Indiana County Assessors Association

Excel Excellence

Intermediate Excel

Data Analysis Division

August 2012

Agenda

- **Lesson 1: The Benefits and Basics of Excel**
- **Lesson 2: Hands-On Exercises**
- **Lesson 3: Dates in Excel**
- **Lesson 4: Import a Text File**

LESSON 1:

THE BENEFITS AND BASICS OF EXCEL

Why Use Excel?

- Excel can be an easy way to review significant amounts of data to identify particular issues or situations.
- Excel can be used to check calculations performed within your CAMA system to verify accuracy.
- Excel spreadsheets allow analytical capability without requiring your software vendor to program a specific analysis for you.

Why Use Excel?

- Excel provides a generally universal method for sharing data and information with others.
- Excel can be used to prepare custom handouts, charts, and reports to highlight particular findings.

Working with Earlier Versions

- In Excel 2007, you can open files created in Excel 95 through Excel 2003.
- You can open and edit older workbooks and share files with people who don’t have Excel 2007.

Microsoft Excel

- Common versions:
  - Excel 2007 (current version)
  - Excel 2003 (older version, still popular)
  - Excel 2010 (newest version, not very popular)
- While this discussion will focus on Microsoft Excel 2007, some of the capabilities discussed in this class would also be present in other spreadsheet packages. Typically, the Help option can be used to find particular functionality.

Excel 2007 versus Excel 2003

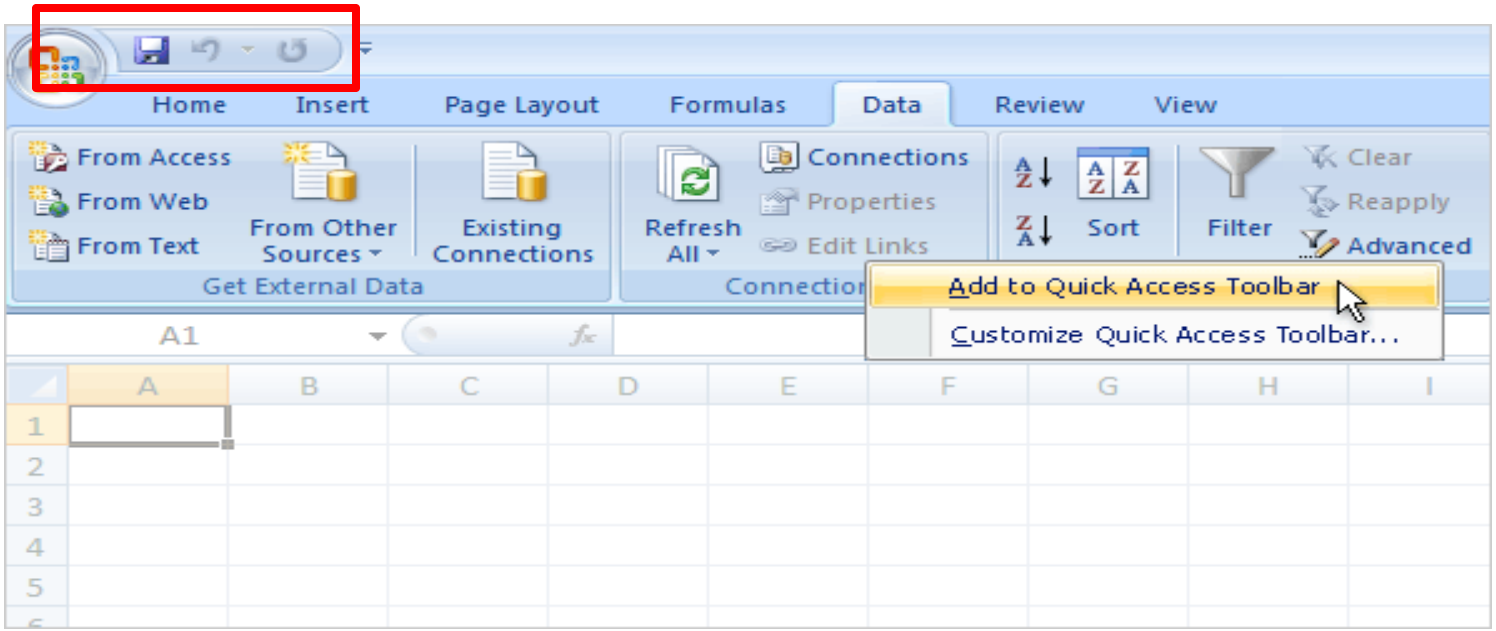
- Row – Horizontal array of data.
  - Signified by numbers – Row 1, Row 2, etc.
  - Maximum number of rows:
    - Excel 2003 – 65,536
    - Excel 2007 – 1,048,576

- Column – Vertical array of data.
  - Signified by letters – Column A, Column B, etc.
  - Maximum number of columns:
    - Excel 2003 – 256
    - Excel 2007 – 16,384

Menus

- Office Button
- Quick Access Toolbar
- The Menu
  - Home Tab
  - Insert Tab
  - Page Layout Tab
  - Formula Tab
  - Data Tab
  - View Tab
  - Help Tab

Quick Access Toolbar



- The Quick Access Toolbar is above the menu when you first start Excel 2007. There, commands are always visible and near at hand.

- To add a command to the Quick Access Toolbar, right click on the command and click “Add to Quick Access Toolbar”.

Lesson 2: Hands-On Exercises:

Commands and Functions

Sample Data

- In order to complete these hands-on exercises, you will need the Excel Excellence.xlsx file downloaded to your computer.

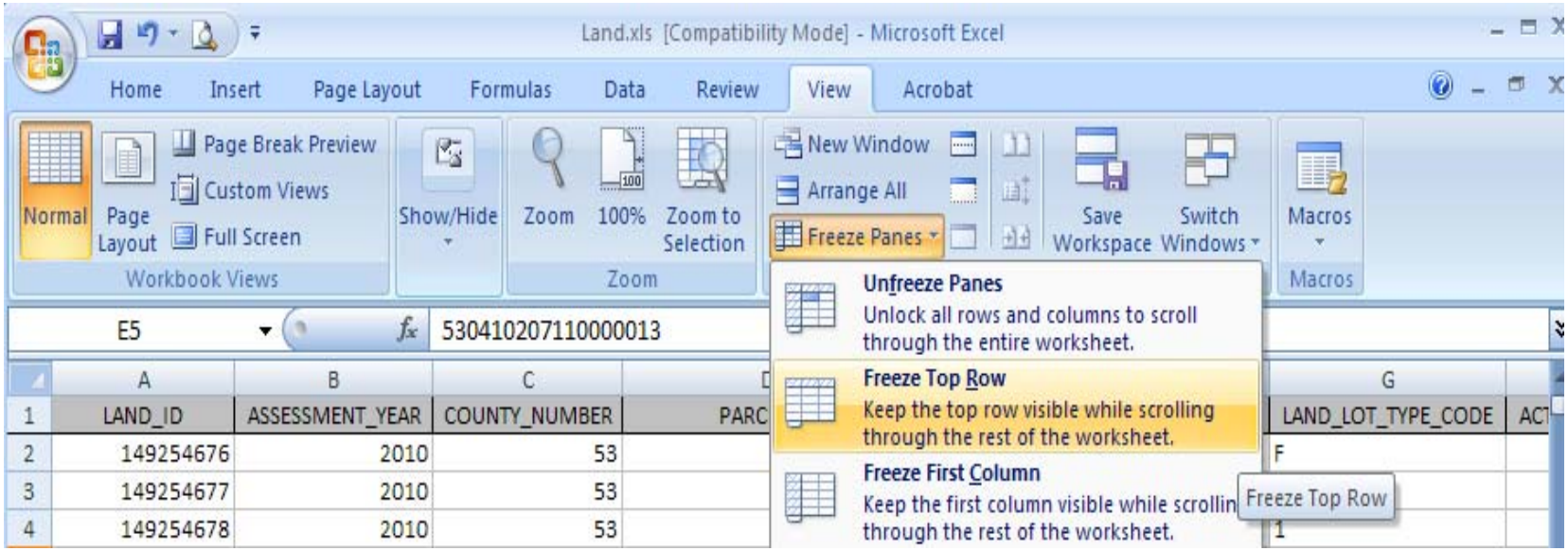
- While we are using this file in our examples, the functionality discussed could be used with other files created by you or generated by your CAMA system.

Helpful Tips - Short Cuts

- Some commands can be done in Excel by using a keyboard shortcut.
- Most keyboard short cuts involve the Ctrl Key.
- Common short cuts:
  - Copy - Ctrl C
  - Cut - Ctrl X
  - Paste - Ctrl V
  - Undo - Ctrl Z
  - Save - Ctrl S
  - Select All - Ctrl A
  - Find - Ctrl F

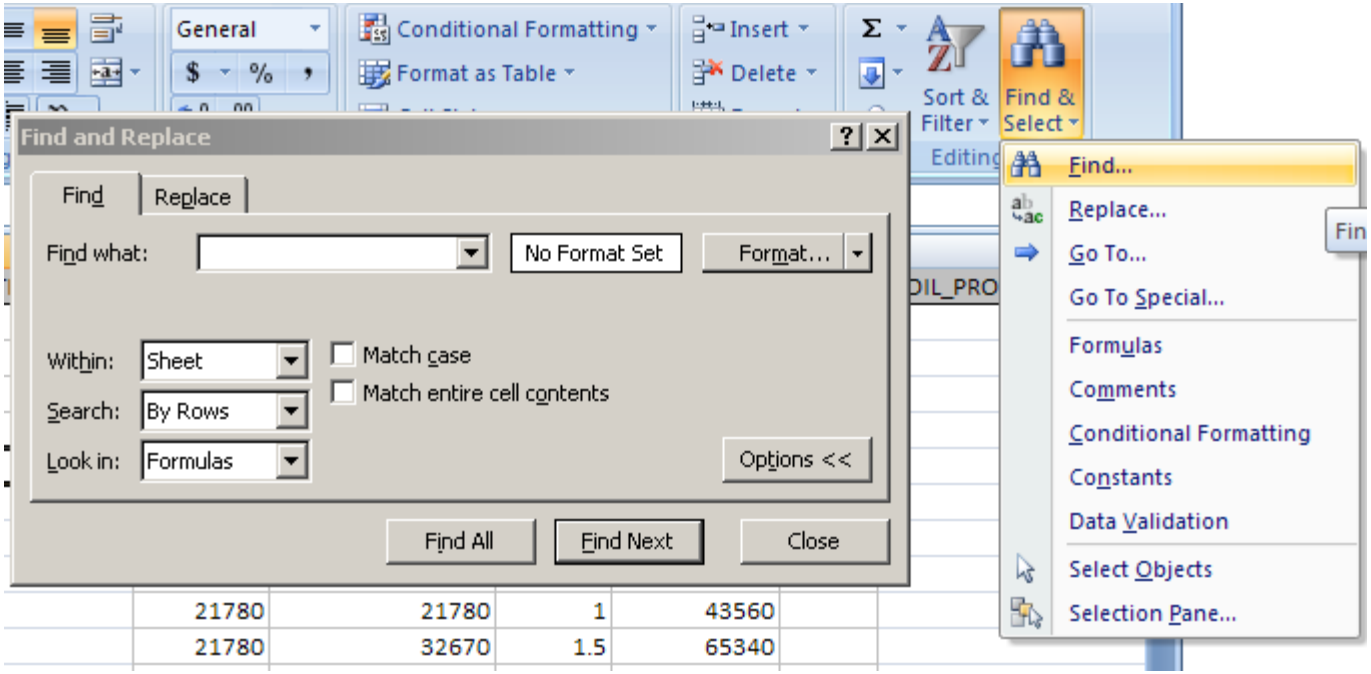
Freeze Panes

- Freeze Top Row so column headings are always available
  - Ensure Column headings are the top row of your spreadsheet
  - Go to View Tab
  - Select Freeze Panes
  - Select Freeze Top Row



