

Excel Database Management

Excel Database Management

How to use AutoFill

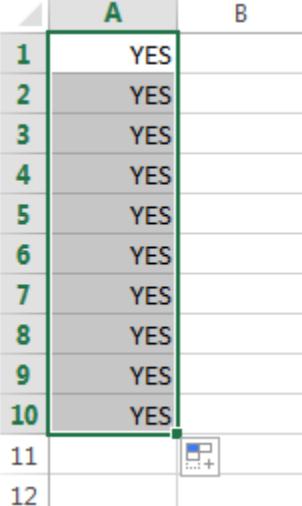
Whether you just want to copy the same value down or need to get a series of numbers or text values, **fill handle in Excel** is the feature to help. It's an irreplaceable part of the **AutoFill option**. Fill handle is a small square that appears in the bottom-right corner when you select a cell or range.

	A	B	C	D
1	1	2011	a	
2	2	2012	b	
3	3	2013	c	
4				
5				

The scheme is simple. Whenever you need to get a series of values in the adjacent cells, just click on the Excel fill handle to see a small black cross and drag it vertically or horizontally. As you release the mouse button, you will see the selected cells filled with the values depending on the pattern you specify.



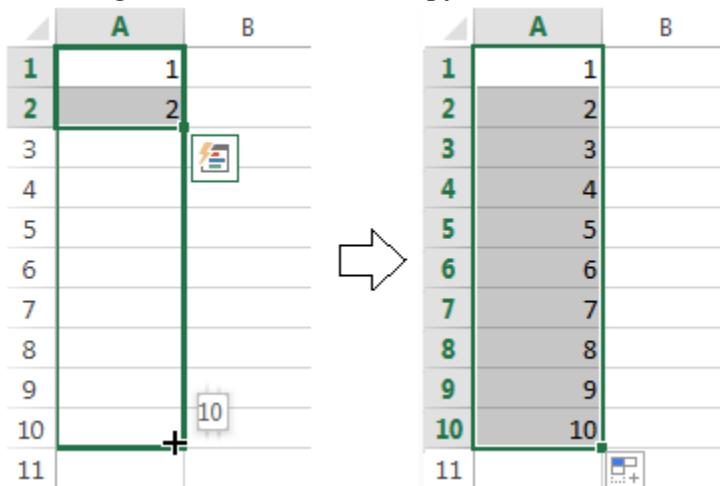
	A	B
1	YES	
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		



One of the most popular questions is how to autofill numbers in Excel. This can also be dates, times, days of the week, months, years and so on. In addition, Excel's AutoFill will follow any pattern.

Excel Database Management

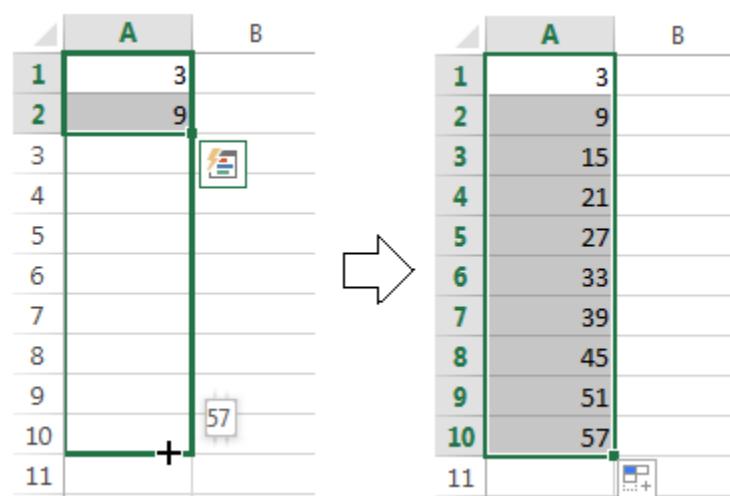
For example, if you need to continue a sequence, just enter the first two values into the starting cell and grab the fill handle to copy the data across the specified range.



The diagram shows two screenshots of an Excel spreadsheet. In the first screenshot, cells A1 and A2 contain the values 1 and 2 respectively. The fill handle (a small square icon with a plus sign) is being拖动 (dragged) from cell A2 down to cell A10. In the second screenshot, the range A1:A10 now contains the values 1 through 10, demonstrating the use of the fill handle to auto-populate a sequence.

A	B
1	1
2	2
3	
4	
5	
6	
7	
8	
9	
10	10
11	

You can also auto-populate any arithmetic progression sequence where the difference between numbers is constant.



The diagram shows two screenshots of an Excel spreadsheet. In the first screenshot, cells A1 and A2 contain the values 3 and 9 respectively. The fill handle is being拖动 (dragged) from cell A2 down to cell A10. In the second screenshot, the range A1:A10 now contains the values 3, 9, 15, 21, 27, 33, 39, 45, 51, and 57, demonstrating the use of the fill handle to auto-populate an arithmetic progression sequence.

A	B
1	3
2	9
3	
4	
5	
6	
7	
8	
9	
10	57
11	

Excel Database Management

It will even alternate sequences if the selected cells don't relate to each other numerically, like on the picture below.

A	B
1 Sample 1	
2 Picture 2	
3	
4	
5	
6	
7	
8	
9	
10	
11	

A	B
1 Sample 1	
2 Picture 2	
3 Sample 2	
4 Picture 3	
5 Sample 3	
6 Picture 4	
7 Sample 4	
8 Picture 5	
9 Sample 5	
10 Picture 6	
11	

And it goes without saying, that you can use the AutoFill option to copy a value across your range. I think you already know how to make the same value appear in the adjacent cells in Excel. You just need to enter this number, text, or their combination, and drag it across the cells using the fill handle.

Presume you have already heard of the features I described above. I still believe, some of them appeared new to you. So go on reading to learn even more about this popular yet under-explored tool.

All AutoFill Excel options - see the fill handle at its best

Double-click to automatically populate a large range

Suppose you have a huge database with names. You need to assign a serial number to each name. You can do it in a flash by entering the first two numbers and double-clicking the Excel

Excel Database Management

fill handle.

