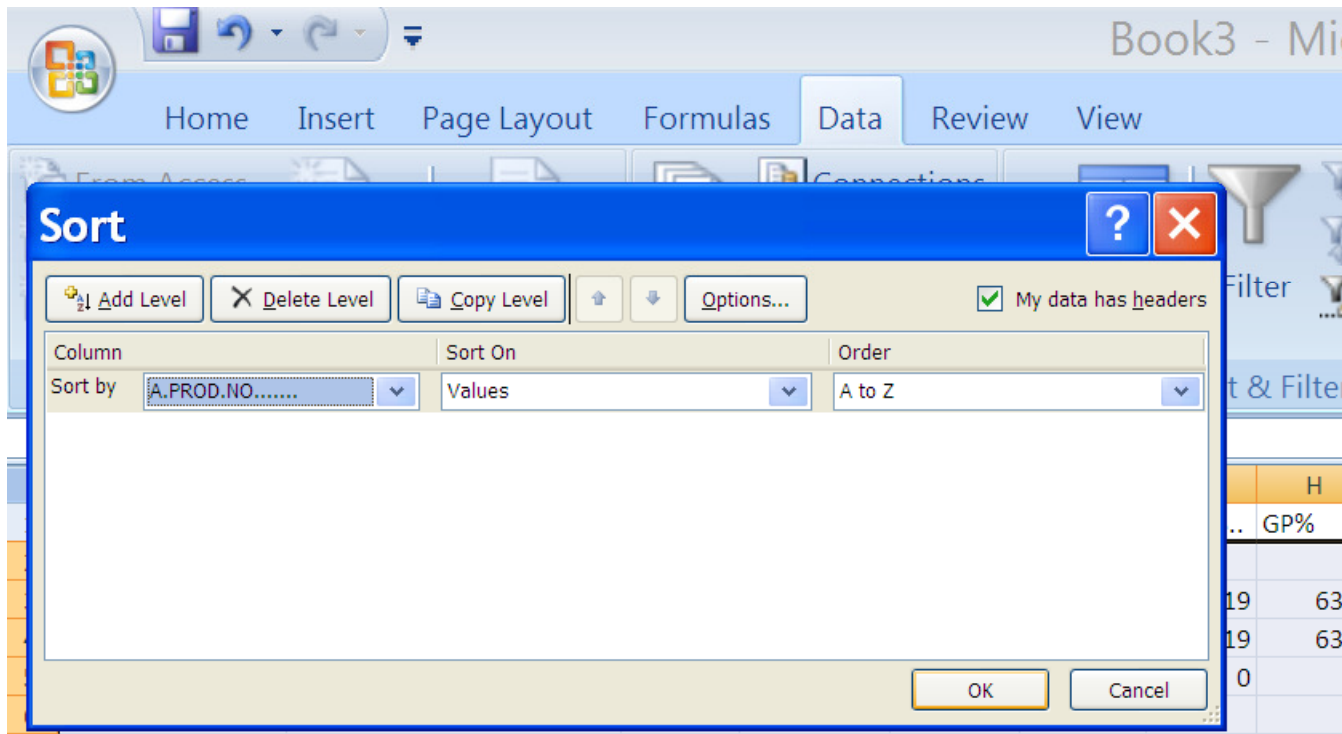
Top 7 Database FT Reports

- **11.10 List of items sold for a customer**
- **12.3.38 Product pad**
- **12.3.32 Category On hand report**
- **12.2.40 Customer ABC Report**
- 12.2.2.30 List of Customer info
- 5.35 Matrix Listing
- 6.32 ABC Product Ranking Report

Sorting

- Sorting puts a list of data in order, alphabetically or numerically. The list must not contain any empty rows or columns. Before you sort, select a single cell in the column on which to sort. Excel will select the entire list, stopping when it reaches an empty row or column. If the list contains a header row formatted differently than the other rows, the header row will remain at the top of the list after the sort occurs.

Sorting by One Column



Sorting in Ascending Order

- If you sort on text, ascending order is alphabetical, starting with A and ending with Z. If the data is numeric, ascending order sorts the lowest numbers at the top of the list and the highest numbers at the bottom. If you sort by dates, the oldest dates sort to the top of the list and most recent dates go to the bottom. To sort in Ascending order :
- Click on any cell in the column that you want to sort.
- In the Ribbon, select data [sort and filter[sort A to Z.

Sorting in Descending Order

- If you sort on text, descending order is alphabetical, starting with Z and ending with A. If the data is numeric, ascending order sorts the highest numbers at the top of the list and the lowest numbers at the bottom. If you sort by dates, the most recent dates sort to the top of the list and most oldest dates go to the bottom. To sort in Descending order :
- Click on any cell in the column that you want to sort.
- In the Ribbon, select data [sort and filter] sort Z to A.