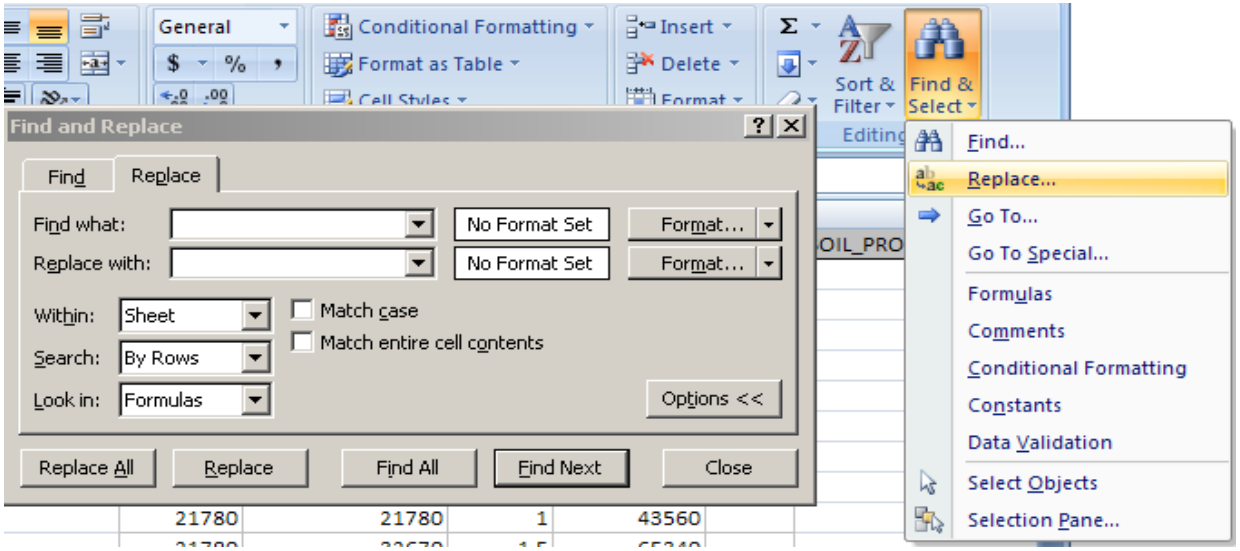
Find

- Ctrl – F or on Home Tab (Binoculars)
- Find Land ID Number 190117305
  - Press Ctrl-F or press the Find button on the Home Tab
  - Type 190117305 in the Find What box
  - Select Find Next or hit Enter



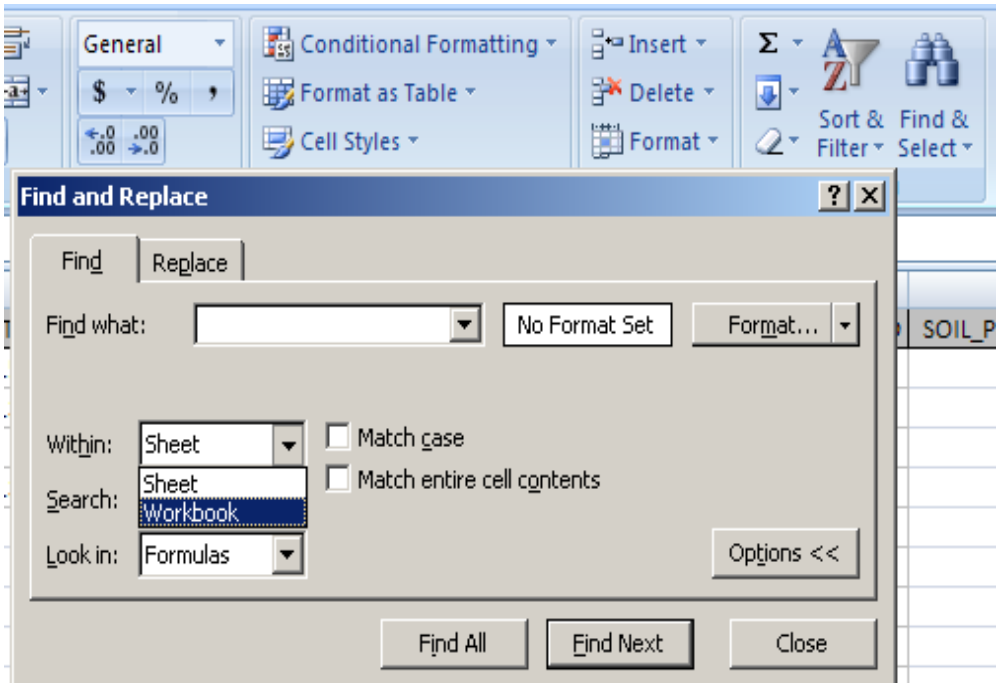
Replace

- Located in same place as Find
- Ctrl – F or on Home Tab (Binoculars)
- Replace Year 2011 with Year 2012 Select Year column
- Press Ctrl-F or press the Find button on the Home Tab
  - Type 2011 in the Find What box
  - Type 2012 in the Replace With Box
  - Select Replace or Replace All



Find and Replace –Workbook

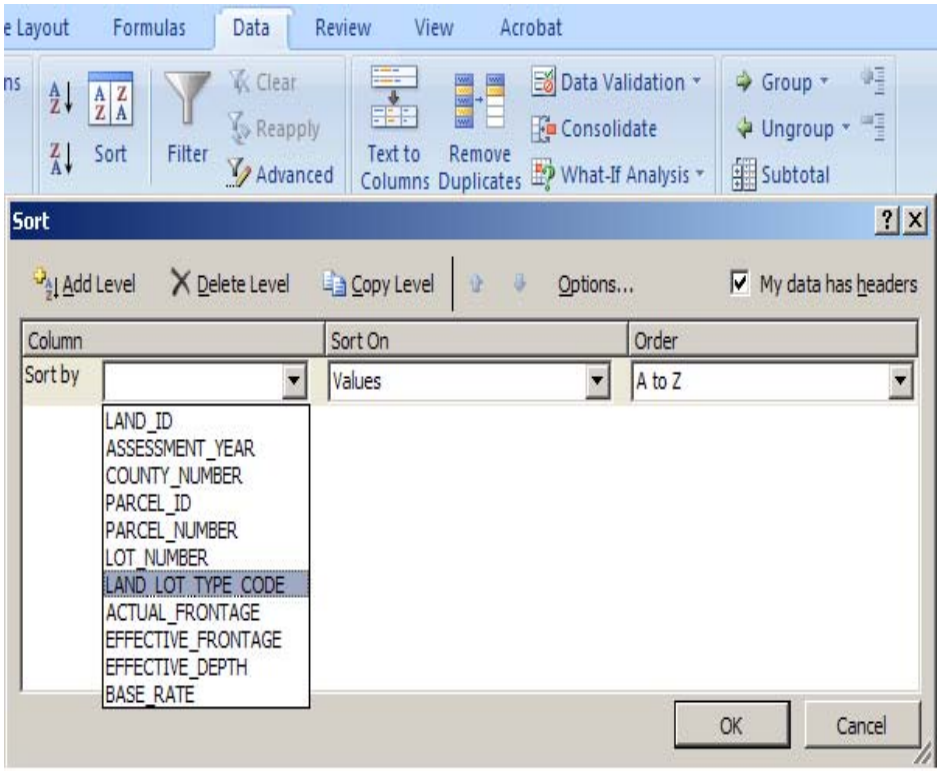
- Find and Replace feature can work within entire Excel Workbook
- Find Land ID Number 190117305 in Workbook
  - Press Ctrl-F or press the Find button on the Home Tab
  - Click Options
  - Select “Workbook” From Within box
  - Select Find All or Find Next



Sort

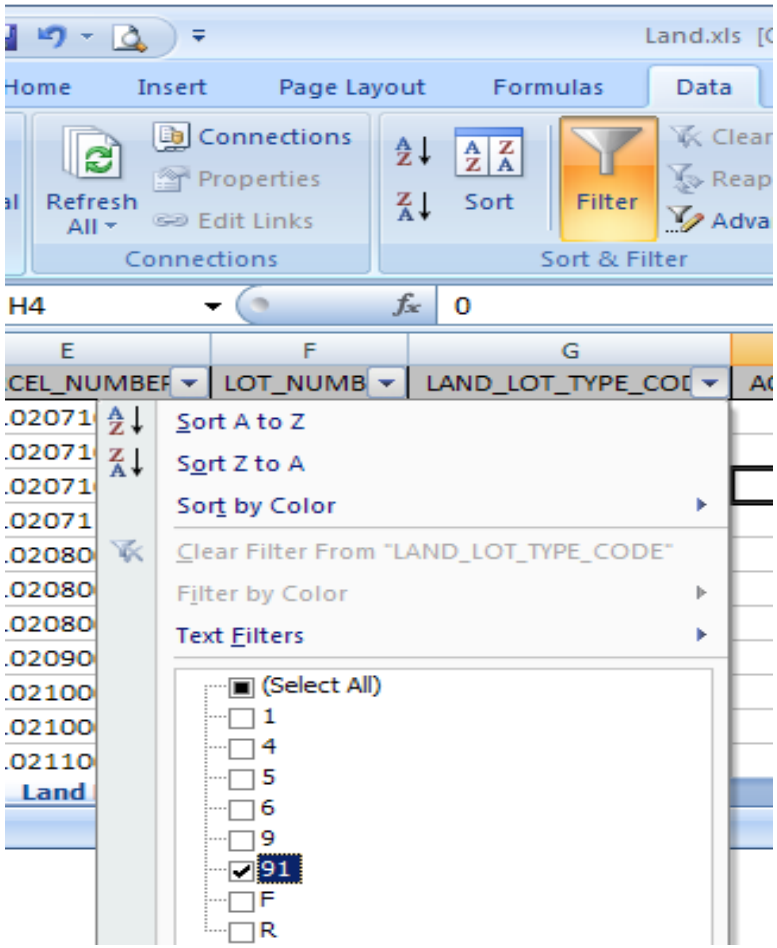
- Available on Home Tab and on Data Tab
- Sort by Land Lot Type Code
  - Select full data range
  - Select Custom Sort
  - Select LAND_LOT_TYPE_CODE in the Sort by dropdown box

- Multi level sorts can also be done in Excel
  - Click on Add Level
  - Select LOT_NUMBER from the dropdown box
  - Click OK



Filter

- Available on Home Tab and on Data Tab in same place as Sort
- Filter for Land Tot Type Code 91
  - Select Row 1
  - Go to Sort & Filter on Home Tab or to Filter on Data Tab
  - Select Filter
  - Go to drop down arrow on Land Lot Type Code
  - Uncheck all Land Lot Type Codes other than 91
  - Hit OK



Clear Filter

- Available on Home Tab and on Data Tab in same place as Sort and Filter
- Clear filter from Land Lot Type Code column
  1. Go back to drop down box on top row of Land Lot Type Code
     a) Select All
     b) Clear Filter
  2. On Home Tab and Data Tab, option available for Clear

Helpful Tips – Multiple Rows

- Edit more than one cell, row or column at a time by using the Ctrl Key

- Add commas to Appraised Value and Square Feet
  - Highlight Appraised Value
  - Hold down the Ctrl Key and highlight Square Feet
  - Change columns to include commas

Helpful Tips – Table or Array

- Select an array of data or an entire table of data by using the Shift Key

- Select all data in the Land File Worksheet
  - Select Cell A2
  - Scroll to end of data, Cell Y250
  - Select Cell Y250 while holding down the Shift Key

Helpful Tips - Worksheets

- Edit more than one Worksheet at a time by using the Ctrl Key

- Change Column B in the Land File and in the Chart Data Worksheet to a yellow fill
  - Highlight Column B in the Land File
  - Hold down Ctrl Key and highlight the Chart Data Worksheet tab
  - Keep Ctrl Key down and fill Column B