The diagram illustrates the use of the fill handle in Excel to copy data from row 2 to row 20. On the left, a screenshot of an Excel spreadsheet shows rows 1 through 20. Row 1 contains the header "The following data were generated randomly". Rows 2 through 20 contain three columns: "First Name", "Last Name", and "Number". In row 2, the "Number" column has the value "1" in cell C2 and "2" in cell C3. A green plus sign icon is located at the bottom right corner of cell C3, indicating it is selected. An orange arrow points from this icon to the corresponding cell in row 20, which also has the value "2" in cell C20. The right side of the diagram shows the resulting data after the fill operation, where the "Number" column now contains values from 1 to 18, corresponding to the first 18 rows of data.

A	B	C	D
1	The following data were generated randomly		
2	First Name	Last Name	Number
3	Helen	Twain	1
4	Anna	Connon	2
5	Bryan	Johnson	
6	David	Fisher	
7	Sandra	Williams	
8	Gary	Rich	
9	Marie	Clark	
10	Alfred	Cutting	
11	Sean	Rice	
12	Steve	Bower	
13	Gary	Abner	
14	David	Polzin	
15	Jean	Finneran	
16	Gary	Bradley	
17	Boruch	Rich	
18	Alex	Walsh	
19	Gloria	Mitchell	
20	Boruch	Laping	

A	B	C	D
1	The following data were generated randomly		
2	First Name	Last Name	Number
3	Helen	Twain	1
4	Anna	Connon	2
5	Bryan	Johnson	3
6	David	Fisher	4
7	Sandra	Williams	5
8	Gary	Rich	6
9	Marie	Clark	7
10	Alfred	Cutting	8
11	Sean	Rice	9
12	Steve	Bower	10
13	Gary	Abner	11
14	David	Polzin	12
15	Jean	Finneran	13
16	Gary	Bradley	14
17	Boruch	Rich	15
18	Alex	Walsh	16
19	Gloria	Mitchell	17
20	Boruch	Laping	18

Note. This hint will only work if you have values to the left or right of the column you need to fill as Excel looks at the adjacent column to define the last cell in the range to fill. Please also keep in mind that it will populate by the longest column in case you have values to the right and to the left of the empty range you want to fill down.

Excel - Fill down a series of values that contain text

It's not a problem for the AutoFill option to copy across the values that contain both text and numerical values. Moreover, Excel is quite smart to know that there are only 4 quarters or that

Excel Database Management

some ordinal numbers need the corresponding letter suffixes.

	A	B	C	D
1	1st	Quarter 1	Day 1	
2	2nd	Quarter 2	Day 2	
3	3rd	Quarter 3	Day 3	
4	4th	Quarter 4	Day 4	
5	5th	Quarter 1	Day 5	
6	6th	Quarter 2	Day 6	
7	7th	Quarter 3	Day 7	
8	8th	Quarter 4	Day 8	
9	9th	Quarter 1	Day 9	
10	10th	Quarter 2	Day 10	
11				
12				

Use the AutoFill option to get repeating series

If you need a series of recurring values, you can still use the fill handle. For example, you need to repeat YES, NO, TRUE, FALSE sequence. First, enter all these values manually to give Excel a pattern. Then just grab the fill handle and drag it to the necessary cell.

A	B
1 YES	
2 NO	
3 TRUE	
4 FALSE	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	

Excel Database Management

Autofilling horizontally and vertically

Most likely, you use AutoFill to populate cells down a column. However, this feature also works if you need to extend a range horizontally, leftward or upward. Just select the cells with the value(s) and drag the fill handle to the needed direction.

	A	B	C	D	E	F	G	H
1	1	2	3	4	5		5	
2							4	
3							3	
4							2	
5		5	4	3	2	1		
6							1	
7								
8								

Autofill multiple rows or columns

The Excel Autofill can deal with data in more than one row or column. If you pick two, three or more cells and drag the fill handle they all will be populated.

	A	B	C	D	E
1	Cell 1	Cell 2	Cell 3	Cell 4	
2	Picture 1	Picture 2	Picture 3	Picture 4	
3	Box 1	Box 2	Box 3	Box 4	
4					

Excel 2010 gives you the ability to work with an **enormous amount of data**. Arranging your data alphabetically, from smallest to largest or other criteria can help you find the information you're looking for more quickly.

To Sort in Alphabetical Order:

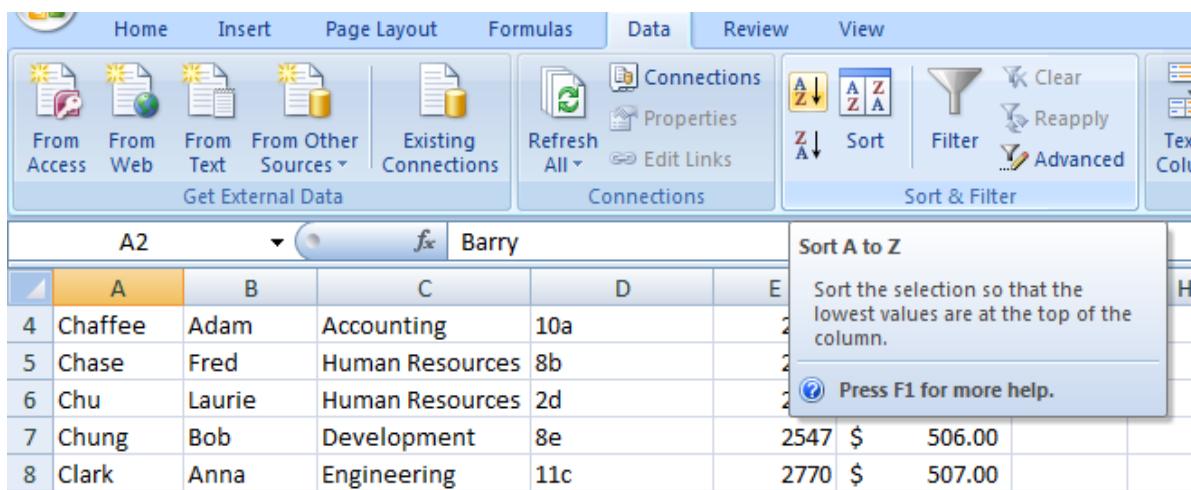
1. Select a cell in the column you want to sort by. In this example, we will sort by Last Name.

