



GWRRRA UNIVERSITY

HOW-TO

How to use Microsoft Excel to manipulate the data on an ARL

Microsoft Excel is a powerful tool. We suggest making a backup copy of whatever file you are working on and keep the original Master copy unedited.

Manipulate the data of the copy and if it gets in such a condition that you feel the data is suspect or wrong, merely delete it and make another copy of the Master file and begin again.

The following commands and instructions apply to Microsoft EXCEL 2007, earlier and subsequent versions have similar but not exactly the same commands and instructions and you will need to consult instructions specific to each Version.

Let's begin with opening the ARL file:



Click the "Office button" in the top left of the screen – select "Open" and choose your file from the "Recent Documents" selection presented if it is present, or navigate to the location of the file.

If you have chosen to open the "Full Area Report" you will see a spreadsheet filled with information on the GWRRRA members in your Area. Columns "A" – "U" contain information on your GWRRRA members and "Row 1" has what is known as "Header" information identifying the information in each column. For more details description of the data in each row, click on the bottom left of the spreadsheet in the REPORT KEY tab.

To sort the data in the spreadsheet, perform the following steps.

1 – Select location A2 by clicking on that cell. You will see a thick black box surrounding the cell this indicates that it is the current active cell. Hold down the "Shift" key on the keyboard and using the right Arrow Key



highlight the entire row. Now, while still holding the "Shift" key down, use the down Arrow key and continue down the spreadsheet till you have reached the bottom of the rows that contain names, NOT every row in the spreadsheet.

Release the Shift key and move the mouse to the top of the screen and select the tab named "Data". In the left center portion of the choices on the "Data" tab, you will see the button named "Sort": as shown below. You will typically NOT need to add a level, instead, just select the drop-down box labeled "Sort on" and click the arrow on the right-hand side. You will see the names of your headers in Row A2. Click on whichever one you want/need (such as Lname, GW_ID, etc.).

The "Order" box is set to "Smallest to Largest" by default, so merely click ok to see the results of your sort.

The screenshot shows the Microsoft Excel interface with the 'Sort' dialog box open. The dialog box has three main sections: 'Column', 'Sort On', and 'Order'. The 'Sort by' dropdown is set to 'Percent of Total', and the 'Order' dropdown is set to 'Smallest to Largest'. A callout box points to the 'Order' dropdown with the text 'Click here to set the sort order.' Another callout box points to the 'Sort by' dropdown with the text 'Down arrow for the Sort by box'. A third callout box points to the 'Add Level Button' in the dialog box with the text 'Add Level Button'. A fourth callout box points to the 'Sort' button in the ribbon with the text 'Sort Button'. A fifth callout box points to the range A2:F11 in the spreadsheet with the text 'The range A2:F11 has been highlighted.'

Category	Percent of Total	Monthly Spend	Annual Spend	LY Spend	Percent Change
Entertainment	11.1%	\$ 167	\$ 2,000	\$ 2,250	-11.1%
Vacation	8.4%	\$ 125	\$ 1,500	\$ 2,000	-25.0%
Miscellaneous	7.0%	\$ 104	\$ 1,250	\$ 1,558	-19.8%
Totals		\$ 1,496	\$ 17,950	\$ 18,858	7%

Number of Categories: 9
Average Spend: \$ 1,994