Text To Columns

- Located on Data Tab
- Excel is able to divide values from one cell using the Text to Columns function.
  - Excel can divide a cell based on two general features
    - Fixed Width
    - Delimited with a specific character (spaces, commas, semicolons)
- Go to Text to Columns Worksheet
  - Highlight Column A
  - Click on the Text to Columns Command
  - Delimited option
  - Click Comma
  - Click OK

Combine Values from Two Cells

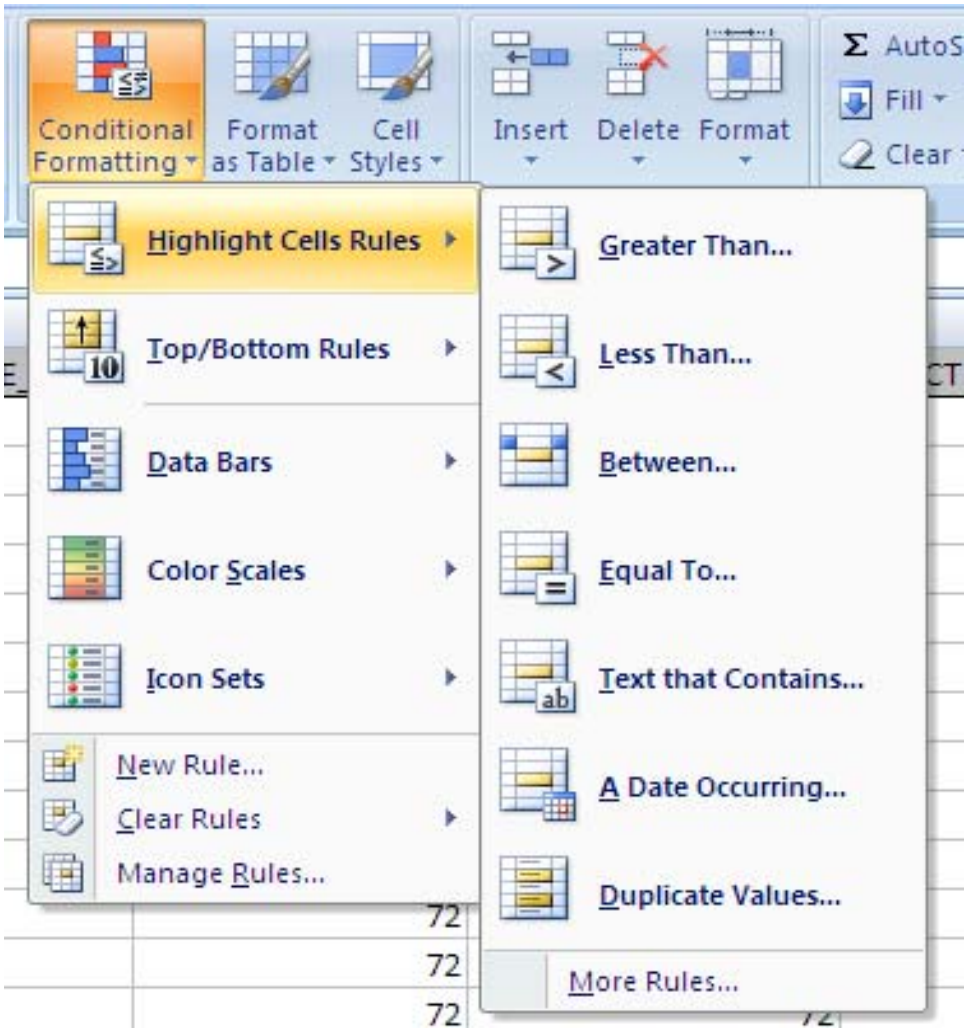
We can combine values using the following formula in another cell.

- Excel is able to combine values in cells
- For example:
  - If we have two columns, one with first name and another with last name.
    - Example: We have the first name in cell A1 and last name in B1
    - We want first then last with a space in between, then the following formula combines the two.
      - **=A1&" "&B1**
    - Or, if we want last name then first name with a comma between, the following formula works.
      - **=A1&", "&B1**

Conditional Formatting

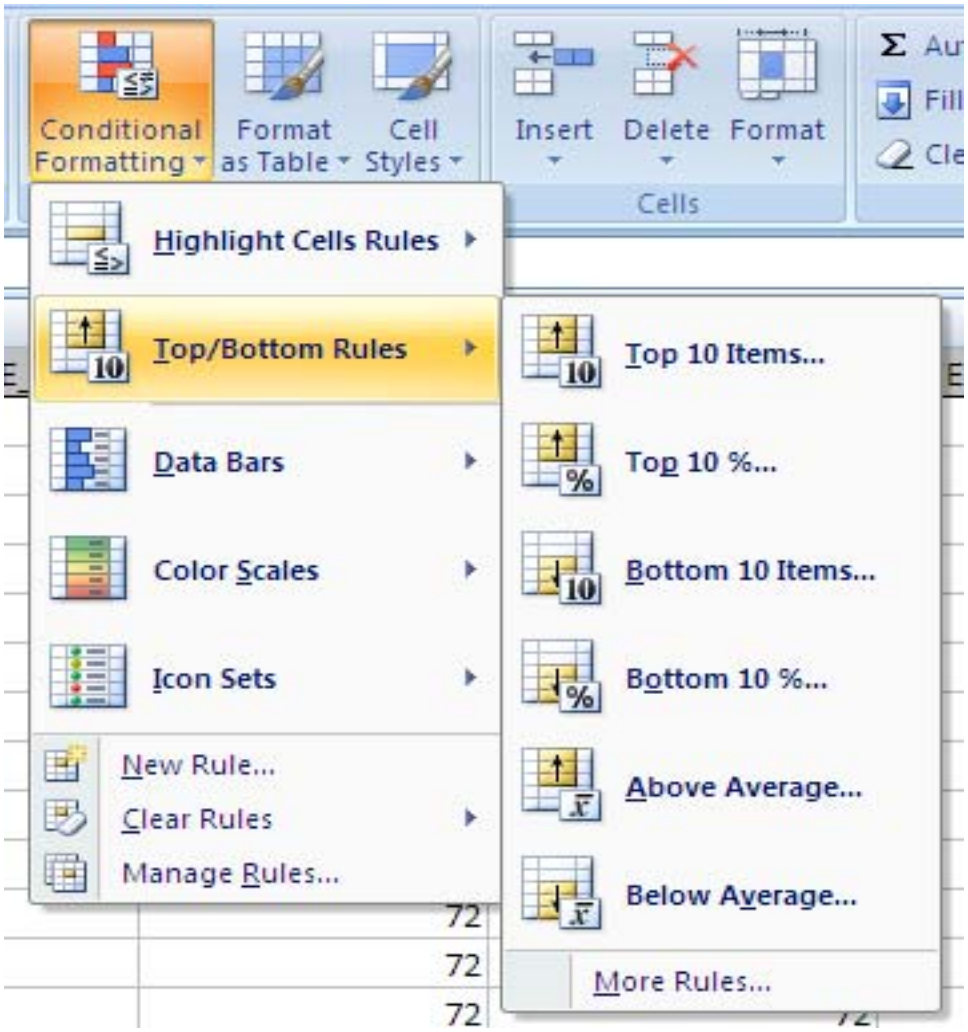
- Available on Home Tab.
- Next few screens walk through pre-defined options.
- You can also get more specific through New Rule or Manage Rule options.

Conditional Formatting



- Greater Than…
- Less Than…
- Between…
- Equal To…
- Text that Contains…
- A Date Occurring…
- Duplicate Values…

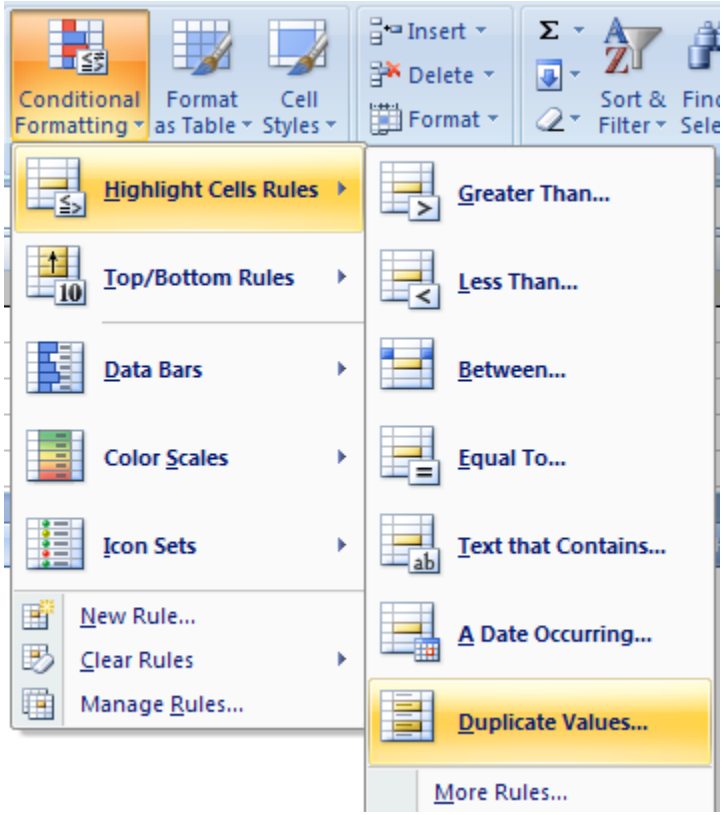
Conditional Formatting



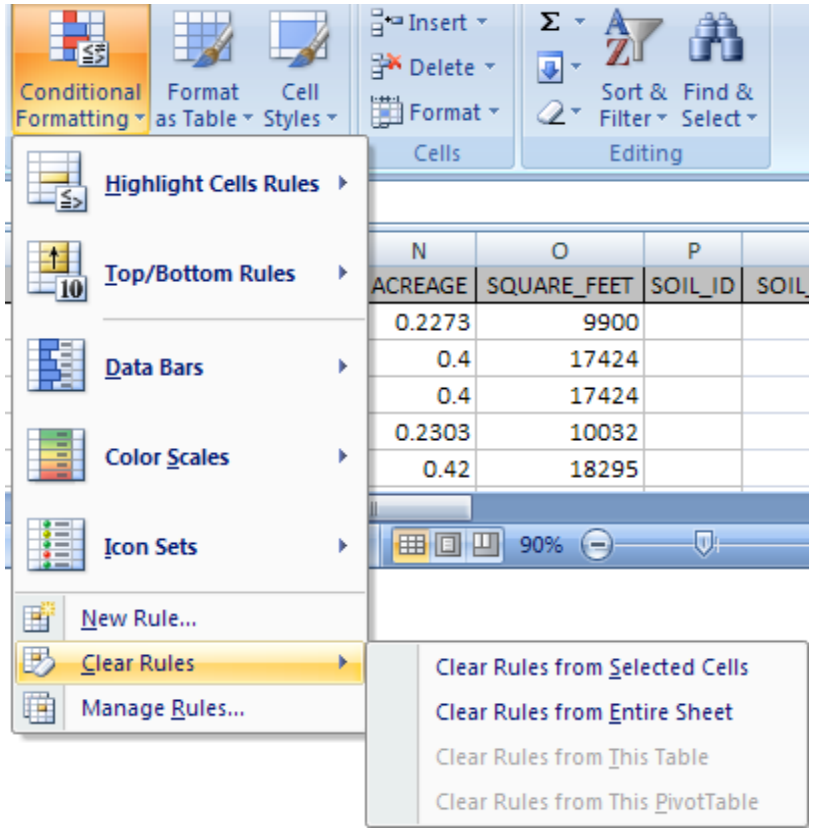
- Top 10 Items…
- Top 10%...
- Bottom 10 Items…
- Bottom 10%...
- Above Average…
- Below Average…