Sorting on Multiple Columns

- You can sort by one column , sub sort by a second column and so on. You can specify up to 64 levels of sorting. When sorting by more than one column, you do not need to click on the particular column, but you must click somewhere in the list.
 - Click on any cell in the list.
 - In the Ribbon, choose data[sort and filter[sort
 - Select the first sort by.
 - Click Add a level select second sort by.
 - Click OK.
- You can check the MY data has headers box to exclude the column headings.

M 12.2.40 Customer ABC Report

My data

Column: Sort On: Order:
 Then by: Values:

	A	B	C	D	E	F	G	H
1	TYP	CL	CUST#.	CUST.NAME.....	SALES 12MO	PCAT.MULT.	ABC	ABC2
2	AC	AC	107039	JERRY KELLY HEATING & A/C	652,090	0.455	A	A
3	AC	0	15	PREFERRED CASH CUSTOMER	599,375	0.575	A	A
4	AC	AC	24575	DESIGN AIRE	433,764	0.455	A	A
5	AC	AC	110674	FRANK FISCHER INC	239,402	0.455	A	A
6	AC	AC	111707	ROWDEN'S HTG & COOLING	29,879	0.455	B	B
7	AC	AC	111339	BRIAN GRANNEMANN SERIVCE	29,633	0.46	B	B
8	AC	AC	106504	VIVIANO HEATING & A/C	29,144	0.46	B	B
9	AC	AC	59462	MISSOURI FURNACE COMPANY	28,533	0.455	B	B
10	FM	FM	108460	R.F. MEEH COMPANY	11,996	0.49	C	C
11	AC	AC	109913	COMPLETE MAINTENANCE/RPR	11,967	0.475	C	C
12	AC	AC	31075	FRUEH SERVICES	11,892	0.47	C	C
13	AC	AC	109326	BROWN HEATING & AIR	11,814	0.455	C	C
14	CR	CR	109170	ST LOUIS STAINLESS SVC	11,777	0.475	C	C
15	AC	AC	103211	STEINMAN SERVICE	11,742	0.475	C	C
16	AC	AC	102473	MIDWEST PETROLEUM COMPANY	11,671	0.465	C	C
17	AC	AC	31840	GATEWAY FINISHING	5,983	0.485	D	D
18	AC	AC	19400	LARRY COLEMAN'S HTG & CLG	5,978	0.475	D	D
19	CR	CR	108117	CRONIN REFRIGERATION	5,954	0.475	D	D
20	AC	AC	109391	FULLERS REFRIGERATION/AC	5,934	0.485	D	D
21	AC	AC	850	AAA HEATING AND COOLING	5,928	0.475	D	D

Sorting by Color

- Using Excel 2007 you can sort by color. We will sort a list of products based on the background color in one column of cells.
 - Click on any cell in the list.
 - In the Ribbon, select data/sort. The Sort box opens.
 - For Sort BY select Product name.
 - For Sort ON, select Cell Color.
 - For Order, select Blue click on add a level
 - For then by, select Product name, cell color, Orange
 - Click add a Level then by , select product name, cell color, white, on bottom. Click OK.
 - The products are sorted by Blue/orange/white.

Color Sort on Product Number (Product Pad FT 12.3.38)

