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INTRODUCTION

Making a list in Excel is very simple but there are a couple of things you must keep in mind before you start to work with your list. Follow the directions below before you begin your list.

1. Devote the first row of your list to labels or titles.
2. All of your columns should contain the same information. For example you could devote one column to first names, second column to last names, and third column to ID numbers.
3. Try not to have any blank rows or columns in your list.
4. Try to make your list on one sheet.

STARTING THE LIST

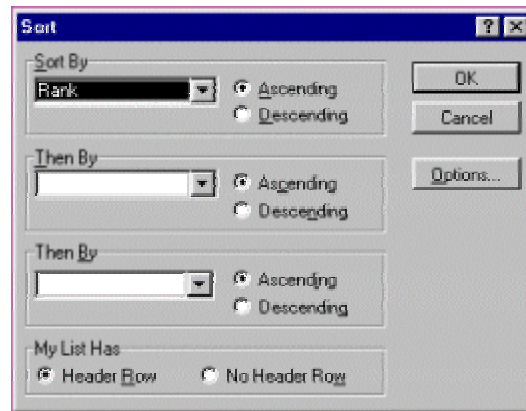
1. Type your column titles or labels.
2. Start putting in your data under the labels or titles.
3. After entering your data it is important to save your information.

Titles or Labels

Rank	First Name	Last Name
Associate Professor	Chris	Rogers
Associate Professor	Gail	Taylor
Associate Professor	Oprah	Winfrey
Doctor	Roger	Rash
Doctor	Rosie	O'Donell
Doctor	Susan	Garrett
Doctor	Tim	Taylor
Doctor	Tina	Turner
Professor	Fred	Andrews
Professor	Michael	Jordan

SORTING THE LIST

1. Select a cell within your list before you start to sort. This is to prevent you having to go back to your list when requested by the wizard.
2. Click on the **Data** pull-down menu and select **Sort**.
3. Now sort your list.



4. Click OK. **Note:** You can always go back into the sort option and change your data.

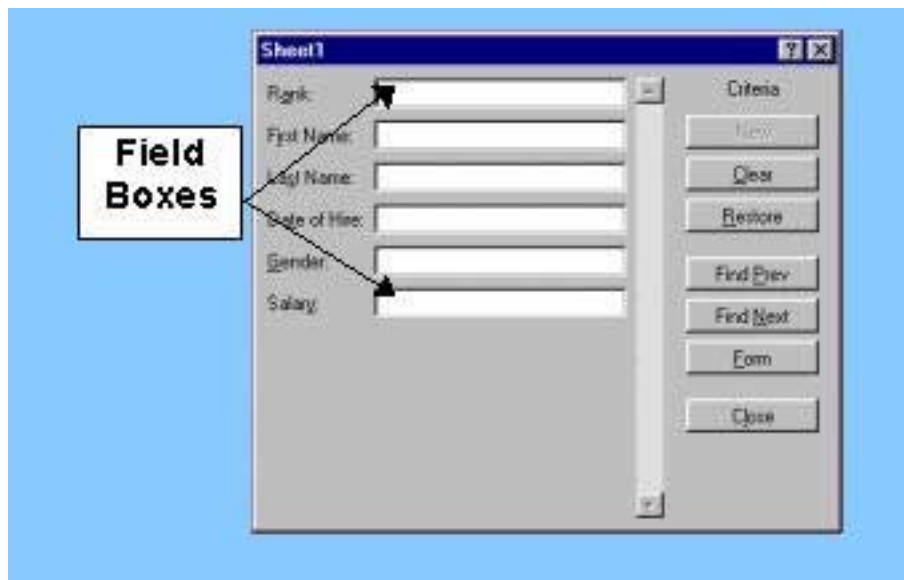
FORM BOX

Use the Form Box to add, delete, and find certain people in your list.

1. Select a cell within your list.
2. Click on the **Data** pull-down menu and select **Form**.

The Buttons in the Form box

- **New**- Select this when you want to enter a new person in your list.
- **Delete**- Select this when you want to delete a person from your list.
- **Restore**- Select this when you want to restore your list.
- **Find Previous**- Select this when you want to find the previous name you were looking at.
- **Find Next**- Select this when you want to find the next person in your list.
- **Criteria**- Select this when you want to find a certain person or persons.



Ex. If you had a label *Gender* and you wanted to find all females in your list. You would just put an **F** in the *Gender* field box.