Conditional Formatting

- Highlight Duplicate Values in the Land ID Column
  - Select the Land ID Column
  - Go to Conditional Formatting
  - Select Highlight Cell Rules
  - Select Duplicate Values…
  - Can customize format of the rule
  - Hit OK



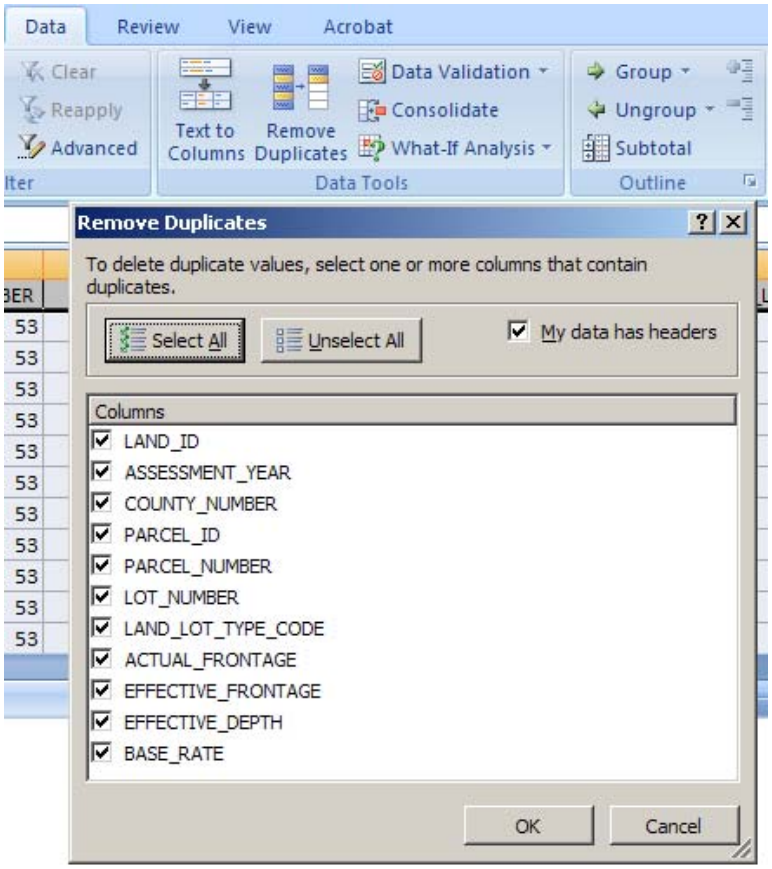
Conditional Formatting



- To clear Conditional Formatting
  - Go to Conditional Formatting
  - Select Clear Rules
  - Select Clear Rules from Selected Cells or Clear Rules from Entire Sheet as applicable

Remove Duplicates

- Located on Data Tab
- Remove Duplicate Records
  - Select full data range
  - Select Remove Duplicates
  - Select which columns contain duplicates
    - To ensure the full record is an exact duplicate, select all columns
  - Hit OK



Printing

- Before printing
  - Determine the purpose for your printing and try to arrange your data so you get the exact printout you need.
  - Print preview before printing to ensure the final printout will be useable.

Printing

- Page Layout Tab
- Page Setup
  - Customize size and layout of paper
  - Center on page
  - Add headers and footers
    - Title of worksheet
    - Page numbers
    - Prepared by
    - Any disclaimers or notes
- Print Titles
  - Customize column or row headings to be repeated on each page during printing.

Functions

- Excel has a large number of built-in functions.
- To use these pre-defined functions, you need to be cognizant of the specifics of the function:
  - What is the function designed to do
  - What cells need to be included in the calculation
  - What criteria must you specify for the calculation
  - In what order are these cells or criteria required to be entered
- Formula Dictionary on Formulas Tab
  - Insert Function

Simple Cell Mathematics

- Mathematical formulas can be performed in Excel that do not require a pre existing function.
  - Variety of different mathematical functions: addition (+), subtraction (-), multiplication (*), and division (/)
- For example, add Cells E2 and E4
  - Type =
  - Click/type Cell E2
  - Type +
  - Click/type Cell E4
  - =E2 + E4
- Constant values, instead of a cell reference, can also be used
- For example, multiply E2 by 55%
  - Type =
  - Click/type Cell E2
  - Type *0.55
  - =E2*0.55

Functions

- Common Functions
  - **SUM** – Adds together selected values
  - **AVERAGE** – Calculates the average of selected values
  - **MAX** – Identifies the maximum value in selected range
  - **MIN** – Identifies the minimum value in selected range
  - **ROUND** – Rounds numbers to a particular decimal point precision
  - **COUNT** – Counts number of values in selected range

Functions – SUM & AVERAGE

- Sum Appraised Value for all records
  - Go to bottom of the Appraised Value column
  - In cell below data, type =SUM(
  - Specify range to be included in calculation
  - Close formula with an end parenthesis
  - Hit Enter
  - =SUM(L2:L250)
- Determine Average of Square Footage
  - Go to bottom of the Square Footage column
  - In cell below data, type =AVERAGE(
  - Specify range to be included in calculation
  - Close formula with an end parenthesis
  - Hit Enter
  - =AVERAGE(N2:N250)

Functions – MAX & MIN

- Identify Maximum Value for Acreage
  - Go to bottom of the Acreage column
  - In cell below data, type =MAX(
  - Specify range to be included in calculation
  - Close formula with an end parenthesis
  - Hit Enter
  - =MAX(M2:M250)
- Identify Minimum Value for Base Rate
  - Go to bottom of the Base Rate column
  - In cell below data, type =MIN(
  - Specify range to be included in calculation
  - Close formula with an end parenthesis
  - Hit Enter
  - =MIN(K2:K250)

Functions - ROUNDING

- ROUND
  - Go to cell right below average calculation
  - Type =ROUND(
  - Select cell to be rounded
  - Insert a comma
  - Identify decimal point precision
    - 0 = no decimals
    - 2 = two decimals
    - -2 = round to nearest 100
  - Close formula with an end parenthesis
  - Hit Enter
  - =ROUND(N250,0)

Functions - COUNT

- Count the number of records with a Soil Productivity Factor
  - Go to bottom of the Soil Productivity column
  - In cell below data, type =COUNT(
  - Specify range to be included in calculation
  - Close formula with an end parenthesis
  - Hit Enter
  - =COUNT(P2:P250)

Functions

- More Advanced Functions:
  - **IF** – Checks for the existence of the specified condition and returns different values if the condition is true or false
  - **SUMIF(S)** – Adds values together if they meet a certain condition(s)
  - **COUNTIF(S)** – Counts number of values in a selected range if they meet a certain condition(s)
  - **VLOOKUP** – Retrieves information from a table, based on a unique identifier

Functions - IF

- Identify records with Acreage greater than 1
  - Go to empty column – Column Z
  - Type =IF(
  - Define criteria
    - Acreage greater than 1
  - Insert comma
  - Insert value if true
  - Insert comma
  - Insert value if false
  - Close formula with an end parenthesis
  - Hit Enter
  - Drag or fill down formula down cell
  - =IF(M2>1,TRUE,FALSE)

Functions - SUMIF

- Sum Appraised Value if the Acreage is greater than 1
  - Select an empty cell next to Column Z
  - Type =SUMIF(
  - Define range to be included in calculation
    - Column Z
  - Insert comma
  - Insert criteria
    - “TRUE”
  - Insert comma
  - Insert value to be summed
    - Appraised Value
  - Close with an end parenthesis
  - Hit Enter
  - =SUMIF(Z2:Z250,"TRUE",L2:L250)

Functions - COUNTIF

- Count the number of records with Acreage greater than 1
  - Select an empty cell next to Column Z
  - Type =COUNTIF(
  - Insert range to be counted
    - Column Z
  - Insert comma
  - Insert criteria
    - “TRUE”
  - Close with end parenthesis
  - Hit Enter
  - =COUNTIF(Z2:Z250,"TRUE”)

Functions - COUNTIFS

- **Count the number of records with Acreage greater than 1 and that have a Land Type Code of 91**
  - Select an empty cell next to Column Z
  - Type =COUNTIFS(
  - Insert 1st criteria data range
    - Column Y
  - Insert comma
  - Insert 1st criteria
    - “TRUE”
  - Insert 2nd criteria data range
    - Column G
  - Insert comma
  - Insert 2nd criteria
    - “91”
  - Close formula with a)
  - =COUNTIFS(Y2:Y250,"TRUE",G2:G250,"91“)

Functions - VLOOKUP

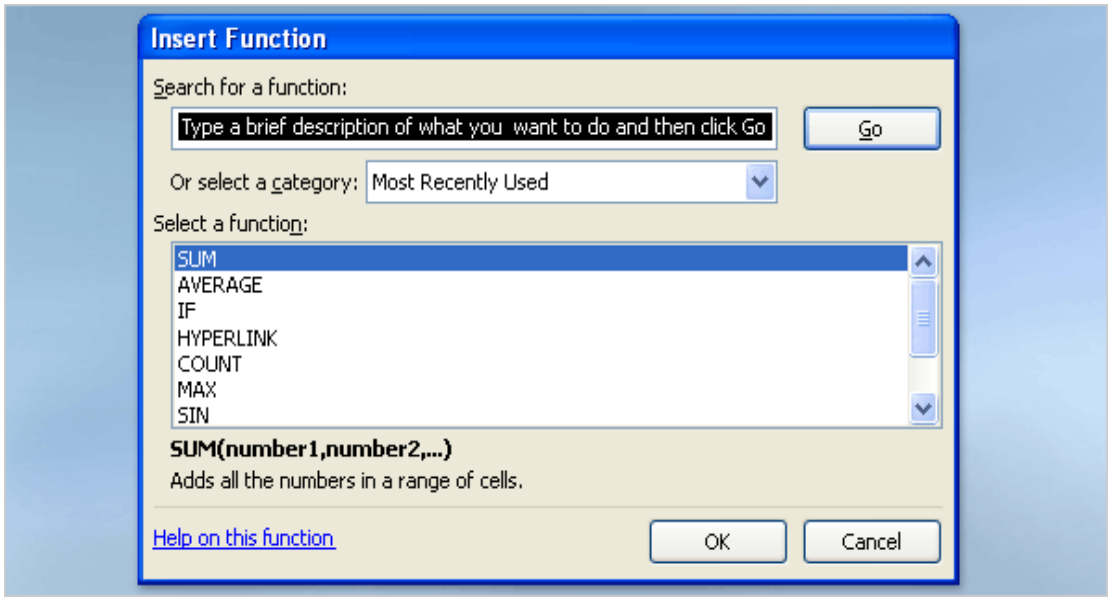
- The syntax for the VLOOKUP function is:

  = VLOOKUP (lookup_value , table_array , col_index_num , range_lookup)
- **lookup _value:** The **value** you want to find in the first column of the table array.
- **table_array:** This is the table of **data** that VLOOKUP searches to find the information you are after.
  The table_array must contain at least two columns of data. The first column contains the lookup_values.
- **col_index_num:** The number of the column in the table_array that contains the data you want returned.

Functions - VLOOKUP

- **Using the parcel number, pull the taxing district from the Parcel File Worksheet of the records in the Land File Worksheet**
  - Insert a column between PARCEL_NUMBER and LOT_NUMBER
  - Type = VLOOKUP(
  - Reference the lookup value
    - PARCEL_NUMBER, E2
  - Insert comma
  - Reference the table with the requested information
    - Select the whole Parcel File table
  - Insert comma
  - Reference the column number of the data you want to retrieve
    - STATE_ASSIGNED_TAXING_DISTRICT, column number 9
    - Can use permanent call references to create one formula and drag down
    - $ or F4
    - Determine what needs to be permanent in the formula
  - Add comma and enter “FALSE” (this returns the exact value)
  - Insert comma and Close formula with an end parenthesis
  - =VLOOKUP(E2,$A$2:$BM$131,9,FALSE)

Functions – More Available



Excel offers many other useful functions, such as date and time functions and functions you can use to manipulate text.