Orange = No Sales\$\$

White = Sales \$1-\$1000

Blue = Sales \$1000 or over

	B	C	F	G	H	I	J	N	R	Z	AA	AB	AD	AE	AF	AL	AM
1	PRODUCT#.....	pd.long.....	pm.vend	PM.VEND.NAME.....	p/t	PC.	CATEG.	ON ..	rop....	list.each.	BR. COST	dir.cost.	wt...	last.cost	taxable	SALES\$.....	QTY SOLD
2	B95-312	GPG10601403 D00V 5T	A544	GOODMAN MFG EQUIPMEN	544	315	315-09	0	0	4,626.38	1592.31	1561.389	548	1592	N	0	
3	B95-973	GSC130181 1.5T 13SEER AC	A544	GOODMAN MFG EQUIPMEN	544	315	315-01	1	2	0	506.14	464.731	173	447.877	N	2,732	
4	B95-974	GSC130241 2T 13SEER AC	O544	GOODMAN MFG EQUIPMEN	544	315	315-01	3	5	0	520.46	520.463	195	505.182	N	8,124	
5	B95-975	GSC130301 2.5T 13SEER AC	A544	GOODMAN MFG EQUIPMEN	544	315	315-01	3	4	0	594.25	545.632	195	538.126	N	13,804	
6	B95-976	GSC130361 3T 13SEER AC	O544	GOODMAN MFG EQUIPMEN	544	315	315-01	2	4	0	605.86	605.859	199	600.375	N	12,162	
7	B95-977	GSC130421 3.5T 13SEER AC	A544	GOODMAN MFG EQUIPMEN	544	315	315-01	2	0	0	746.98	685.861	199	666.085	N	5,598	
8	B95-978	GSC130481 4T 13SEER AC	A544	GOODMAN MFG EQUIPMEN	544	315	315-01	1	0	0	841.94	773.054	207	750.582	N	1,017	
9	B95-979	GSC130601 5T 13SEER AC	A544	GOODMAN MFG EQUIPMEN	544	315	315-01	1	0	0	976.06	896.203	242	870.135	N	2,116	
10	B95-981	GSH130241B 2T 13S HP	O544	GOODMAN MFG EQUIPMEN	544	315	315-05	0	0	0	694.85	694.85	198	714.225	N	979	
11	B95-982	GSH130301B 2.5T 13S HP	O544	GOODMAN MFG EQUIPMEN	544	315	315-05	1	0	0	779.35	779.346	199	756.874	N	0	
12	B95-983	GSH130361 3T 13SEER HP	O544	GOODMAN MFG EQUIPMEN	544	315	315-05	1	0	0	846.76	846.764	207	822.494	N	1,158	
13	B95-984	GSH130421 3.5T 13SEER HP	O544	GOODMAN MFG EQUIPMEN	544	315	315-05	1	0	0	898	898.001	219	862.081	N	6,073	
14	B95-988	CAPF3030A6 2.5T CSD COIL	A544	GOODMAN MFG EQUIPMEN	544	315	315-04	1	1	0	180.14	165.398	39	160.557	N	825	
15	B95-990	CAPF3636A6 3T CASED COIL	A544	GOODMAN MFG EQUIPMEN	544	315	315-04	0	0	0	200.7	184.275	46	176.185	N	230	
16	B96-001	CSCF4860N6 COIL	A544	GOODMAN MFG EQUIPMEN	544	315	315-04	0	0	740.43	272.16	249.894	65	272.16	N	348	
17	B96-004	CAUF1824A6 2T UC COIL	A544	GOODMAN MFG EQUIPMEN	544	315	315-04	0	0	332.92	122.38	112.363	20	122.38	N	300	
18	B96-005	CAUF1824B6 2T UC COIL	A544	GOODMAN MFG EQUIPMEN	001	315	315-04	0	0	338.26	124.33	114.16	24	116.5	N	0	
19	B96-006	CAUF3636B6 3T UC COIL	A544	GOODMAN MFG EQUIPMEN	544	315	315-04	0	0	460.77	169.37	155.51	32	159.58	N	0	
20	B96-011	CAPF1824A6 2T CS COIL	A544	GOODMAN MFG EQUIPMEN	544	315	315-04	1	1	0	144.89	133.037	35	132.957	N	1,474	
21	B96-012	CAPF1824B6 2T CS COIL	A544	GOODMAN MFG EQUIPMEN	544	315	315-04	1	0	0	147.83	135.734	40	143.91	N	335	

Lists in Excel

- A list is a set of Rows, called records, which contain similar data such as the product list shown below. Excel has several features that let you flexibly work with a list if the list is set up properly.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	whse	PRODUCT#.....	pd.long.....	MFR.NO.....	vend.no.	pm.vend	PM.VEND.NAME..	p/t	PC.	CATEG.	SEAS.CODE...	STD ...	avail...	ON ..
2	001	011758	94A RETURN GRILLE 24X24	011758	651	O651	HART & COOLEY,	999	999		A	2	0	0
3	001	011920	265 20x30GS FLOOR GRILLE	011920	651	O651	HART & COOLEY,	NS3	999			1	0	0
4	001	030955	MODULAR DIFFUSER	030955	651	O651	HART & COOLEY,	NS4	999		A	1	0	
5	001	048702	20-10 ROUND DIFFUSER	048702	651	O651	HART & COOLEY,	DIS	999		A	1	0	0
6	001	050303	441 1-WAY SURFAIRE T-BAR	050303	651	O651	HART & COOLEY,	NS3	999		A	1	0	0
7	001	050304	445 2-CORNER SURFAIRETBAR	050304	651	O651	HART & COOLEY,	NS3	999		A	1	0	0
8	001	050743	A504OB CEIL DIFF 12X12(W)	050743	651	O651	HART & COOLEY,	MVM	999		A	5P	0	0
9	001	060818	MODULAR DIFFUSER	060818	651	O651	HART & COOLEY,	NS4	999		A	1	0	
10	001	066003	RE5-8X8 RETURN GRILLE	066003	651	O651	HART & COOLEY,	DIS	999		A	10P	0	0
11	001	066008	RE5-10X10 RETURN GRILLE	066008	651	O651	HART & COOLEY,	MVM	999		A	10P	0	0
12	001	10TLC18	10"X18" TLC CHIMNEY PIPE	10TLC18	651	O651	HART & COOLEY,	NS3	999		A	1	0	
13	001	10TLCCS	10" CEILING SUPPORT	10TLCCS	651	O651	HART & COOLEY,	NS3	999		A	1	0	
14	001	10TLCSC	10" STORM COLLAR	10TLCSC	651	O651	HART & COOLEY,	NS3	999		A	1	0	
15	001	14877	672 28x17W RET AIR GRILLE	14877	651	O651	HART & COOLEY,	NS3	999		A	1	0	

