Job Aid 4: Log Analysis 4-13

**Managing your NCE Log in Excel (after first making a back-up copy)**

1. **Sorting Command**
   1. Reset spreadsheet.
      1. Selecting a single cell under the **NCE Tracking Number** column.

**!!NEVER** sort by selecting the entire column (i.e. clicking the letter heading). This will sort the data in that column only and not the related data of the record**!!**

* + 1. Under the **Data** tab in the **Sort & Filter** group, click  to perform an ascending sort
  1. Sort quickly
     1. Reset spreadsheet
     2. Select a single cell in the column on which you want to sort.
     3. Under the **Data** tab in the **Sort & Filter** group,
        1. Click  to perform an ascending sort (A to Z or smallest number to largest).
        2. Click sort,descending,down,decrease,fall,descend,download to perform a descending sort (Z to A or largest number to smallest).
  2. Sort by Multiple Criteria
     1. Reset spreadsheet.
     2. Select a single cell in the column on which you want to sort.
     3. Under the **Data** tab in the **Sort & Filter** group, click **Sort**. A **Sort** dialogue box will appear.
     4. From the **Sort by** list, select the first column on which you want to sort (i.e. primary importance in determining the sort order).
     5. In the **Sort On** list, select **Values**.
     6. Select your **Order** of presentation. You may select **Custom List…** to sort on a prebuilt list order of your own.
     7. Click Add Level to create another set of sorting options (secondary sort). Repeat steps 3-5 for the next set of criteria to be sorted.

1. **Filter Command**
   1. Filtering Data
      1. Under the **Data** tab in the **Sort & Filter** group, click **Filter** . The filter down arrows will appear to the right of each column heading.
      2. Click the down arrow in the column that contains the values you want to apply a filter.
      3. Decide what you want to filter from the menu that appears and follow the appropriate steps.
      4. A filtered column indicator will appear to indicate a column is filtered.
   2. Turn Off Filter
      1. Under the **Data** tab in the **Sort & Filter** group, click **Filter** . The filter is turned off, and the filter down arrows are removed from the column headers.

**Split Worksheet Command**

1. Horizontal Split
2. Select a cell in the column that is below the point where you want the split to occur.
3. Under the **View** tab in the **Window** group, click **Split.**
4. Vertical Split
5. Select the top cell in the column to the right of where you want the split to occur.
6. Under the **View** tab in the **Window** group, click **Split.**
7. Remove the Split
8. Double-click the split bar.

**Drop-down list –**

1. Purpose – To make data entry easier or to limit entries to certain items that you define
2. Create a drop-down list direction
3. To create a list of valid entries for the drop-down list, type the entries in a single row or column without blank cells. For example:

|  |  |
| --- | --- |
|  | **A** |
| **1** | Pre-examination |
| **2** | Examination |
| **3** | Post-examination |

1. Select the cell(s) where you want the drop-down list.
2. Locate the **Data Validation** command in the **Data Tools** group on the **Data** tab.
3. Double-click **Data Validation** icon and a **Data Validation** dialog box appears.
4. Under the **Settings** tab, select the **List** option in the **Allow** box.
5. Left-click so that the cursor is blinking in the **Source** box and then select your list in the current spreadsheet to populate the reference automatically.
6. Make sure that the **In-cell dropdown** check box is selected.
7. To specify whether the cell can be left blank, select or clear the **Ignore blank** check box.
8. Delete a drop-down list from a cell
9. Select the cell with the list you want to remove.
10. Locate the **Data Validation** command in the **Data Tools** group on the **Data** tab.
11. Double-click **Data Validation** icon and a **Data Validation** dialog box appears.
12. Select **Clear All**, and then **Ok**.
13. **Data Presentation using simple charts**
    1. Selecting data for charting
       1. The selected data must be a rectangular data range.
       2. Text, which is used solely to create labels, should be in the topmost row and/or the left most column (i.e. gray areas).

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* + 1. Each cell must contain a value. Values in the same row or column are related and are called a *data series*. The fewest number (rows or columns) will become the data series. The greatest number (rows or columns) will become the categories and plotted on the x-axis.
  1. Creating the simple column or bar chart.
     1. Select the rectangular data range
     2. Locate the **Column** or **Bar** command in the **Charts** group on the **Insert** tab.
     3. Select a style of column or bar chart desired.