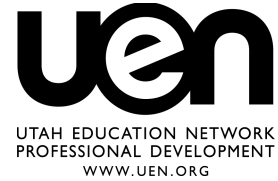


Excel: Colorful Data Management

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The following are features and tools in Excel to help you manage and evaluate large amounts of data. For huge spreadsheets, there are additional more advanced tools such as pivot tables. The items below are more simple, fast to use and can save a ton of time identifying key pieces of information.

Freeze Panes:

To “freeze” the top row(s) or left column(s) so that your headings remain visible while scrolling through data:

- Go to the View tab → Windows group → Freeze panes button.
- From the drop-down choose to freeze the top row, left column or to freeze rows and/or columns based on where your cursor is.
- If you select a row, everything above that row will be “frozen”. If you select a column, everything to the left of that column becomes “frozen”. If you select only a single cell, all the rows above and columns to the left are “frozen”.

Sort:

- Select column.
- Home Tab → Far right, Editing Group, Sort & Filter Button → A-Z, Z-A or Custom Sort for “nested” sorting

Filter:

- Select Column.
- Home Tab → Far right, Editing Group, Sort & Filter Button → Turn Filter “on”
- Note drop-down arrow at the top of selected column(s). Click and uncheck all items except those you wish to see to “apply” the filter. Check “select all” to restore hidden rows.

Charts:

- Select data AND labels. Be sure you do not have completely empty rows or columns or merged cells among your selected data and labels.
- Insert Tab → Click the button for the chart type you want to use.
- Click any item within the chart to select it, then right click and choose “Format...” (last item on the pop up menu) to change the appearance of that item.

Conditional Formatting:

- Select data.
- Home Tab → Styles Group → Conditional Formatting button
- Try “Color scales” for pre-set color coding, or click “Highlight cell rules” to create your own criteria and cell/font color changes.

Protecting Sheets and Cells:

- By default, all cells are locked, so when the sheet is protected, no cells can be clicked.
- You can selectively “unlock” cells, so a person can type only in certain empty cells.

Two part process:

1. Unlock cells:
 - Select cells to be UNLOCKED.
 - Go to the Home tab → Cells group → Format button.
 - From the drop-down menu, click the Lock Cells item so the padlock symbol is no longer highlighted in orange.
2. Protect sheet:
 - Go to the Home tab → Cells group → Format button.
 - From the drop-down menu, click the Protect Sheet item.
 - In the dialog box, click the checkbox so “Select Unlocked Cells” is the only box with a checkmark in it. Click OK. Note you can now only click in the previously unlocked cells.

Calculating with Dates (how long until, how long since?):

- If you want to have data updated automatically each time you open the worksheet, use the code to enter today’s date, and automatically change for whatever new date today is: =today()
- In another cell, enter the date from which you are counting: for example, when the last report was done, when information was received, an important upcoming deadline. Be sure the cell is formatted as a date.
- In a third cell enter the formula to add or subtract days: =A1-A2 where cell A1 and A2 contain today’s date and the significant date respectively.