List Requirements

- Requirements:
 - The top of the list must contain a single row of column headings.
 - The list must not contain completely blank rows or columns, not even a blank row between the header row and the data.
 - The list must have at least one blank row and one blank column between it and the other data to help Excel identify the boundaries of the list.
 - Column headings should have a format distinctive from the rest of the data to help Excel distinguish the header row from the rest of the data
 - Each Column must contain data of a similar type

Moving through Lists

- When you have a continuous range of data, you can quickly move to the top, bottom, left , or right edges of it. If you start on a non-blank cell, the following method will move to the last non-blank cell in the current row or column.
- Click on any cell in the list.
- Hold CTRL and briefly press the down arrow
- Release CTRL. The cursor moves down to the last cell containing data.

Freezing Panes

- When working with a large List you may want to “freeze” the headers at the top of the list so that they don’t scroll out of sight when you move down the list.
 - In the Ribbon, select VIEW [freeze panes]freeze top row. You can now scroll down the page with the headers in sight.
 - To unfreeze: In the ribbon, select VIEW[freeze panes]unfreeze panes

Freezing Panes

The screenshot shows the Microsoft Excel interface with the 'View' tab selected. The 'Freeze Panes' dropdown menu is open, displaying three options: 'Freeze Panes', 'Freeze Top Row', and 'Freeze First Column'. The spreadsheet data is visible in the background, with columns A through G and rows 1 through 10. The formula bar shows 'whse' in cell A1.

	A	B	C	D	E	F	G
1	whse	PRODUCT#.....	pd.long.....	MFR.NO.....	vend.no.	pm.vend	PM.VEND.NAME..
2	001	011758	94A RETURN GRILLE 24X24	011758	651	O651	HART & COOLEY,
3	001	011920	265 20x30GS FLOOR GRILLE	011920	651	O651	HART & COOLEY,
4	001	030955	MODULAR DIFFUSER	030955	651	O651	HART & COOLEY,
5	001	048702	20-10 ROUND DIFFUSER	048702	651	O651	HART & COOLEY,
6	001	050303	441 1-WAY SURFAIRE T-BAR	050303	651	O651	HART & COOLEY,
7	001	050304	445 2-CORNER SURFAIRETBAR	050304	651	O651	HART & COOLEY,
8	001	050743	A504OB CEIL DIFF 12X12(W)	050743	651	O651	HART & COOLEY,
9	001	060818	MODULAR DIFFUSER	060818	651	O651	HART & COOLEY,
10	001	066003	RE5-8X8 RETURN GRILLE	066003	651	O651	HART & COOLEY,

Filters

- Filtering is a quick way to display only certain rows in a list without moving or sorting the actual data. When you filter a list, Excel displays only those rows that meet specified search criteria. All other rows hide and can be redisplayed later.
- To filter:
 - Click on any cell in the data list
 - In the Ribbon, select Data{Sort and Filter{Filter
 - Arrows appear to the right of each column heading
 - At H1 Click the down arrow
 - A List displays, showing sorting and search options
 - Uncheck (select ALL)
 - Select P/T 999
 - NOTE: You can check multiple items to find
 - Click OK
 - Only rows with 999 PC will display. All other rows are hidden.