Excel Database Management

	A	B	C	D	E	F	G
1	Last Name	First Name	Department	Office Location	Extension	Bonus	
2	Barry	Angela	Accounting	3g	2667	\$ 500.00	
3	Boller	Mary	Development	8d	2544	\$ 501.00	
4	Chaffee	Adam	Accounting	10a	2678	\$ 503.00	
5	Chase	Fred	Human Resources	8b	2511	\$ 504.00	
6	Chu	Laurie	Human Resources	2d	2055	\$ 505.00	
7	Chung	Bob	Development	8e	2547	\$ 506.00	
8	Clark	Anna	Engineering	11c	2770	\$ 507.00	
9	Clark	John	Development	2c	2546	\$ 508.00	
10	Clarke	Joe	Engineering	11d	2776	\$ 509.00	
11	Cole	Daniel	Accounting	4c	2066	\$ 510.00	

Selecting a column to sort

2. Select the **Data** tab, and locate the **Sort and Filter** group.
3. Click the ascending command  to Sort A to Z, or the descending command  to Sort Z to A.



The screenshot shows the Microsoft Excel ribbon with the 'Data' tab selected. In the 'Sort & Filter' group, the 'Sort A to Z' button is highlighted. A tooltip window is open over the button, containing the text: 'Sort the selection so that the lowest values are at the top of the column.' and a note to 'Press F1 for more help.'

	A	B	C	D	E	F	G
4	Chaffee	Adam	Accounting	10a	2678	\$ 503.00	
5	Chase	Fred	Human Resources	8b	2511	\$ 504.00	
6	Chu	Laurie	Human Resources	2d	2055	\$ 505.00	
7	Chung	Bob	Development	8e	2547	\$ 506.00	
8	Clark	Anna	Engineering	11c	2770	\$ 507.00	

Sorting in ascending alphabetical order

4. The data in the spreadsheet will be organized alphabetically.

Excel Database Management

	A	B	C	D	E	F	G
1	Last Name	First Name	Department	Office Location	Extension	Bonus	
2	Barry	Angela	Accounting	3g	2667	\$ 500.00	
3	Boller	Mary	Development	8d	2544	\$ 501.00	
4	Chaffee	Adam	Accounting	10a	2678	\$ 503.00	
5	Chase	Fred	Human Resources	8b	2511	\$ 504.00	
6	Chu	Laurie	Human Resources	2d	2055	\$ 505.00	
7	Chung	Bob	Development	8e	2547	\$ 506.00	
8	Clark	Anna	Engineering	11c	2770	\$ 507.00	
9	Clark	John	Development	2c	2546	\$ 508.00	
10	Clarke	Joe	Engineering	11d	2776	\$ 509.00	
11	Cole	Daniel	Accounting	4c	2066	\$ 510.00	
12	Comuntzis	Mark	Executive	6a	2089	\$ 511.00	
13	Decker	Erica	Accounting	9e	2665	\$ 512.00	
14	Donnell	Susan	Accounting	3d	2688	\$ 514.00	
15	Ellis	Janet	Customer Service	2f	2109	\$ 515.00	
16	Fern	Elizabeth	Accounting	10b	2700	\$ 516.00	
17	Ferris	Jim	Human Resources	3c	2478	\$ 517.00	
18	Filosa	Alexandra	Facilities	6b	2110	\$ 518.00	
19	Flanders	Elizabeth	Engineering	1a	2046	\$ 502.00	
20	Grant	Sabrina	Development	12d	2967	\$ 519.00	
21	Paul	John	Customer Service	2f	2109	\$ 515.00	
22	Sanchez	Barbara	Tech. Support	2e	2099	\$ 513.00	
23							

Sorted by last name, from A to Z

Sorting options can also be found on the Home tab, condensed into the **Sort & Filter** command.

To Sort in Numerical Order:

- Select a cell in the column you want to sort by.

	A	B	C	D	E	F	G
1	Last Name	First Name	Department	Office Location	Extension	Bonus	
2	Flanders	Elizabeth	Engineering	1a	2046	\$ 502.00	
3	Chu	Laurie	Human Resources	2d	2055	\$ 505.00	
4	Cole	Daniel	Accounting	4c	2066	\$ 510.00	
5	Comuntzis	Mark	Executive	6a	2089	\$ 511.00	
6	Sanchez	Barbara	Tech. Support	2e	2099	\$ 513.00	
7	Ellis	Janet	Customer Service	2f	2109	\$ 515.00	
8	Paul	John	Customer Service	2f	2109	\$ 515.00	
9	Filosa	Alexandra	Facilities	6b	2110	\$ 518.00	
10	Ferris	Jim	Human Resources	3c	2478	\$ 517.00	
11	Chase	Fred	Human Resources	8b	2511	\$ 504.00	
12	Boller	Mary	Development	8d	2544	\$ 501.00	
13	Clark	John	Development	2c	2546	\$ 508.00	
14	Chung	Bob	Development	8e	2547	\$ 506.00	
15	Decker	Erica	Accounting	9e	2665	\$ 512.00	
16	Barry	Angela	Accounting	3g	2667	\$ 500.00	
17	Chaffee	Adam	Accounting	10a	2678	\$ 503.00	
18	Donnell	Susan	Accounting	3d	2688	\$ 514.00	
19	Fern	Elizabeth	Accounting	10b	2700	\$ 516.00	
20	Clark	Anna	Engineering	11c	2770	\$ 507.00	
21	Clarke	Joe	Engineering	11d	2776	\$ 509.00	
22	Grant	Sabrina	Development	12d	2967	\$ 519.00	
23							

Selecting a column

Excel Database Management

to sort

2. From the **Data** tab, click the **ascending command** to Sort Smallest to Largest, or the **descending command** to Sort Largest to Smallest.
3. The data in the spreadsheet will be organized numerically.