ADDING A NAME

1. Click on **New** in your Sort box.
2. Type in the new data.
3. Click on **New**.

Notice that person is now on your spreadsheet.

FINDING A NAME

1. Make sure the first name of your list is showing. You can use your scroll bar in the Form box to scroll to the top of your list.
2. Click on **Criteria**.

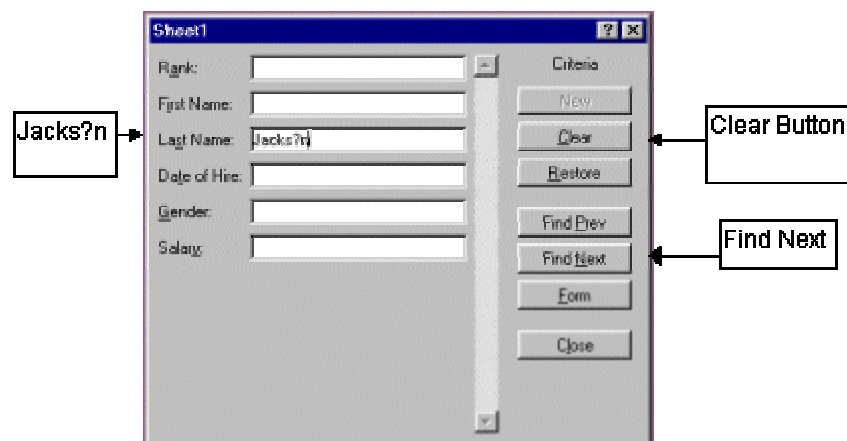
3. Click on clear if you have any information in the field boxes.
4. In the field box type in the information that pertains to the person you are looking for.

WILD CARDS IN THE FORM BOX

The two **Wild Cards** are the * (asterisks) and the ? (question mark). You would use these two symbols if you did not know how to spell a name or you wanted to find a person with a certain letter combination.

Question Mark (?)- The question mark takes the place of a single character in a search.

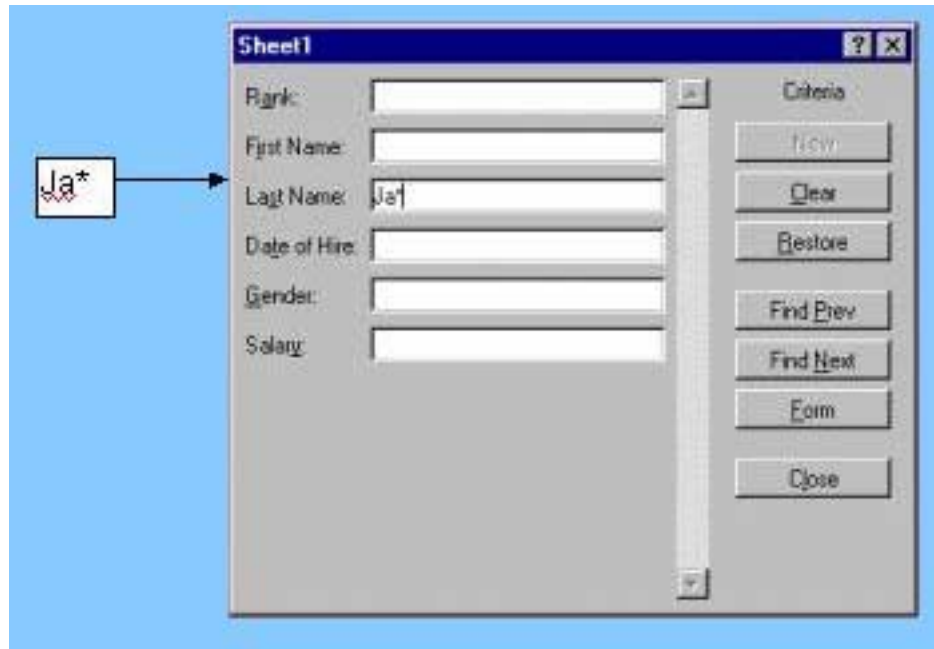
1. Select Criteria.
2. Clear any other data that might be in the field boxes.
3. Type in the name. Place a (?) in place of the letter you are not sure about.



4. Click on **Find Next**.

Asterisks (*)- Asterisks takes the place of one or more characters in a search.

1. Select criteria.
2. Clear out the data that might be in any of the field boxes.
3. Type in the combination you are looking for.