Filter on Row H Product Type 999

Book2 - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

From Access From Web From Text From Other Sources Existing Connections Refresh All Connections Properties Edit Links Sort Filter Clear Reapply Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup

A1 whse

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	wh	PRODUCT#.....	pd.long.....	MFR.NO.....	vend.n	pm.ve	PM.VEND.NAME	p/t	P	CATE	SEAS.CODE	STD	avail	ON	voq	backo
2	001	011758	94A RETURN GRILLE 24X24	011758	651	O651	HART & COOLEY,	999	999		A	2	0	0	0	
1299	002	011758	94A RETURN GRILLE 24X24	011758	651	O651	HART & COOLEY,	999	999		A	2	0	0	0	
2596	003	011758	94A RETURN GRILLE 24X24	011758	651	O651	HART & COOLEY,	999	999		A	2	5	5	0	
3893	004	011758	94A RETURN GRILLE 24X24	011758	651	O651	HART & COOLEY,	999	999		A	2	0	0	0	

Removing Filtering Criteria

- At P/C (Cell H1) click the drop down arrow
- Choose (select ALL) and click OK.

The list is no longer filtered by Product Class 999. All Rows Display.

Generating Automatic Subtotals

- Automatic subtotals create calculations within a list by inserting subtotals for specified groups of rows. You must first sort the list by the column on which to group. Subtotals automatically recalculate as you edit data.
 - First sort by the column by which you want to subtotal.
 - In the Ribbon, select data[sort and filter[sort A to Z on column Product Number
 - In the Ribbon, select Data[outline[subtotal. The subtotal box appears.
 - For At change in, select QTY and Sales
 - For Use Function, select SUM
 - For Add subtotal to, verify Total is selected
 - This will SUM totals for each QTY and Sales and produce a grand total for both at the bottom of the list.
 - Click OK

Subtotals : Additional Example – QTY Sales

Book3 - Microsoft Excel

Home Insert Page Layout Formulas Data Tools Outline

Subtotal

At each change in: A.PROD.NO.....

Use function: Sum

Agg subtotal to:

- DESC.....
- QTY...
- PRICE..
- COST.....
- SALES\$.
- COST\$.

Replace current subtotals

Page break between groups

Summary below data

Remove All OK Cancel

A	B	C	D	E	F	G	H	I	J	K	L
A.PROD.NO.....	DESC.....	QTY...	PRICE..	COST.....	SALES\$.	COST\$..	GP%	CUST.PO.NO.....	REL.NO.....	DATE....	PM VENDOR
021-500	SQRPCH-101-14 SQ.TO	1	52.62	19.016	53	19	63.8		1168846001	10/29/2008	1789
021-500	SQRPCH-101-14 SQ.TO	-1	52.62	19.016	-53	-19	63.8	S. PRUIR	1169574001	11/3/2008	1789
021-500 Total		0			0						
040-20X36X1	10155.012036 20X36X1	1	4.08	1.87	4	2	54.1		1129787001	4/2/2008	721
040-20X36X1 Total		1			4						
040-21X21X1	10055.012121 21X21X1	2	3.22	1.56	6	3	51.5	VOA	1174973001	12/8/2008	721
040-21X21X1 Total		2			6						
111-14	A0214 14"ADJUSTABLE	1	11.51	6.89	12	7	40.1		1168846001	10/29/2008	2477
111-14	A0214 14"ADJUSTABLE	1	11.51	6.89	12	7	40.1		1169019001	10/30/2008	2477
111-14 Total		2			24						
138-003	HFP SMALL HTR STAND	1	53.31	30.76	53	31	42.2		1160749001	9/15/2008	1789
138-003 Total		1			53						
138-005	HBCP LG. STAND W/ PA	1	103.13	62.196	103	62	39.6		1125236001	3/5/2008	1789
138-005	HBCP LG. STAND W/ PA	1	105.17	67.12	105	67	36.1		1147737001	7/2/2008	1789
138-005	HBCP LG. STAND W/ PA	1	121.85	67.12	122	67	44.9		1154964001	8/5/2008	1789
138-005	HBCP LG. STAND W/ PA	-1	121.85	67.12	-122	-67	44.9		1155381001	8/7/2008	1789
138-005 Total		2			208						
138-006	HBCP1 SML STAND W/ P	1	105.55	55.021	106	55	47.8		1152660001	7/25/2008	1789
138-006 Total		1			106						
138-012	HBCP3265 STAND W/PAN	1	149.6	77.907	150	78	47.9	LURLINE	1185431001	2/17/2009	1789
138-012 Total		1			150						

Using an Outline

- Subtotals add an outline to the spreadsheet/
Outlines organize large amounts of information into levels where detailed data is the lowest level and grand total summary info is the highest level (1.) When an outline is applied outline symbols appear at the left edge and/OR top of the worksheet. They let you show or hide details.