	A	B	C	D	E	F
1	Last Name	First Name	Department	Office Location	Extension	Bonus
2	Grant	Sabrina	Development	12d	2967	\$ 519.00
3	Clarke	Joe	Engineering	11d	2776	\$ 509.00
4	Clark	Anna	Engineering	11c	2770	\$ 507.00
5	Fern	Elizabeth	Accounting	10b	2700	\$ 516.00
6	Donnell	Susan	Accounting	3d	2688	\$ 514.00
7	Chaffee	Adam	Accounting	10a	2678	\$ 503.00
8	Barry	Angela	Accounting	3g	2667	\$ 500.00
9	Decker	Erica	Accounting	9e	2665	\$ 512.00
10	Chung	Bob	Development	8e	2547	\$ 506.00
11	Clark	John	Development	2c	2546	\$ 508.00
12	Boller	Mary	Development	8d	2544	\$ 501.00
13	Chase	Fred	Human Resources	8b	2511	\$ 504.00
14	Ferris	Jim	Human Resources	3c	2478	\$ 517.00
15	Filosa	Alexandra	Facilities	6b	2110	\$ 518.00
16	Ellis	Janet	Customer Service	2f	2109	\$ 515.00
17	Paul	John	Customer Service	2f	2109	\$ 515.00
18	Sanchez	Barbara	Tech. Support	2e	2099	\$ 513.00
19	Comuntzis	Mark	Executive	6a	2089	\$ 511.00
20	Cole	Daniel	Accounting	4c	2066	\$ 510.00
21	Chu	Laurie	Human Resources	2d	2055	\$ 505.00
22	Flanders	Elizabeth	Engineering	1a	2046	\$ 502.00
23						

Sorted by Extension, from smallest to largest

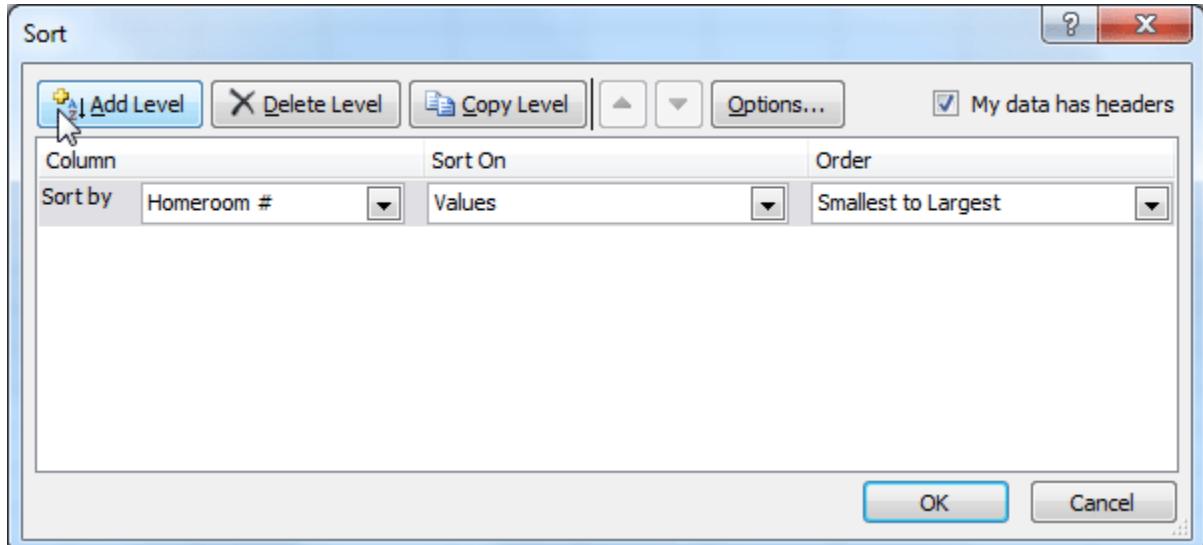
Sorting Multiple Levels

Another feature of custom sorting, **sorting multiple levels** allows you to identify which columns to sort by and when, giving you more control over the organization of your data. For example, you could sort by more than one cell color (such as red, then yellow, then green, to indicate different levels of priority); or, as seen here, sort students by homeroom number, then by last name.

To Add a Level:

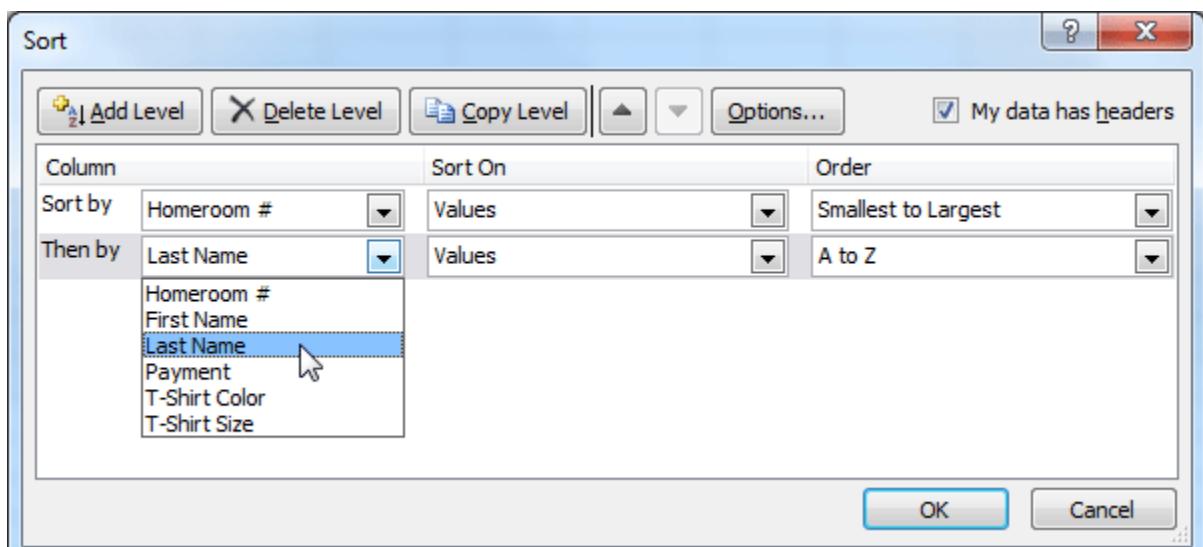
1. From the **Data** tab, click the **Sort** command to open the **Sort** dialog box.
2. Identify the first item you want to **Sort by**. In this example, we will sort Homeroom # from Smallest to Largest.
3. Click **Add Level** to add another item.

Excel Database Management



Adding a level

4. Identify the item you want to sort by next. We will sort Last Name from A to Z.



Choosing criteria for a second level

5. Click **OK**.
6. The spreadsheet will be sorted so that homeroom numbers are in order, and within each homeroom, students are listed alphabetically by last name.

