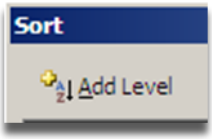
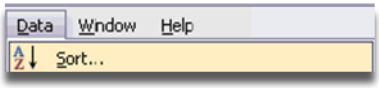
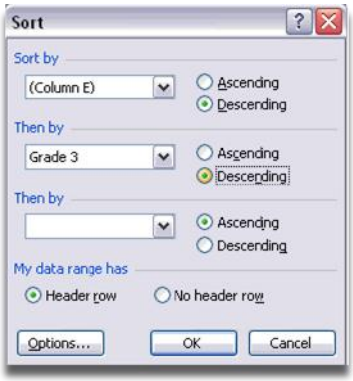
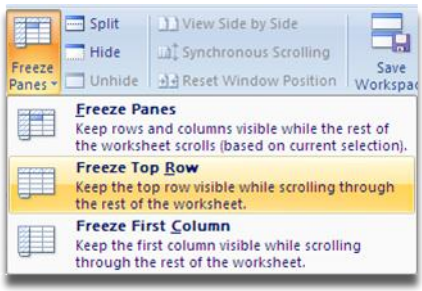
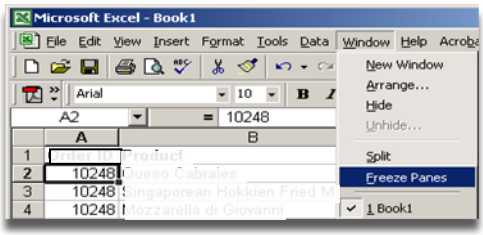
Excel Tip Sheet

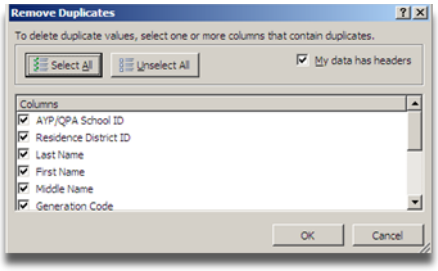
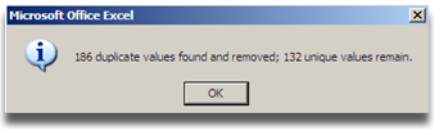
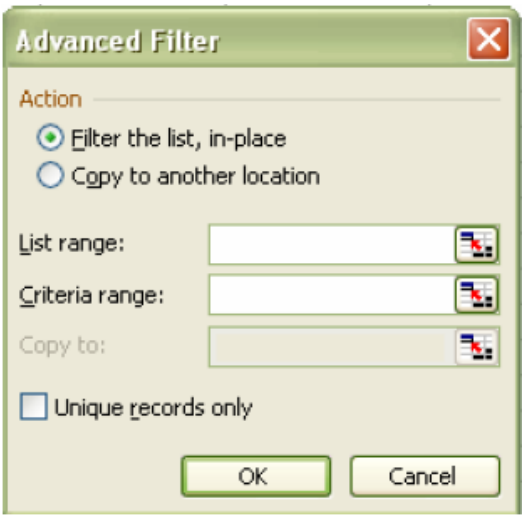
Sort—In Excel, you can easily reorder your data based on the type of sorting that you choose. Multi-level sorting is available. For example: students can be sorted by grade level and then by last name within grade.

Excel 2007	Excel 2003
1. From the **Home** ribbon, click on the **Sort and Filter** down arrow in the **Editing** box. 2. Click on Custom Sort. 3. Select the field in the **Sort By** column. 4. To sort by another level, click on the **Add Level** button.  You can add another level is needed. 5. Click on **OK**.	1. Select the data to be sorted (or select all data). 2. On the menu bar, select **Data** then **Sort**.  3. In the sort dialog box, select the column in the **Sort By** list for each level to sort.  4. Be sure to indicate if your data has a Header row. 5. Click on **OK**.

Freeze Panes—Excel offers the Freeze Pane feature to allow you to view the column headings even after scrolling.

Excel 2007	Excel 2003
1. From the **View** ribbon, choose **Freeze Panes** down arrow then **Freeze Top Row**.  You are now able to scroll and still view the column headings.	1. Select the cell that is below the column heading row you wish to see. 2. On the Menu bar, select **Window**, then **Freeze Panes**.  You are now able to scroll and still view the column headings.

Remove Duplicates—Excel offers the ability to remove duplicate data. (Excel 2003 will only filter for them.) This should only be utilized when working with KIDS Accepted Records by Type report.

Excel 2007	Excel 2003
1. From the **Data** ribbon, choose **Remove Duplicates**. 2. Click on the **Unselect All** button.  3. Select the column containing the duplicate information (such as the State Student ID or Local Student ID fields). 4. Click on **OK**. 5. Your data will automatically have duplicate records removed from the spreadsheet. 6. A message will appear indicating how many duplicates were removed.  7. Click on **OK**.	1. Select the data range that has the duplicates. 2. On the Menu bar, select **Data**, **Filter**, **Advanced Filter**. 3. Make sure the correct range is selected and the check box is checked by **Unique records only**. 4. Choose to **Filter the list, in-place**.  5. Click on **OK**. **The duplicates are NOT deleted—just hidden.

Data Validation—Excel offers Data Validation as a tool to use when looking for outliers in your data. For example, you are able to check the minutes enrolled for students on ENRL records. Run Data Validation to find any students that have minutes enrolled greater than the number your school was in session.

Excel 2007	Excel 2003
1. Select the data range. 1. From the Data ribbon, choose **Data Validation.** 2. In the Data Validation dialog box, select the criteria the data must meet. The criteria may include filter by Date and Number and indicate between, greater than, less than, etc. 3. Click on **OK**. 4. Click on down arrow next to Data Validation, then **Data Validation**, and then **Circle Invalid Data**. 5. All outliers will be circled in red.	2. Select the data range. 3. On the Menu bar, select **Data**, **Validation**. 4. In the Data Validation dialog box, select the criteria the data must meet. The criteria may include filter by Date and Number and indicate between, greater than, less than, etc. 5. Click on **OK**. 6. Open the **Tools** menu and select **Formula Auditing** then **Show Formula Auditing Toolbar**. 7. Click on the **Circle Invalid Data** button (towards the right of the new toolbar. 8. All outliers will be circled in red.