Subtotals Summary – Outline 2

	A	B	C	D	E	F	G	H	I	J	K	L
1	A.PROD.NO.....	DESC.....	QTY...	PRICE..	COST.....	SALES\$.	COST\$..	GP%	CUST.PO.NO.....	REL.NO.....	DATE....	PM VENDOR
+	4	021-500 Total	0			0						
+	6	040-20X36X1 Total	1			4						
+	8	040-21X21X1 Total	2			6						
+	11	111-14 Total	2			24						
+	13	138-003 Total	1			53						
+	18	138-005 Total	2			208						
+	20	138-006 Total	1			106						
+	22	138-012 Total	1			150						
+	28	138-P15X43 Total	3			61						
+	31	138-P28X28 Total	3			98						
+	33	138-P32X60 Total	1			60						
+	35	138-PL1113-3 Total	1			44						
+	39	138-PL1117-3 Total	3			140						
+	41	138-PL1120-3 Total	1			54						
+	43	138-PL1120-4 Total	1			64						
+	45	138-PL1619-3 Total	1			61						
+	47	138-PL1619-4 Total	2			152						
+	49	138-PL1920-4 Total	1			80						
+	51	138-PL2130-3 Total	1			76						
+	54	138-PL2130-4 Total	2			195						
+	59	138-PL2421-4 Total	0			0						

Removing Subtotals

- Click on any cell in the list.
- In the Ribbon, select **Data[outline[subtotal**
- In the subtotals box, click **remove ALL**
- The list will return to its original layout prior to the subtotals.

Vlookups

- You can use this function when you have multiple spreadsheets of data that you want to combine onto one. To use this specific Vlookup function you must have one similar column on all sheets – for example customer number.
- Vlookup calculation
`=VLOOKUP(lookup_value,table_array,col_index_num,range_lookup)`
- Look_up value: is the value to find in the first column of the list.
- Col_index_num: The Column number in table_array from which the matching value must be returned. A col_index_num of 1 returns the value in the first column in table_array, a col_index num of 2 returns the value in the second column in the table_array, and so on.
- Range_lookup: FALSE. We are looking for exact matches in this demonstration.

Text To Columns

- You can use text to columns when you have data in one column that you need to separate into 2 different columns.
 - Go to the Ribbon[data[text to columns[fixed width.
 - Click next in the wizard.
 - Click where you want the current column to separate.
 - Click next. Format your columns. Click Finish.
- ***Text to Columns works really well on EOD reports that you want to combine for tracking and analyzing.

Text to Columns

Book1 - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

From Access From Web From Text From Other Sources Existing Connections Refresh All Connections Properties Edit Links Sort Filter Filter Clear Reapply Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis

Get External Data Connections Sort & Filter Data Tools

A1 Page 1 prod.det

	A	B	C	D	E	F
1	Page 1 prod.det					
2						
3	whse PRODUCT#..... pd.long..... MFR.NO.....	vend.no.	pm.vend	PM.VEND	.NAM	E.....
4						
5						
6	001 021-014 XV24-60 EXP VALVE XV24-60	600	544	GOODMAN	MFG	EQUIPMEN
7	001 021-208 DPI 18-30/20 DOWNFLO KIT DPI 18-30/20	544	544	GOODMAN	MFG	EQUIPMEN
8	001 021-209 DPI 36-42/20 DOWNFLO KIT DPI 36-42/20	544	544	GOODMAN	MFG	EQUIPMEN
9	001 021-383 HKR3-15 208/230 3 PHASE HKR3-15	544	544	GOODMAN	MFG	EQUIPMEN
10	001 021-404 WAD-2 ACC. DOOR AWB36-10 WAD-2	544	544	GOODMAN	MFG	EQUIPMEN
11	001 021-699 15678-32N PLASTIC PAN RED 15678-32N	600	544	GOODMAN	MFG	EQUIPMEN
12	001 021-716 17794-06P TOP PANEL 17794-06P	600	544	GOODMAN	MFG	EQUIPMEN
13	001 200-156 1 1/2T 13SEER VERT GAS HT 200-156	544	544	GOODMAN	MFG	EQUIPMEN
14	001 200-157 1 1/2T 13SEER ELEC A/H 200-157	544	544	GOODMAN	MFG	EQUIPMEN
15	001 200-158 1 1/2T 13SEER HORZ/GAS HT 200-158	544	544	GOODMAN	MFG	EQUIPMEN
16	001 200-161 1 1/2T 14SEER VERT GAS HT 200-161	544	544	GOODMAN	MFG	EQUIPMEN

Text to Columns

Separate the contents of one Excel cell into separate columns.

For example, you can separate a column of full names into separate first and last name columns.

In Word, use this feature to convert the selected text into a table, splitting the text into columns at each comma, period, or other character you specify.

[Press F1 for more help.](#)

Text to Columns Wizard

Convert Text to Columns Wizard - Step 1 of 3 ? X

The Text Wizard has determined that your data is Fixed Width.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.

Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

1	Page	1	prod.det
2			
3	whse	PRODUCT#.....	pd.long..... MFR.NO.....
4			
5			
6	001	021-014	XV24-60 EXP VALVE XV24-60

Buttons: Cancel, < Back, Next >, Finish

Convert Text to Columns Wizard - Step 2 of 3 ? X

This screen lets you set field widths (column breaks).
Lines with arrows signify a column break.

To CREATE a break line, click at the desired position.
To DELETE a break line, double click on the line.
To MOVE a break line, click and drag it.

Data preview

Buttons: < Back, Next >, Finish

Convert Text to Columns Wizard - Step 3 of 3 ? X

This screen lets you select each column and set the Data Format.

Column data format

General

Text

Date: MDY

Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Destination: \$A\$1

Data preview

Text	Text	General	General
Page	1	prod.det	
whse	PRODUCT#.....	pd.long.....	MFR.NO.....
001	021-014	XV24-60 EXP VALVE	XV24-60

Buttons: Cancel, < Back, Next >, Finish

Formulas

- Formulas are equations that perform calculations on values in your worksheet. A formula starts with an equal sign (=). For example, the following formula multiplies 2 by 3 and then adds 5 to the result.

=5+2*3

Some Frequently used formulas:

- Add(+)/Divide(/)/Subtract(-)/Multiply(*)
- SUM and Auto Sum
- Average
- Count
- =(Sales-Cost)/Sales GP % ** Please update this formula on your PRINTED slides
- =Sales-Cost \$ GP

Menu 11.10 List of Items sold for a customer

	A	B	C	D	E	F	G	H	I	J	K
1	A.PROD.NO.....	DESC.....	QTY...	PRICE..	COST.....	SALES\$.	COST\$..	GP \$\$	GP %	CUST.PO.NO.....	PM VENDOR
2											
3	G21-892	POCF12.5 CAPACITOR	4	2.57	1.54	10	6	4	40%	804258	A477
4	G21-895	POCF15 CAPACITOR	5	2.67	1.6	13	8	5	38%	WARRANTY	A477
5	G22-819	POCF5 CAPACITOR	10	1.42	0.814	14	8	6	43%	804214	A477
6	G22-820	POCF7.5 CAPACITOR	12	1.92	1.15	23	13	10	43%	804258	A477
7	G22-821	POCF10 CAPACITOR	9	2.23	1.34	20	12	8	40%	804214	A477
8	G22-824	POCF40 CAPACITOR	1	5.68	3.137	6	3	3	50%	WARRANTY	A477
9	G33-039	POP3 LIL POPPER 3 AM	1	12.36	7.63	12	8	4	33%	804103	A688
10	G84-620	DO1 OILER	1	1.46	0.53	1	1	0	0%	804198	C328
11	H26-705	2823804 FLUKE 116/32	1	216.65	195.697	217	196	21	10%	804456	A306
12	H85-424	1530 LG ELEC/MAINT B	1	31.99	25.701	32	26	6	19%	804456	C944
13	KDHA-RENT	HOME AIRBOX-DAILY RE	3	30	0.01	90	0	90	100%	804455	OKDE
14	L37-110	.75X70A NOZZLE	1	3.88	2.34	4	2	2	50%	804137	A666
15	L37-502	36C03-300 24V GAS VL	1	46.99	37.033	47	37	10	21%	804157	A626
16	L38-808	S1-43101972100 CNTRL	1	95.96	54.04	96	54	42	44%	804087	A615
17	L39-025	RF-4 FILTER CARTRIDG	1	1.96	0.59	2	1	1	50%	804137	A665
18	L41-806	21D64-2 NITRIDE UPGR	14	26.14	16.99	366	238	128	35%	804292	A626
19	L43-406	S1-37323884001 CNTRL	1	149.69	85.03	150	85	65	43%	804059	A615
20	L80-234	1213 MEDIA UPGRADE-2	1	41.18	35	41	35	6	15%	804218	A508
21	L86-468	FC100A1029 16X25 MED	1	18.31	16.922	18	17	1	6%	804197	A630

Auto Sum – Category On Hand Report

M12.3.32

Excel ribbon: Home, Insert, Page Layout, **Formulas**, Data, Review, View

Formulas ribbon: **AutoSum** (circled), Logical, Lookup & Reference, Math & Trig, More Functions, Define Name, Use in Formula, Create from Selection, Trace Precedents, Trace Dependents, Remove Arrows, Show, Error, Formula Audi