Excel Database Management

	A	B	C
1	Homeroom #	First Name	Last Name
2	105	Nathan	Albee
3	105	Christiana	Chen
4	105	Sidney	Kelly
5	105	Derek	MacDonald
6	105	Melissa	White
7	105	Esther	Yaron
8	110	Kris	Ackerman
9	110	Matt	Benson
10	110	Gabriel	Del Toro
11	110	Regina	Olivera
12	135	Anisa	Naser
13	135	James	Panarello
14	135	Lia	Richards
15	135	Jordan	Weller
16	135	Chantal	Weller
17	135	Alex	Yuen

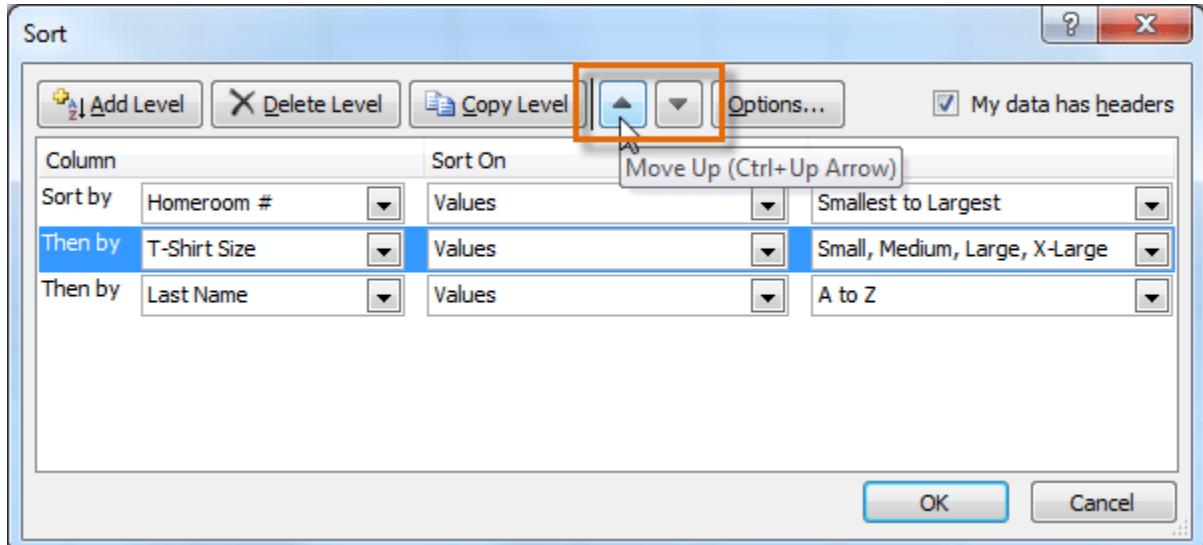
Sorted by multiple levels

Copy Level will add a level by duplicating the one you have selected, and allowing you to modify the sorting criteria. This is useful if you need to sort multiple levels that share some criteria, such as the same Column, Sort On, or Order.

To Change the Sorting Priority:

1. From the **Data** tab, click the **Sort** command to open the **Custom Sort** dialog box.
2. Select the **level** you want to re-order.
3. Use the **Move Up** or **Move Down** arrows. The higher the level is on the list, the higher its priority.

Excel Database Management



Changing the sorting priority

4. Click **OK**.

Filtering Data

Filters can be applied in many different ways to improve the performance of your worksheet. You can filter text, dates, and numbers. You can even use more than one filter to further narrow down your results.

To Filter Data:

In this example, we will filter the contents of an equipment log at a technology company. We will display only the laptops and projectors that are available for check-out.

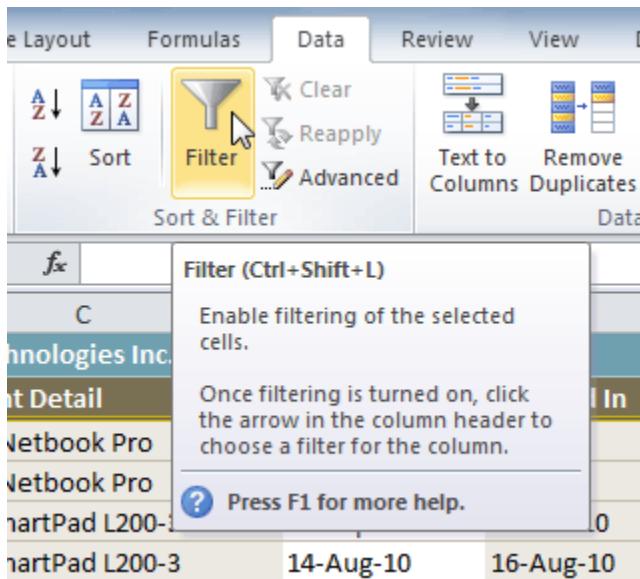
1. Begin with a worksheet that identifies each column using a header row.

Excel Database Management

	A	B	C	D
1	Equipment Log — Ragnar Technologies Inc.			
2	ID #	Type	Equipment Detail	Checked Out
3	1011	Laptop	10" Saris Netbook Pro	04-Oct-10
4	1012	Laptop	10" Saris Netbook Pro	29-Sep-10
5	1021	Laptop	15" EDI SmartPad L200-3	15-Sep-10
6	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-10
7	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-10
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-10
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-10
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-10
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-10
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-10
13	2050	Other	EDI SmartBoard L500-1	05-Oct-10
14	2051	Other	EDI SmartBoard L500-1	01-Oct-10
15	3000	Other	Saris Lumina Digital Camera	12-May-10

Worksheet with header row

2. Select the **Data** tab, and locate the **Sort & Filter** group.
3. Click the **Filter** command.



Clicking the filter command

4. Drop-down arrows will appear in the header of each column.
5. Click the **drop-down arrow** for the column you would like to filter. In this example, we will filter the Type column to view only certain types equipment.

Excel Database Management

	A	B	C	D
1	Equipment Log — Ragnar Technologies Inc.			
2	ID #	Type	Equipment Detail	Checked Out
3	1011	Laptop	10" Acer Netbook Pro	04-Oct-10
4	1012	Laptop	10" Acer Netbook Pro	29-Sep-10
5	1021	Laptop	15" EDI SmartPad L200-3	15-Sep-10
6	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-10
7	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-10

Filtering a column

6. The **Filter** menu appears.
7. **Uncheck** the boxes next to the data you don't want to view. (You can uncheck the box next to **Select All** to quickly uncheck all.)
8. **Check** the boxes next to the data you do want to view. In this example, we will check Laptop and Projector to view only those types of equipment.