Ex. If you wanted everybody who had a Ja in the beginning of their last name and any string of letters after that then you would type in Ja* in the last name field box.

FILTERING A LIST

Filtering a list means to extract certain people or things from your list.

1. Go to your **Data** pull-down menu and select **Filter** then **Auto Filter**.
2. Click on the pull-down arrow next to the label.
3. Click on the criteria you want to filter out of your list.

Ex. If I had a label that said Rank and I wanted to filter all Doctors. I would click on the down arrow next to Rank and select Doctor.

Note: To unselect the filter option, go back to your **Data** pull-down menu and select **Filter** then **Auto Filter**.

PIVOT TABLES

This is a table that summarizes the contents in your database.

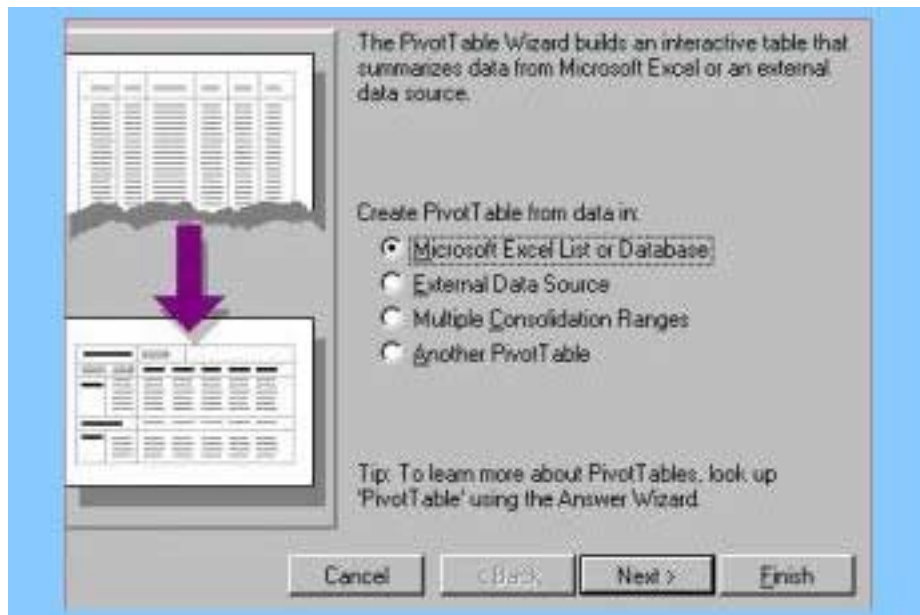
1. Click on the **Data** pull-down menu and select **Pivot Table**.

Select **Microsoft Excel list or Database** if you are taking your data from a list or database from excel.

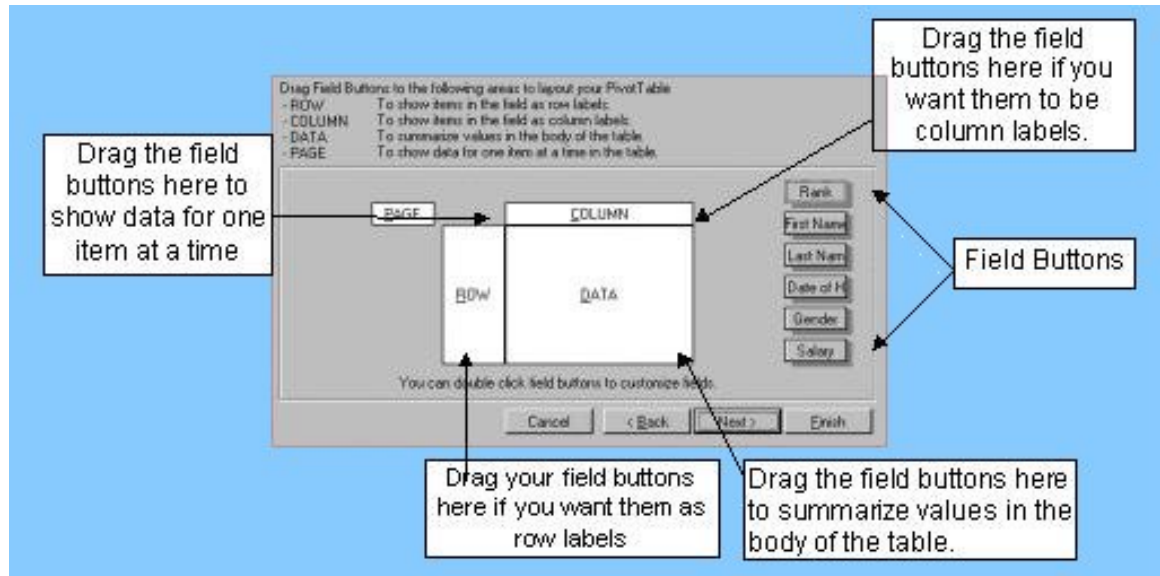
Select **External Data Source** if you have data that is stored outside of Microsoft Excel.