To see all the other functions:

1. Click the **Sum** button in the **Editing** group on the **Home** tab.
2. Click **More Functions** in the list.
3. In the **Insert Function** dialog box that opens, you can search for a function.

Microsoft Excel Quiz 1

Quiz 1, Question 1:

Which keyboard short cut is used to Select All?

A. Ctrl Z

B. Ctrl A

C. Ctrl S

Microsoft Excel Quiz 1

Quiz 1, Question 1:

Which keyboard short cut is used to Select All?

Answer:

B. Ctrl A

Microsoft Excel Quiz 1

Quiz 1, Question 2:

Conditional Formatting is used to remove duplicate records.

1. True
2. False

Microsoft Excel Quiz 1

Quiz 1, Question 2:

Conditional Formatting is used to remove duplicate records.

Answer:

False

Conditional formatting helps to identify duplicate records, but the Remove Duplicates command is used to remove duplicate records.

Microsoft Excel Quiz 1

Quiz 1, Question 3:

What is a function? (Pick one answer.)

1. A prewritten formula
2. A mathematical operator

Microsoft Excel Quiz 1

Quiz 1, Question 3:

What is a function?

Answer:

A prewritten formula

Functions are prewritten formulas, such as SUM, that save time.

Microsoft Excel Quiz 1

Quiz 1, Question 4:

A dollar sign used in a formula signifies that a cell has been set to be a permanent reference.

1. True
2. False

Microsoft Excel Quiz 1

Quiz 1, Question 4:

A dollar sign used in a formula signifies that a cell has been set to be a permanent reference.

Answer:

True

Microsoft Excel Quiz 1

Quiz 1, Question 5:

What is the correct formula to round 29,128.6547 to the nearest hundred?

A. =ROUND(29,128.6547)

B. =ROUND(29,128.6547, 2)

C. =ROUND(29,128.6547, -2)

Microsoft Excel Quiz 1

Quiz 1, Question 5:

What is the correct formula to round 29,128.6547 to the nearest hundred?

Answer:

C. =ROUND(29,128.6547, -2)

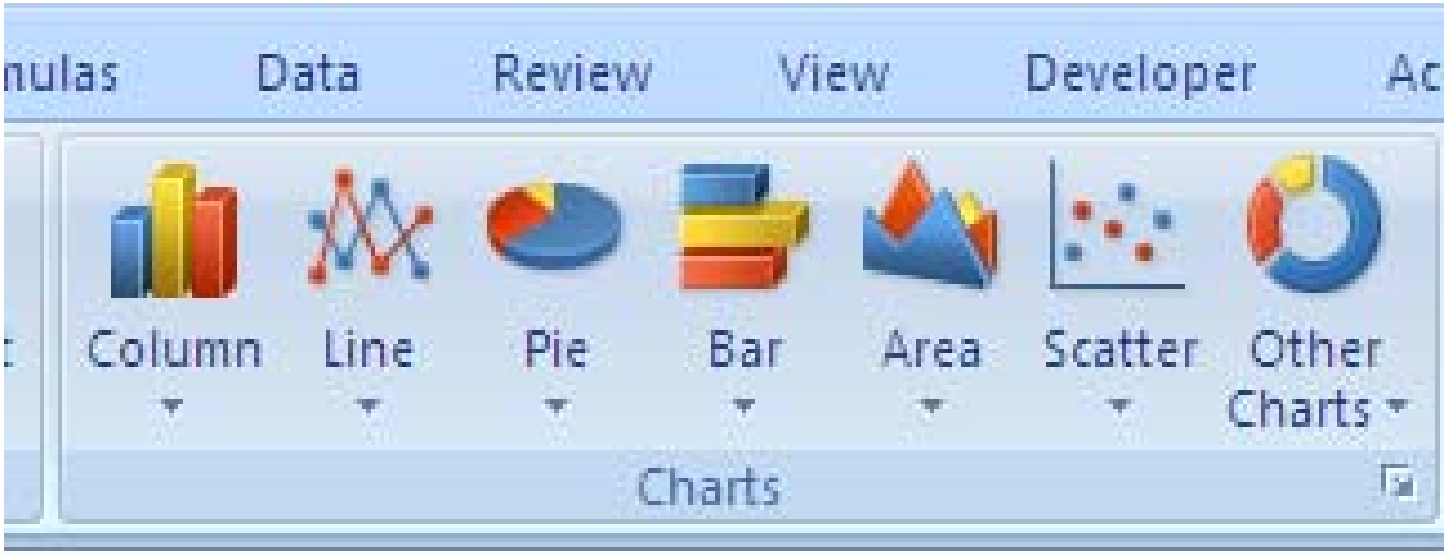
Formula (B.) would round to the nearest hundredth.

Hands-On Exercises:

Charts and Pivot Tables

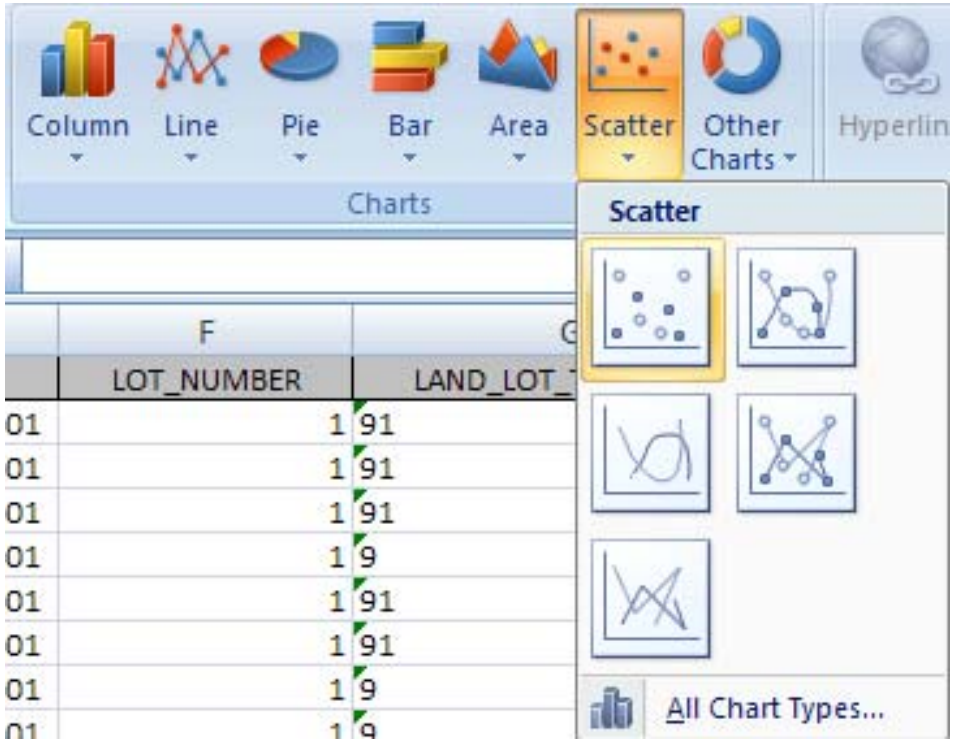
Charts

- Excel provides a wide range of charting options on the Insert Tab.
  - Column Charts
  - Pie Charts
  - Bar Charts
  - Line Charts

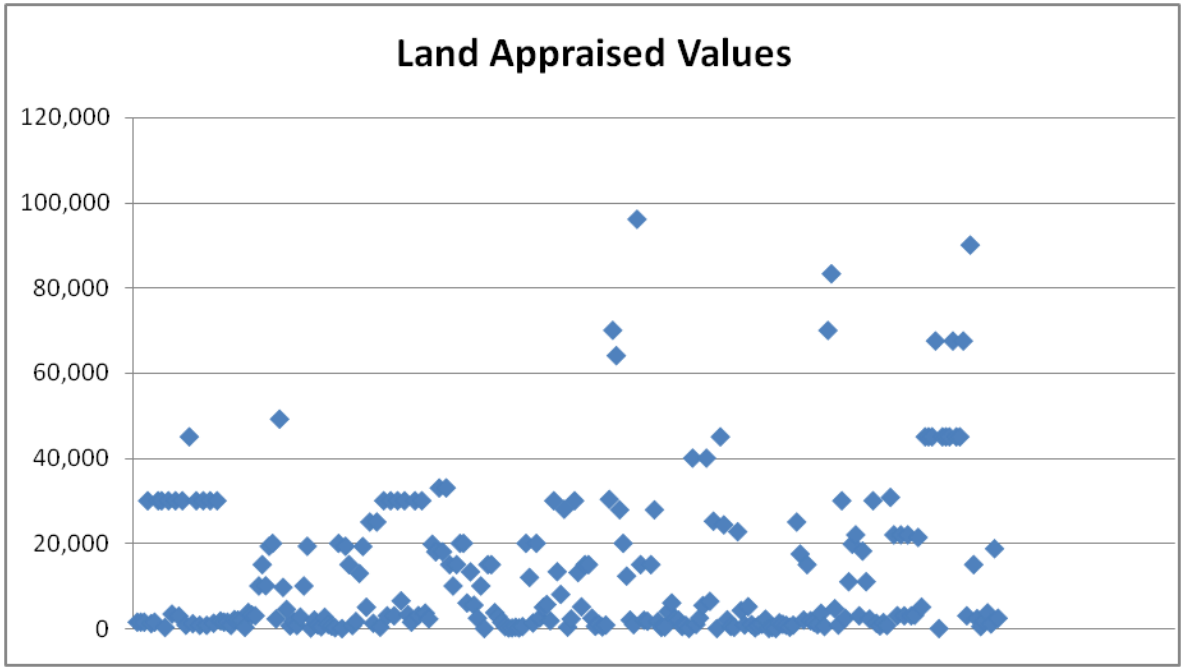


Charts – Scatter Plot

- Design a Scatter Plot of the Appraised Values in the Land File Worksheet
  - Highlight the APPRAISED_VALUE column
  - Go to Insert Tab
  - Select Scatter



Charts – Scatter Plot



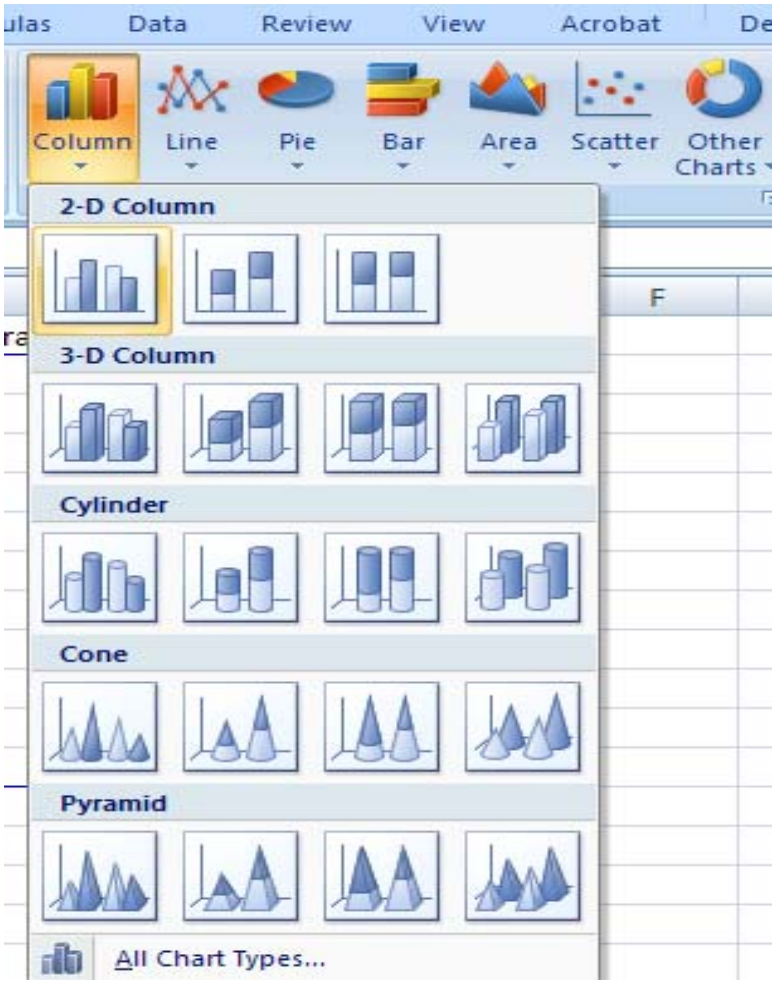
- Can use Design, Layout and Format menus specific to the chart to change how the chart is presented
- Update chart title in chart directly
  - Land Appraised Values