	A	B	C	D
1	Equipment Log — Ragnar Technologies Inc.			
2	ID #	Type	Equipment Detail	Checked Out
	Sort A to Z		ro	04-Oct-10
	Sort Z to A		ro	29-Sep-10
	Sort by Color		00-3	15-Sep-10
	Clear Filter From "Type"		00-3	14-Aug-10
	Filter by Color		00-3	08-Aug-10
	Text Filters		00-4X	26-Sep-10
	Search		o	04-Oct-10
	<input type="checkbox"/> (Select All)		o	19-Sep-10
	<input checked="" type="checkbox"/> Laptop		o	24-Sep-10
	<input type="checkbox"/> Other		o	25-Aug-10
	<input checked="" type="checkbox"/> Projector		o-1	05-Oct-10
	TV		o-1	01-Oct-10
			Camera	12-May-10
			igital Camera	27-Jul-10
			Camcorder	06-Oct-10
			Printer II	04-Aug-10
			aker	13-Jun-10
			Travel Bag	27-Jul-10
			aptop Case	04-Oct-10
22	4905	Other	7N Heavy Rolling Laptop Case	04-Oct-10
23	5020	TV	32" Paragon 440 Plasma TV	11-Aug-10

Selecting filter data

9. Click **OK**. All other data will be filtered, or temporarily hidden. Only laptops and projectors will be visible.

Excel Database Management

	A	B	C	D
1	Equipment Log — Ragnar Technologies Inc.			
2	ID #	Type	Equipment Detail	Checked Out
3	1011	Laptop	10" Saris Netbook Pro	04-Oct-10
4	1012	Laptop	10" Saris Netbook Pro	29-Sep-10
5	1021	Laptop	15" EDI SmartPad L200-3	15-Sep-10
6	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-10
7	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-10
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-10
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-10
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-10
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-10
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-10
26	6100	Projector	Omega VisX 1.0	28-Sep-10
27	6101	Projector	Omega VisX 1.0	26-Sep-10
28	6102	Projector	Omega VisX 1.0	22-Aug-10

Filtered worksheet

Filtering options can also be found on the Home tab, condensed into the **Sort & Filter** command.

To Add Another Filter:

Filters are additive, meaning you can use as many as you need to narrow down your results. In this example, we will work with a spreadsheet that has already been filtered to display only laptops and projectors. Now we will display only laptops and projectors that were checked out during the month of August.

1. Click the **drop-down arrow** where you would like to add a filter. In this example, we will add a filter to the Checked Out column to view information by date.
2. **Uncheck** the boxes next to the data you don't want to view. **Check** the boxes next to the data you do want to view. In this example, we will check the box next to August.

Excel Database Management

	A	B	C	D	E
1	Equipment Log — Ragnar Technologies Inc.				
2	ID #	Type	Equipment Detail	Checked Out	Checked In
3	1011	Laptop	10" S	A Z ↓ Sort Oldest to Newest	
4	1012	Laptop	10" S	Z A ↓ Sort Newest to Oldest	
5	1021	Laptop	15" E	Sort by Color	01-Oct-10
6	1022	Laptop	15" E	Clear Filter From "Checked Out"	16-Aug-10
7	1023	Laptop	15" E	Filter by Color	15-Aug-10
8	1025	Laptop	15" E	Date Filters	04-Oct-10
9	1031	Laptop	17" S	Search (All)	
10	1032	Laptop	17" S	(Select All)	26-Sep-10
11	1033	Laptop	17" S	2010	27-Aug-10
12	1034	Laptop	17" S	+ August	01-Oct-10
26	6100	Projector	Omega VisX 1.0	+ September	27-Sep-10
27	6101	Projector	Omega VisX 1.0	+ October	23-Aug-10
28	6102	Projector	Omega VisX 1.0	OK	04-Sep-10
29	6200	Projector	Saris X-10 Laptop		15-Sep-10
30	6301	Projector	Saris X-10 Laptop		
31	6302	Projector	Saris X-10 Laptop		
32					
33					
34					
35					

Selecting filter data

- Click **OK**. In addition to the original filter, the new filter will be applied. The worksheet will be narrowed down even further.

	A	B	C	D	E
1	Equipment Log — Ragnar Technologies Inc.				
2	ID #	Type	Equipment Detail	Checked Out	Checked In
6	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-10	16-Aug-10
7	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-10	15-Aug-10
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-10	27-Aug-10
28	6102	Projector	Omega VisX 1.0	22-Aug-10	23-Aug-10
32					

Worksheet with two filters

To Clear a Filter:

- Click the **drop-down arrow** in the column from which you want to clear the filter.
- Choose **Clear Filter From...**

Excel Database Management

	A	B	C	D	E
1	Equipment Log — Ragnar Technologies Inc.				
2	ID #	Type	Equipment Detail	Checked Out	Checked In
6	1022	Laptop	15" E	A Z ↓ Sort Oldest to Newest	16-Aug-10
7	1023	Laptop	15" E	Z A ↓ Sort Newest to Oldest	15-Aug-10
12	1034	Laptop	17" S	Sort by Color	27-Aug-10
28	6102	Projector	Omni	Clear Filter From "Checked Out"	23-Aug-10
32				Filter by Color	
33				Date Filters	
34				Search (All)	
35				<input type="text"/>	
36				<input checked="" type="checkbox"/> (Select All)	
37				<input checked="" type="checkbox"/> 2010	
38				<input checked="" type="checkbox"/> August	
39				<input type="checkbox"/> September	
40				<input type="checkbox"/> October	

Clearing a filter

3. The filter will be cleared from the column. The data that was previously hidden will be on display once again.

To instantly clear all filters from your worksheet, click the **Filter** command on the Data tab.

Advanced Filtering

To Filter Using Search:

Searching for data is a convenient alternative to checking or unchecking data from the list. You can search for data that contains an exact phrase, number, or date, or a simple fragment. For example, searching for the exact phrase "Saris X-10 Laptop" will display only Saris X-10 Laptops. Searching for the word "Saris," however, will display Saris X-10 Laptops, and any other Saris equipment, including projectors, digital cameras, and more.