Select **Multiple Consolidation Ranges** if you are creating a Pivot Table from multiple Excel worksheet ranges.

Select **Another Pivot Table** if you are creating a Pivot Table from another Pivot Table from within the same workbook.

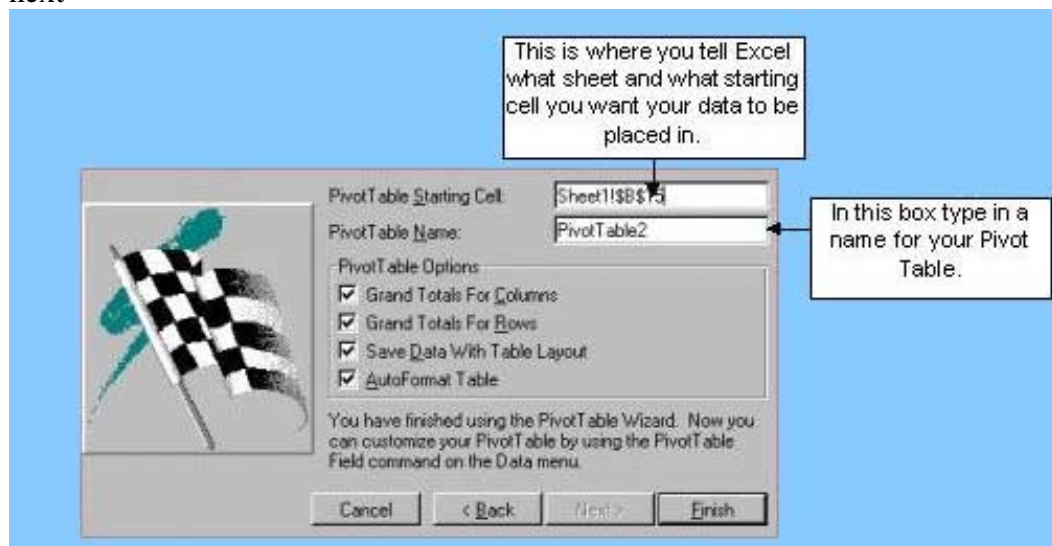


2. Click next.
3. Select the data from your worksheet that you want to be included in your Pivot Table.
4. Click on Next.
5. Click and drag the field names where you want them positioned.



Double click on the field boxes if you want to customize your data.

6. Click next

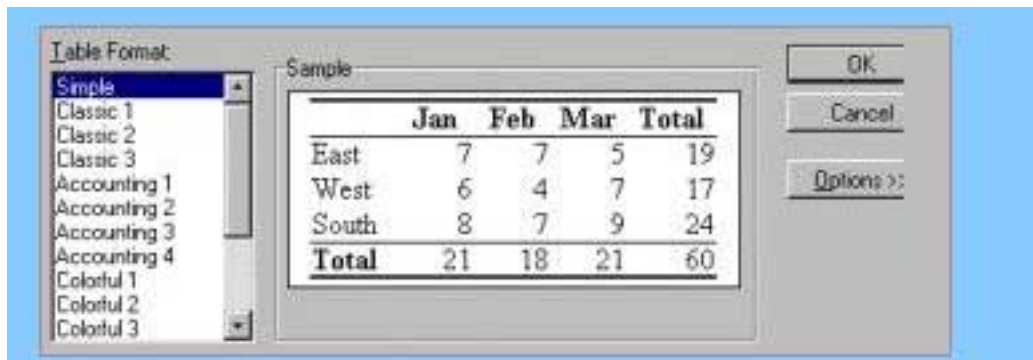


7. Click Finish

EDITING PIVOT TABLES

1. Highlight the table you have just made.
1. Click on the Format Pull-down menu.

2. Then click on auto format



4. Select a format.

1. Click on OK.

Note: You can click on the field names and drag them to another part of your spreadsheet.