Charts – Column Chart

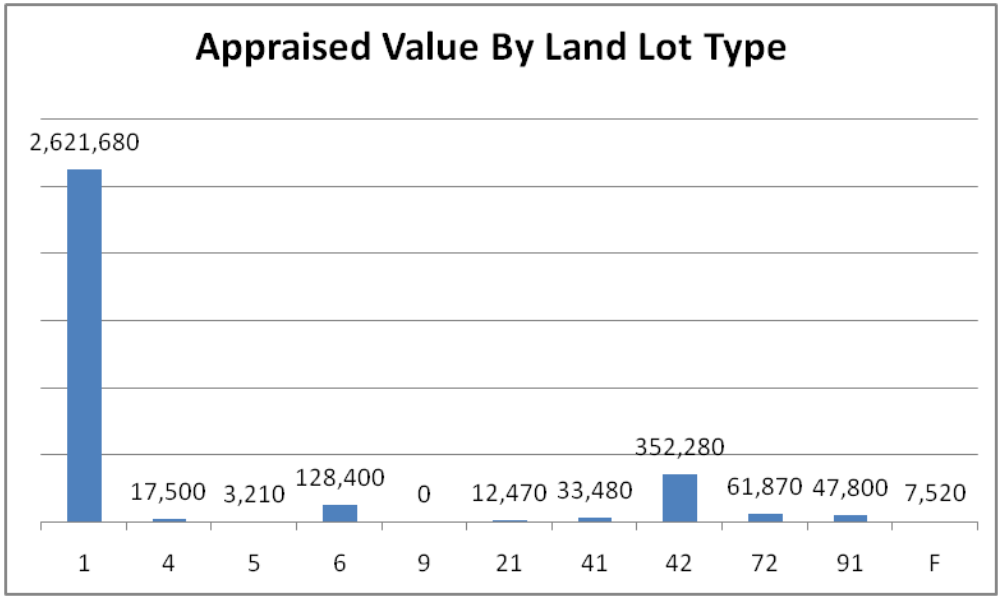
- Design a Column Chart showing Appraised Value by Land Lot Type
  - Create chart data
    - Copy (right click or Ctrl-C) Land Lot Type Code column and paste (right click or Ctrl-V) to Sheet 2
    - Remove duplicates (Data Menu)
    - Create SUMIF statements to add Appraised Value by Land Lot Type Code
      - Determine what needs to be permanent in the formula
      - =SUMIF('LandFile'!$G$2:$G$250,Sheet2!B2,'LandFile'!$L$2:$L$250)

Charts – Column Chart

- Design a Column Chart showing Appraised Value by Land Lot Type (continued)
  - Add Appraised Value heading on Sheet 2
  - Select chart data on Sheet 2
  - Go to Insert Tab
  - Select Column Chart – 2-D Column



Charts – Column Chart



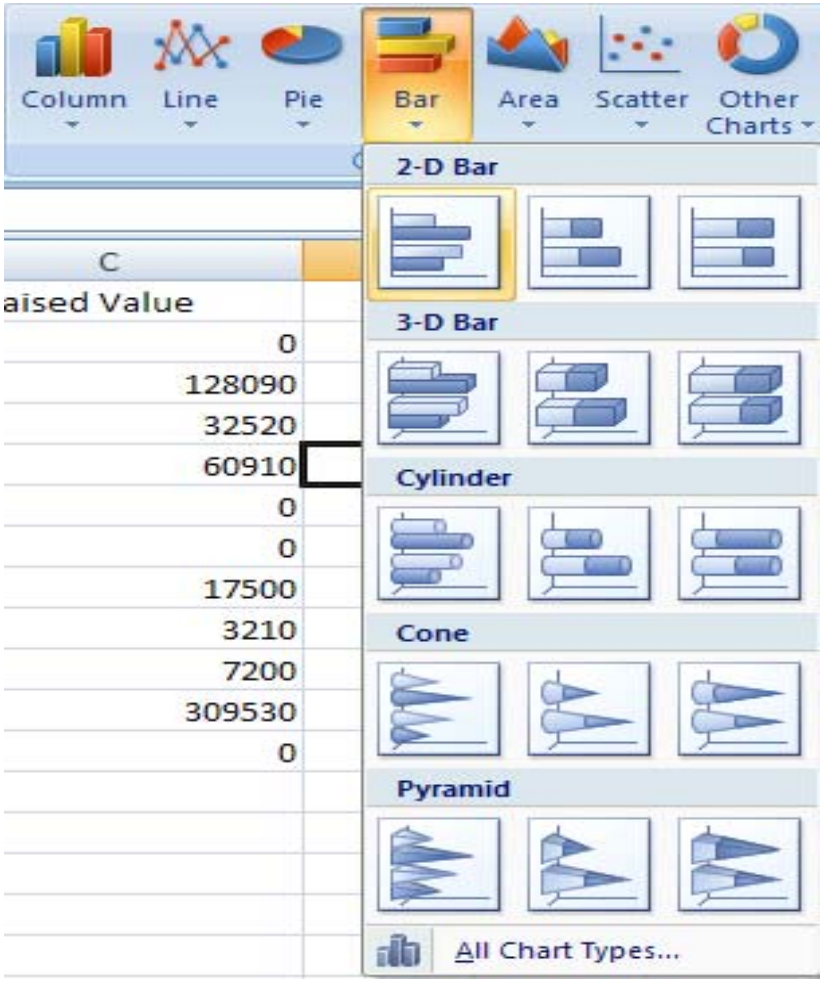
- Can use Design, Layout and Format menus specific to the Chart to change how the Chart is presented
  - Add Appraised Value totals to top of columns
- Update chart title in chart directly
  - Appraised Value by Land Lot Type

Charts – Bar Chart

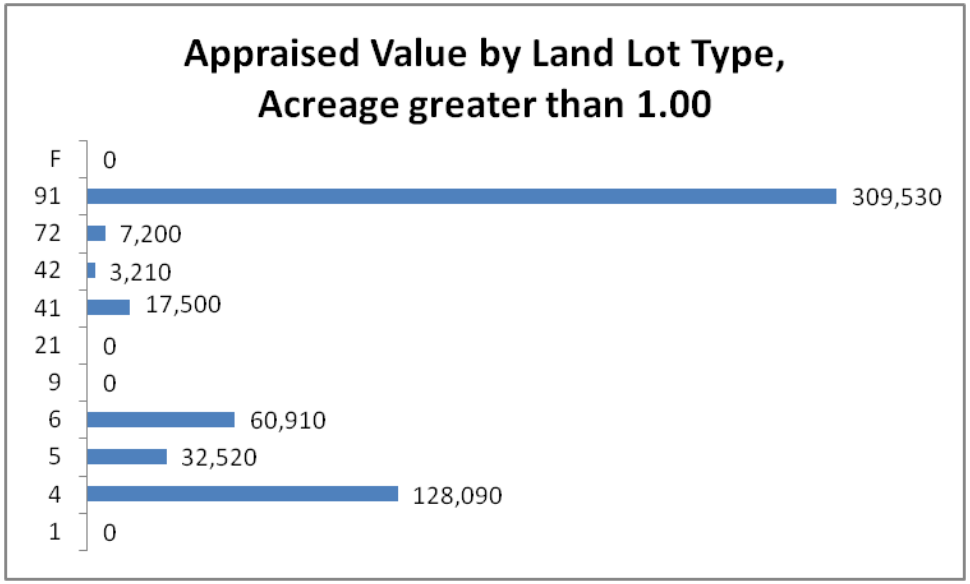
- Design a Bar Chart showing Appraised Value by Land Lot Type IF Acreage is greater than 1
  - Create chart data
    - Create a column for AV Acreage greater than 1 by adding heading in Column C of Sheet 2
    - Create SUMIFS statement to add Appraised Value by Land Lot Type Code if Acreage is greater than 1
      - Determine what needs to be permanent in the formula
      - =SUMIFS('Land File'!$L$2:$L$250,'Land File'!$Y$2:$Y$250,“TRUE", 'Land File'!$G$2:$G$250,Sheet2!B2)

Charts – Bar Chart

- Design a Bar Chart showing Appraised Value by Land Lot Type IF Acreage is greater than 1.00 (continued)
  - Select chart data on Sheet 2
  - Go to Insert Menu
  - Select Bar – 2-D Column



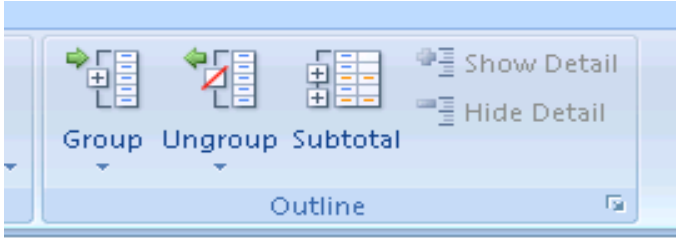
Charts – Bar Chart

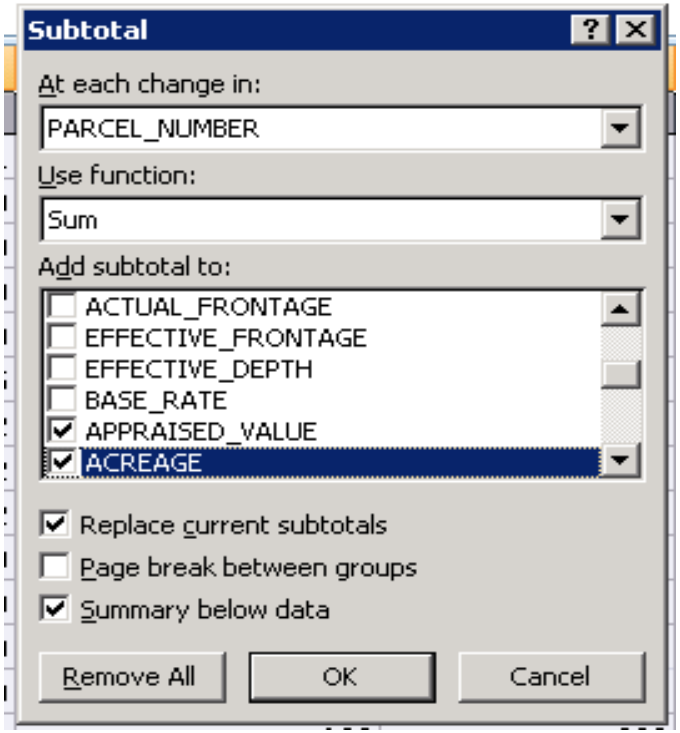


- Can use Design, Layout and Format menus specific to the Chart to change how the Chart is presented
  - Add Appraised Value totals to the end of the bars
- Update chart title in chart directly
  - Appraised Value by Land Lot Type