1. From the **Data** tab, click the **Filter** command.
2. Click the **drop-down arrow** in the column you would like to filter. In this example, we will filter the Equipment Detail column to view only a specific brand.
3. Enter the data you would like to view in the **Search** box. We will enter the word "Saris" to find all Saris brand equipment. The search results will appear automatically.

Excel Database Management

The screenshot shows a Microsoft Excel spreadsheet titled "Equipment Log — Ragnar Technologies Inc.". The spreadsheet has four columns: A (ID #), B (Type), C (Equipment Detail), and D (Checked Out). The "Type" column is currently being filtered. A dropdown menu is open over the "Type" header, showing sorting options (Sort A to Z, Sort Z to A, Sort by Color), a clear filter option, a filter by color option, and a "Text Filters" option. The "Text Filters" option is selected, and a search dialog is displayed. The search term "saris" is entered in the search field. Below the search field, there is a list of items checked for inclusion: "(Select All Search Results)", "Add current selection to filter", and a list of Saris products: "10" Saris Netbook Pro", "17" Saris X-10 Laptop", "Saris Lumina Digital Camera", "Saris Lux T-80", "Saris Lux T-81 Lite", "Saris Zoom Z-60 Digital Camera", "U-Go Saris DigiCam Printer II", and "U-Go Saris Label Maker". At the bottom of the dialog are "OK" and "Cancel" buttons. The status bar at the bottom of the screen says "Entering a search".

4. **Check** the boxes next to the data you want to display. We will display all the data that includes the brand name Saris.
5. Click **OK**. The worksheet will be filtered according to your search term.

Excel Database Management

	A	B	C	D
1	Equipment Log — Ragnar Technologies Inc.			
2	ID #	Type	Equipment Detail	Checked Out
3	1011	Laptop	10" Saris Netbook Pro	04-Oct-10
4	1012	Laptop	10" Saris Netbook Pro	29-Sep-10
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-10
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-10
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-10
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-10
15	3000	Other	Saris Lumina Digital Camera	12-May-10
16	3005	Other	Saris Zoom Z-60 Digital Camera	27-Jul-10
18	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-10
19	3900	Other	U-Go Saris Label Maker	13-Jun-10
29	6200	Projector	Saris Lux T-80	01-Sep-10
30	6301	Projector	Saris Lux T-81 Lite	10-Sep-10
31	6302	Projector	Saris Lux T-81 Lite	08-Sep-10
32				

Worksheet filtered

using Search

To Use Advanced Text Filters:

Advanced text filters can be used to display more specific information, such as cells that contain a certain number of characters, or data that does *not* contain a word you specify. In this example, we will use advanced text filters to hide any equipment that is related to cameras, including digital cameras, camcorders, and more.

1. From the **Data** tab, click the **Filter** command.
2. Click the **drop-down arrow** in the column of **text** that you would like to filter. In this example, we will filter the Equipment Detail column to view only certain kinds of equipment.
3. Choose **Text Filters** to open the advanced filtering menu.
4. Choose a **filter**. In this example, we will choose **Does Not Contain** to view data that does not contain the text we specify.

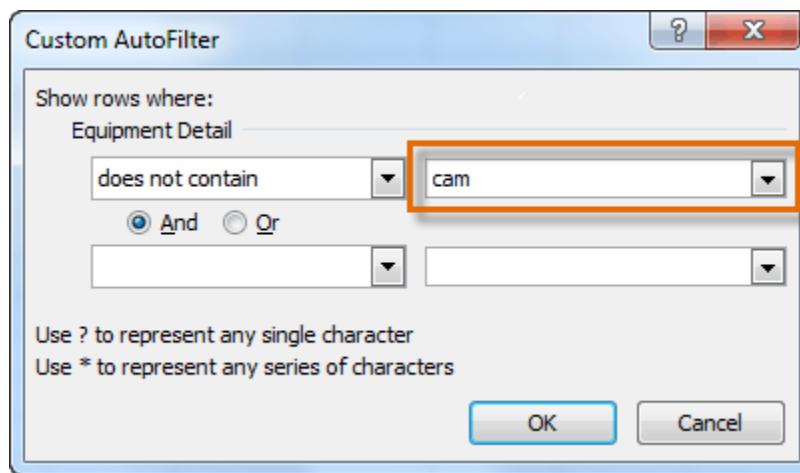
Excel Database Management

The screenshot shows a portion of an Excel spreadsheet titled "Equipment Log — Ragnar Technologies Inc.". The columns are labeled B, C, D, and E. The data includes equipment details like "10" Saris Netbook Pro", "15" EDI SmartPad L200-3", etc., and their check-in and check-out dates. A context menu is open over the "Type" column header, with the "Does Not Contain..." option highlighted.

B	C	D	E
1 Client Log — Ragnar Technologies Inc.			
2 Type	Equipment Detail	Checked Out	Checked In
3 Sort A to Z		04-Oct-10	
4 Sort Z to A		29-Sep-10	
5 Sort by Color		15-Sep-10	01-Oct-10
6 Clear Filter From "Equipment Detail"		14-Aug-10	16-Aug-10
7 Filter by Color		08-Aug-10	15-Aug-10
8 Text Filters		26-Sep-10	04-Oct-10
9		Equals...	
10		Does Not Equal...	
11		Begins With...	0
12		Ends With...	0
13		Contains...	0
14		Does Not Contain...	0
15		Custom Filter...	0
16		06-Oct-10	
17		04-Aug-10	05-Aug-10
18		13-Jun-10	20-Jun-10
19		27-Jul-10	06-Aug-10
20		04-Oct-10	
21		04-Oct-10	
22 Other	7N Heavy Rolling Laptop Case		

Selecting a text filter

5. The **Custom AutoFilter** dialog appears.
6. Enter your **text** to the right of your filter. In this example, we will enter "cam" to view data that does not contain those letters. That will exclude any equipment related to cameras, such as digital **cameras**, **camcorders**, **camera bags**, and the **digicam** printer.



Entering filter text

Excel Database Management

7. Click **OK**. The data will be filtered according to the filter you chose and the text you specified.

To Use Advanced Date Filters:

Advanced date filters can be used to view information from a certain time period, such as last year, next quarter, between two dates, and more. Excel automatically knows your current date and time, making this tool very easy to use. In this example, we will use advanced date filters to view only the equipment that has been checked out this week.