Formula bar: SUM, =SUM(D3:D21)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	12:03	43 08 Apr 2009	CATEGEORY ON HAND REPORT	FOR	WAREH	OUSE 0	1		PAGE	1					
2	CATEG.	PRODUCT#.....	PROD.DESC.....	QOH	IP.	ROP	ABC	WLOC.	LOC2.	LOC3.	LOC4.	AVG COST	BRANCH COST	DIR.COST.	QTY SOLD.
3	307-01	L36-847	FA47TS3-110 CONTROL	2	2	0	D	P0501				23.47	30.63	31.58	0
4	307-01	L38-274	1370901S LIMIT SWITCH	1		0	D	P0602				5.535	5.81	5.303	1
5	307-01	L39-167	SLS175 D01V AUTO RESET	1	1	0	D	P0601				3.07	3.02	3.018	0
6	307-01	L39-172	SRL220 Manual Reset Limi	1		1	C	P0601				3.85	3.85	3.461	9
7	307-01	L39-177	SRL300 Manual Reset Limi	1		1	C	P0601				3.85	3.85	3.461	15
8	307-01	L39-178	SRL350 Manual Reset Limi	1		0	C	P0601				3.85	3.85	3.461	5
9	307-01	L39-181	SHL503 Plenum Thermostat	1		1	C	P0601				6.41	6.41	5.768	8
10	307-01	L39-184	SHL506 Plenum Thermostat	1		0	D	P0601				6.053	6.41	5.768	1
11	307-01	L39-190	SHL512 Plenum Thermostat	2		2	C	P0601				6.41	6.41	5.768	11
12	307-01	L39-191	SHL513 Plenum Thermostat	2		1	C	P0601				6.41	6.41	5.768	7
13	307-01	L39-192	SHL514 Plenum Thermostat	2		1	C	P0601				6.41	6.41	5.768	8
14	307-01	L39-194	SHL516 Plenum Thermostat	2		1	C	P0601				6.41	6.41	5.768	6
15	307-01	L39-196	SHL518 Plenum Thermostat	1		0	D	P0601				6.41	6.41	5.768	2
16	307-01	L40-254	21058408 3.4K LIMIT SWT	0		2	C	p0701				8.24	8.24	7.632	10
17	307-01	L40-286	S1-02538585000 TEMP CNTL	1		0	D	P0701				5.05	5.73	5.618	
18	307-01	L40-320	S1-02531924000 LIMIT SWT	1		0	D	p0701				3.36	3.98	3.896	
19	307-01	L86-050	L4064B2210 11" FAN/LIMIT	1		1	B	P1102	P1102	S0900		44.43	44.43	41.14	10
20	307-01	L86-051	L4064B2228 5" FAN/LIMIT	1		1	B	P1102				44.43	44.43	41.14	11
21	307-01	L86-052	L4064B2236 8" FAN/LIMIT	2		1	B	S0900	p1102	s1700		44.43	44.43	41.14	11

Bar Code Labels for Warehouse Locations

- Create your spreadsheet in Excel
- Make sure that you have the FREE 3 of 9 EXT font saved in *c:\windows\fonts*
- Mail Merge in MS Word

DAA	DAA
DAB	DAB
DAC	DAC
DAD	DAD
DAE	DAE
DAF	DAF
DBA	DBA
DBB	DBB
DBC	DBC
DBD	DBD
DBE	DBE
DBF	DBF
DCA	DCA
DCB	DCB
DCC	DCC
DCD	DCD
DCE	DCE
DCF	DCF
DDA	DDA
DDB	DDB
DDC	DDC



Mailing Labels

- 12.2.36 @ prompt 1 R for Report FT into Excel
- Mail Merge in MS Word

```
CUSTOMER MASTER LIST/LABEL SELECTION ROUTINE
1. 'R'eport, 'L'abels, 'LB'last batch, 'N'ew cust labels.. r
2. Company # (2N) or <Enter> for all..... ALL
3. Beginning zip code or <Enter> for all..... ALL
4. Ending zip code.....
5. Types or <Enter> for all..... ALL
6. Classes or <Enter> for all..... ALL
7. Salesmen or <Enter> for all..... ALL
8. Territorys or <Enter> for all..... ALL
9. Terms codes or <Enter> for all..... ALL
10. Beg create date or <Enter> for all..... ALL
11. End create date.....
SALES ACTIVITY:
1. Activity in last 12 months
2. No sales activity
3. All customers
12. Sales activity option..... 1
SORT SELECTION:
1. By customer name 2. By customer number
3. By zip code by customer name
4. By zip code by customer number
5. By salesman by customer name
13. Sort selection option..... 1
Enter line #, backout, or 0 to accept 0
```



Questions??