Subtotal

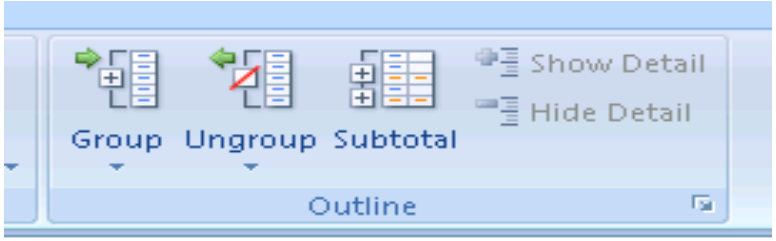
- Located on Data Tab
- Subtotal Appraised Value and Acreage by Parcel Number
  - Select full data range
  - Select Subtotal button on Data Tab
  - Select PARCEL NUMBER in drop down box for At Each Change In
  - Use Function SUM
  - Check Appraised Value and Acreage as columns to Add subtotals to
  - Hit OK

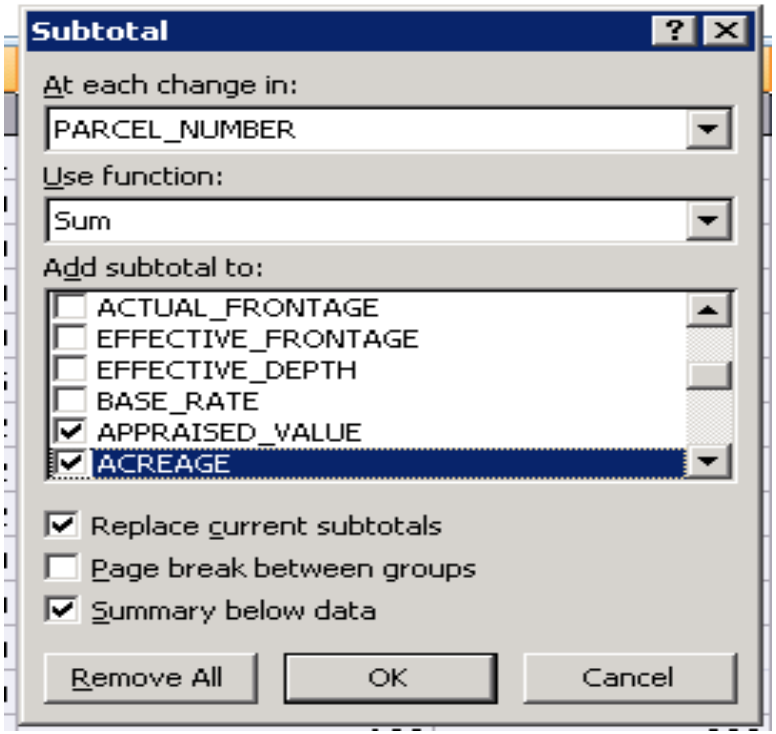




Subtotal

- To remove the Subtotal
  - Highlight the entire spreadsheet
  - Go to the Subtotal command on Data Tab
  - Click on Remove All

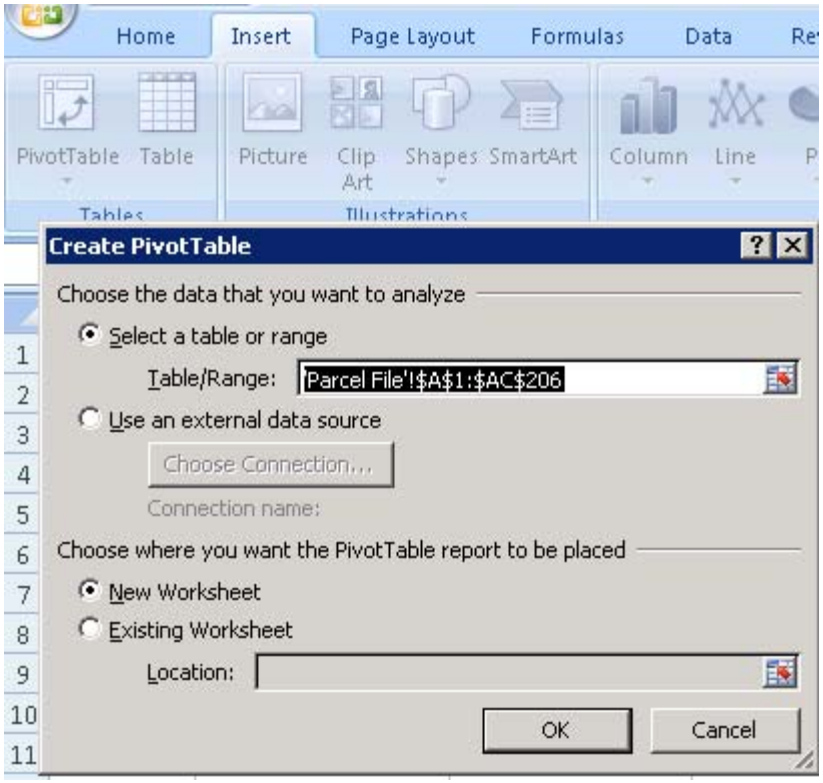




Pivot Tables

- Open the Parcel File Worksheet .
- Make sure each column has a heading, as it will be carried over to the Field List.
- Make sure your cells are properly formatted for their data type.
- Highlight your data range.

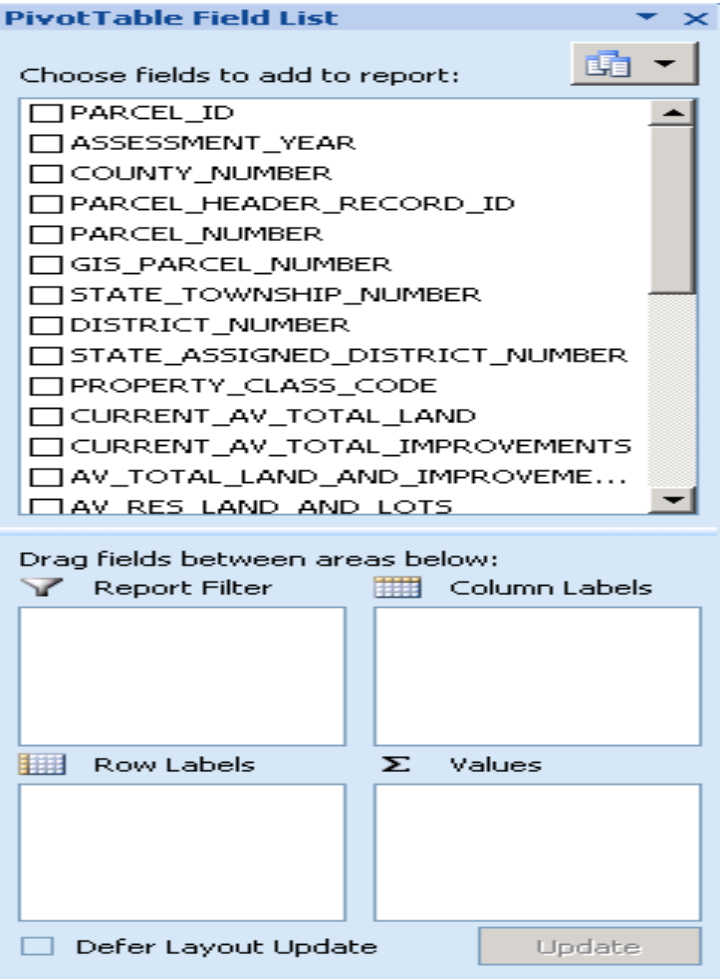
Pivot Tables



- Click the Insert tab.
- Select the PivotTable button from the Tables group.
- Select PivotTable from the list.
- Double-check your Table/Range.
- Select the radio button for New Worksheet.
- Click OK.

Pivot Tables

- A box with the data fields will appear.
- Click on the check boxes of the fields you want to include in your table.
- Drag the desired fields to the areas below to form your table
  - Report Filter
  - Row/Column Labels
  - Values
- A table of the data will appear on the spreadsheet.



Pivot Tables

- Create a Pivot Table using the Parcel File Worksheet, showing AV Total Land and Improvements by Property Class Code and State Assigned Taxing District
  - Click on the Property Class Code field & drop into the columns box
  - Click on the State Assigned Taxing District Field & drop into rows box
  - Click on AV Total Land and Improvements and drop into values

Sum of CURRENT_AV_TOTAL_IMPROVEMEN	Column Labels				
Row Labels	001	002	003	(blank)	Grand Total
100	-		-		-
101	65,000		2,184,500		2,249,500
199	52,800		12,900		65,700
499			150,000		150,000
500	-		-		-
501	-		-		-
510	3,294,100	85,500	3,256,800		6,636,400
511	468,700	70,500	1,063,800		1,603,000
512			235,800		235,800
520	113,100				113,100
541	40,000				40,000
590	-		-		-
599	7,700	21,100	1,100		29,900
610			-		-
620	-				-
640	-				-
685			1,400		1,400
699			-		-
(blank)					
Grand Total	4,041,400	177,100	6,906,300		11,124,800

PivotTable Field List

Choose fields to add to report:

- ASSESSMENT_YEAR
- COUNTY_NUMBER
- PARCEL_HEADER_RECORD_ID
- PARCEL_NUMBER
- GIS_PARCEL_NUMBER
- STATE_TOWNSHIP_NUMBER
- DISTRICT_NUMBER
- STATE_ASSIGNED_DISTRICT_NU...
- SECTION_AND_PLAT
- ROUTING_NUMBER
- PROPERTY_ADDRESS
- PROPERTY_ADDRESS_CITY
- PROPERTY_ADDRESS_ZIP_CODE

Drag fields between areas below:

Report Filter | Column Labels: STATE_ASSI...

Row Labels: PROPERTY_C... | Σ Values: Sum of CURR...

Defer Layout Update | Update

Land File | Chart Data | Text To Columns | Sheet2

Microsoft Excel Quiz 2

Quiz 2, Question 1:

Graphs, Pivot Tables, and the Subtotal command are all tools used to help summarize and display data.

1. True

2. False

Microsoft Excel Quiz 2

Quiz 2, Question 1:

Graphs, Pivot Tables, and the Subtotal command are all tools used to help summarize and display data.

Answer:

True

Each tool can be used to display and summarize data, but depending on your purpose, one tool might be better than the other.

Microsoft Excel Quiz 2

Quiz 2, Question 2:

The only mathematical operation that can be used in a Pivot is a summation.

1. True

2. False

Microsoft Excel Quiz 2

Quiz 2, Question 2:

The only mathematical operation that can be used in a Pivot is a summation.

Answer:

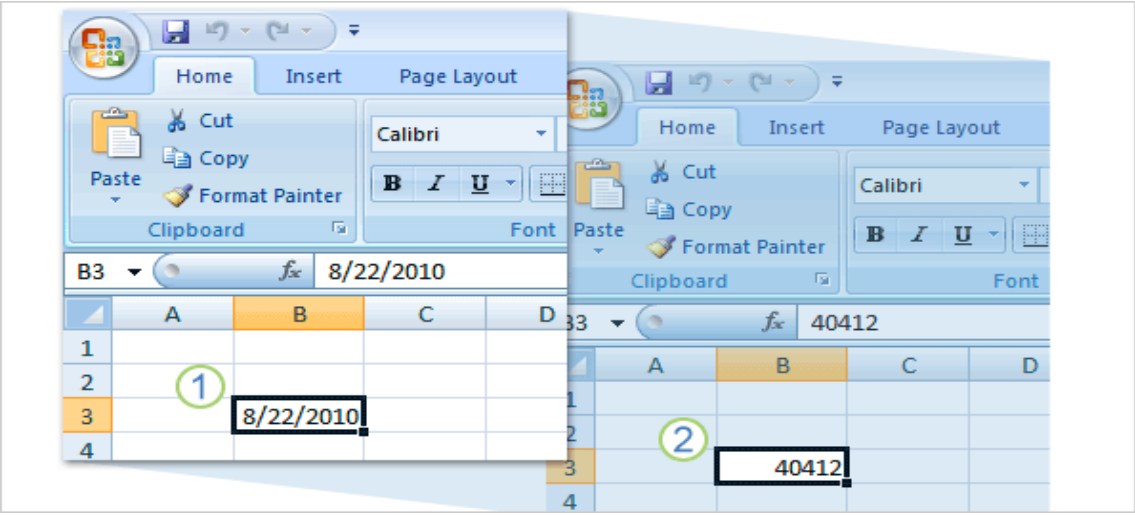
False

Pivot Tables can do a variety of operations such as: sum, county, average, max, min, product, etc..