5. From the **Data** tab, click the **Filter** command.
6. Click the **drop-down arrow** in the column of **dates** that you would like to filter. In this example, we will filter the Checked Out column to view only a certain range of dates.
7. Choose **Date Filters** to open the advanced filtering menu.
8. Click a **filter**. We will choose This Week to view equipment that has been checked out this week.

The screenshot shows the 'Date Filters' dialog box in Excel. The 'Checked Out' column is selected for filtering. The 'Date Filters' option is highlighted. The 'This Week' button is also highlighted. The dialog box includes a search bar and a list of date-related filter options.

Column	Value
1	Ragnar Technologies Inc.
2	Equipment Detail
3	10" S
4	10" S
5	15" E
6	15" E
7	15" E
8	15" E
9	17" S
10	17" S
11	17" S
12	17" S
13	EDI S
14	EDI S
15	Saris
16	Saris
17	Ome
18	U-G
19	U-G
20	7N D
21	7N Li
22	7N Heavy Rolling Laptop Case

04-Oct-10 04-Oct-10

Selecting a date filter

9. The worksheet will be filtered according to the date filter you chose.

Excel Database Management

	C	D	E	F
1	Ragnar Technologies Inc.			
2	Equipment Detail	Checked Out	Checked In	By Whom
3	10" Saris Netbook Pro	04-Oct-10		Jay Peralta
9	17" Saris X-10 Laptop	04-Oct-10		Nick Ortiz
13	EDi SmartBoard L500-1	05-Oct-10	06-Oct-10	Anthony Liddell
17	Omega PixL Digital Camcorder	06-Oct-10		Min Seung
21	7N Light Rolling Laptop Case	04-Oct-10		Jay Peralta
22	7N Heavy Rolling Laptop Case	04-Oct-10		Nick Ortiz
32				

Worksheet filtered by date

To Use Advanced Number Filters:

Advanced number filters allow you to manipulate numbered data in many different ways. For example, in a worksheet of exam grades, you could display the top and bottom numbers to view the highest and lowest scores. In this example, we will display only certain kinds of equipment based on the range of ID #s that have been assigned to them.

1. From the **Data** tab, click the **Filter** command.
2. Click the **drop-down arrow** in the column of **numbers** that you would like to filter. In this example, we will filter the ID # column to view only a certain range of ID #s.
3. Choose **Number Filters** to open the advanced filtering menu.
4. Choose a **filter**. In this example, we will choose Between to view ID #s between the numbers we specify.

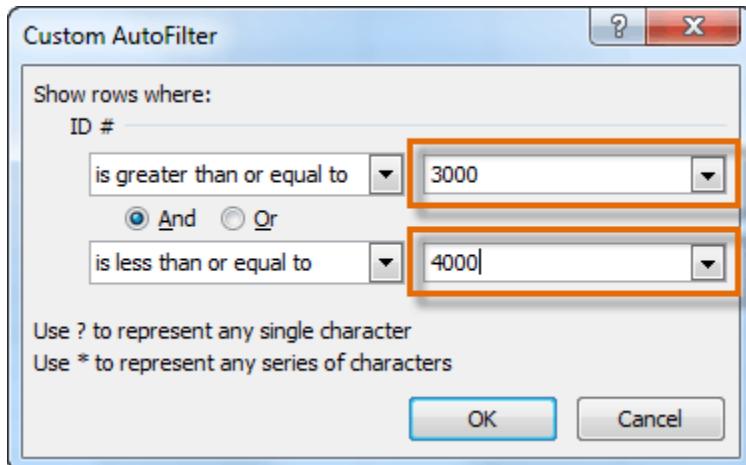
Selecting a number filter

5. Enter a **number** to the right of each filter. In this example, we will view ID #s greater than or equal to 3000, but less than or equal to 4000. That will display ID #s in the 3000-4000 range.

The screenshot shows the 'Number Filters' dropdown menu open over a worksheet titled 'Equipment Log — Ragnar Technologies Inc.'. The menu includes options like Equals..., Does Not Equal..., Greater Than..., Greater Than Or Equal To..., Less Than..., Less Than Or Equal To..., Between..., Top 10..., Above Average, Below Average, and Custom Filter... . The 'Between...' option is highlighted with a yellow background. The main worksheet table has columns A through E. Column A contains IDs (e.g., 1, 2, 3, 9, 13, 17, 21, 22, 32). Column B contains Equipment Type (e.g., Other, TV). Column C contains Equipment Detail (e.g., 10" Saris Netbook Pro, 17" Saris X-10 Laptop, EDi SmartBoard L500-1, Omega PixL Digital Camcorder, 7N Light Rolling Laptop Case, 7N Heavy Rolling Laptop Case). Column D contains Check Out dates (e.g., 04-Oct-10, 04-Oct-10, 05-Oct-10, 06-Oct-10, 04-Oct-10, 04-Oct-10). Column E contains Check In dates (e.g., , , 06-Oct-10, , ,). Row 13 shows Anthony Liddell as the By Whom contact for the SmartBoard.

A	B	C	D	E
1	Ragnar Technologies Inc.			
2	ID #	Type	Equipment Detail	Checked Out
3	1011	Other	10" Saris Netbook Pro	04-Oct-10
9	1012	Other	17" Saris X-10 Laptop	04-Oct-10
13	1021	EDi SmartBoard L500-1		05-Oct-10
17	1022	Omega PixL Digital Camcorder		06-Oct-10
21	1023	7N Light Rolling Laptop Case		04-Oct-10
22	1025	7N Heavy Rolling Laptop Case		04-Oct-10
32	1031			
	1032			
	1033			
	1034			
	1035			
	1036			
	1037			
	1038			
	1039			
	1040			
	1041			
	1042			
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	1195			
	1196			
	1197			
	1198			
	1199			
	1200			

Excel Database Management



Entering filter numbers

6. Click **OK**. The data will be filtered according to the filter you chose and the numbers you specified.

	A	B	C	D
1 Equipment Log — Ragnar Technologies Inc.				
2	ID #	Type	Equipment Detail	Checked Out
15	3000	Other	Saris Lumina Digital Camera	12-May-10
16	3005	Other	Saris Zoom Z-60 Digital Camera	27-Jul-10
17	3070	Other	Omega PixL Digital Camcorder	06-Oct-10
18	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-10
19	3900	Other	U-Go Saris Label Maker	13-Jun-10
32				

Worksheet filtered

by number