LESSON 3:

DATES IN EXCEL

Dates in Excel

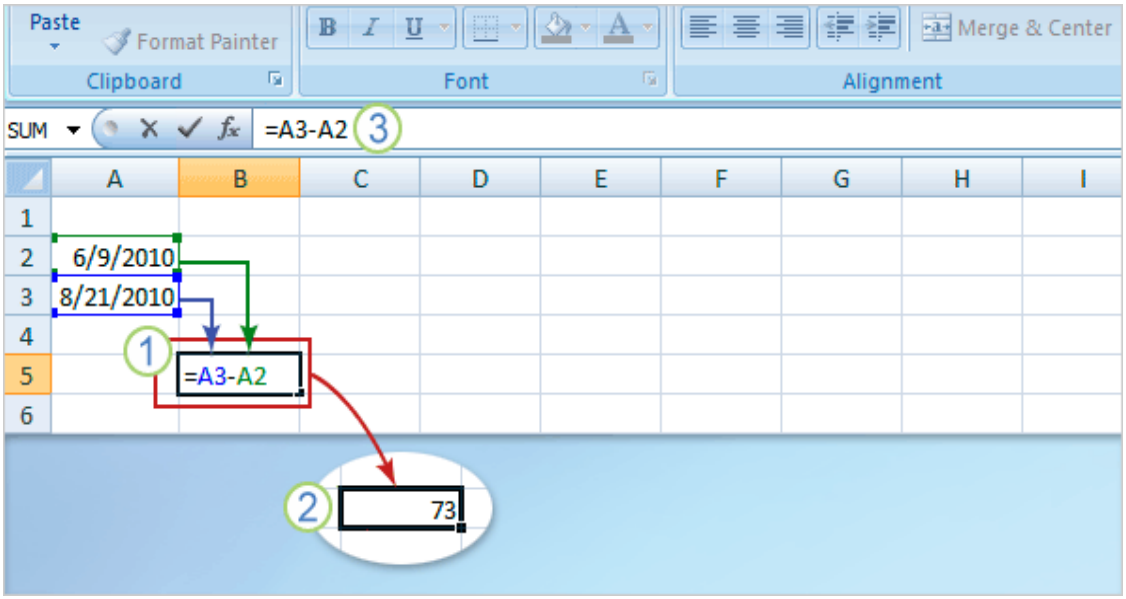


Whether you type 8/22/2010, 22-Aug-2010, or even August 22, 2010, it's all stored in Excel as serial number 40412.

- Storing dates as numbers allows for date arithmetic which is extremely useful for project management.
  - Examples:
    - Number of days between two dates.
    - Number of <u>workdays</u> between two dates.
    - The date after a number of workdays.

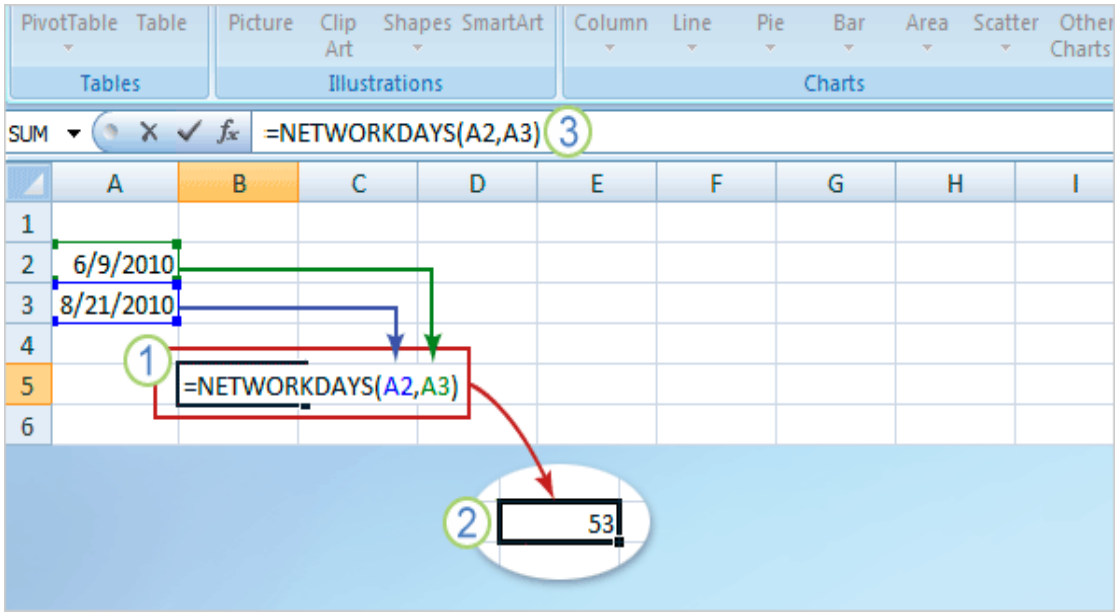
Dates in Excel – # of Days

- Imagine that today is June 9, 2010. Your vacation starts on Aug. 21, 2010. You want to find out how many days there are until vacation.
  - Type =A3-A2 into an empty cell
  - The result is that there are 73 days between the two dates.



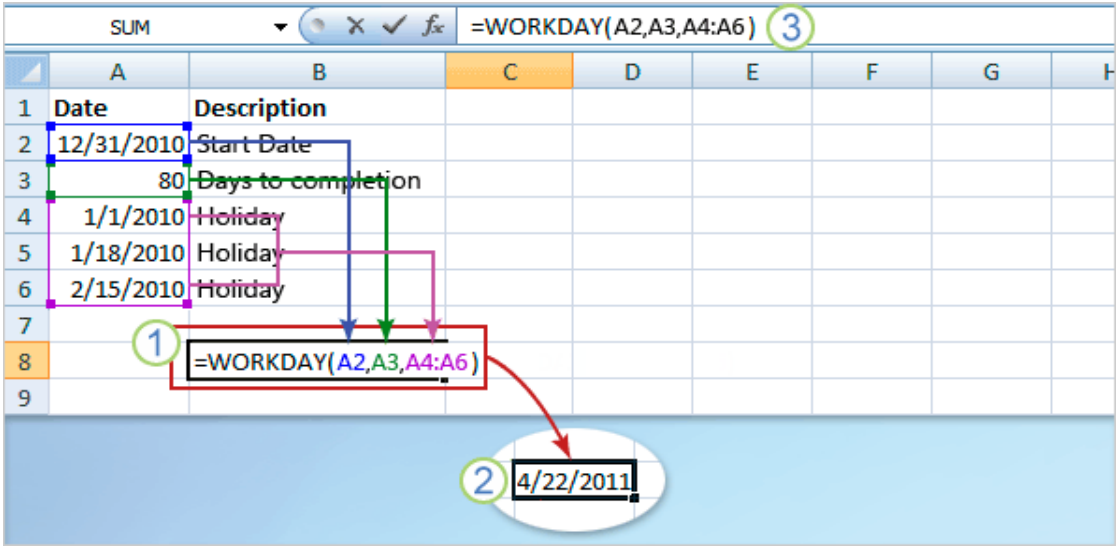
Dates in Excel – # of Workdays

- It's still June 9, 2010, and your vacation still starts on August 21, 2010, but now you want to find how many <u>workdays</u> until vacation.
  - Type =NETWORKDAYS(A2,A3) into an empty cell
    - The result is that there are 53 days between the two dates.



Dates in Excel – Exact Date

•Imagine that you have approximately 80 workdays in which to complete a project that begins on 12/31/2010, and you need to find the project end date.



- Type into an empty cell: =WORKDAY(A2,A3,A4:A6)
  - Where
    - Cell A2 is the project beginning date
    - Cell A3 are the number of days needed to complete the project
    - Cells A4:A6 holidays that likely to affect the calculation
- The project must be completed by 4/22/2011.

Microsoft Excel Quiz 3

Quiz 3:

Which function would you use to find the number of workdays between two dates?

1. WORKDAY
2. NETWORKDAYS
3. DATEIN

Microsoft Excel Quiz 3

Quiz 3:

Which function would you use to find the number of workdays between two dates?

Answer:

NETWORKDAYS

LESSON 4:

IMPORT A TEXT FILE

Sample Data

- In order to complete these hands-on exercises, you will need the OILGAS.txt file downloaded to your computer.

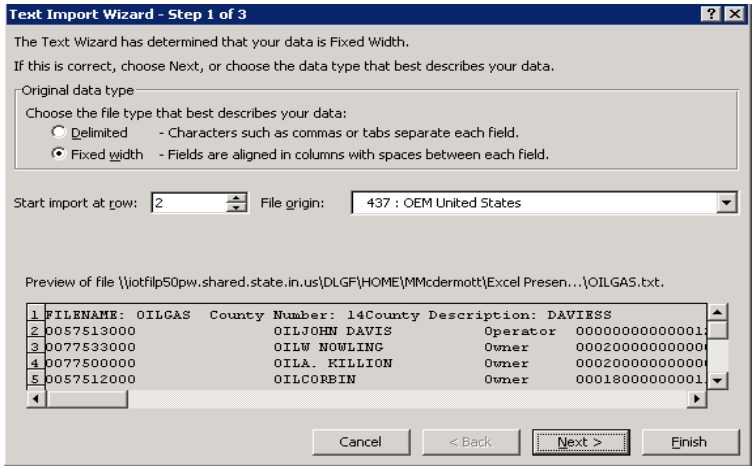
- While we are using this file in our examples, the functionality discussed could be used with other files created by you or generated by your CAMA system.

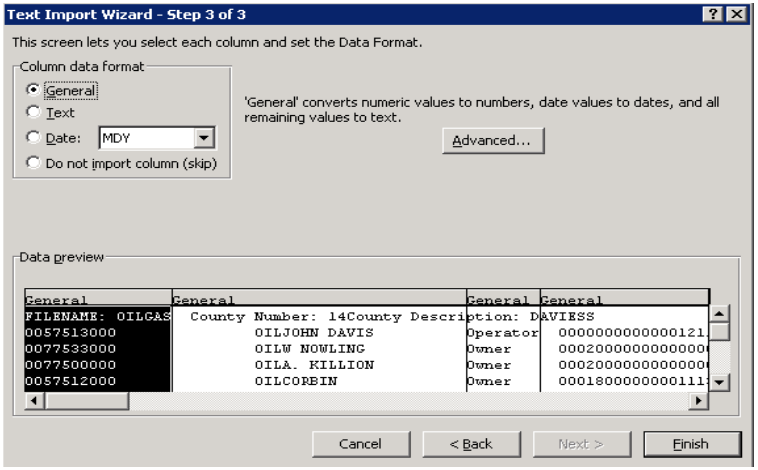
Import Text File Into Excel

- Open a blank excel spreadsheet. Click the Office Button.
- Click on OPEN (or use the icon button)
- Navigate to where you saved the OilGas.txt file and open it.
- Highlight the filename you want to open and click OPEN.
- A TEXT IMPORT WIZARD box will open prompting you to select how you want the data to appear when viewed using excel.

Import Text File Into Excel

- The Wizard allows you to choose column formats, provides data preview, and other advanced settings.
  - Click on Fixed Width
  - Start import at Row 2, click Next
  - Using the file specifications in 50 IAC 26, move break lines to desired positions, when done click Next
  - Click General for data format
- Click on Finish.





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