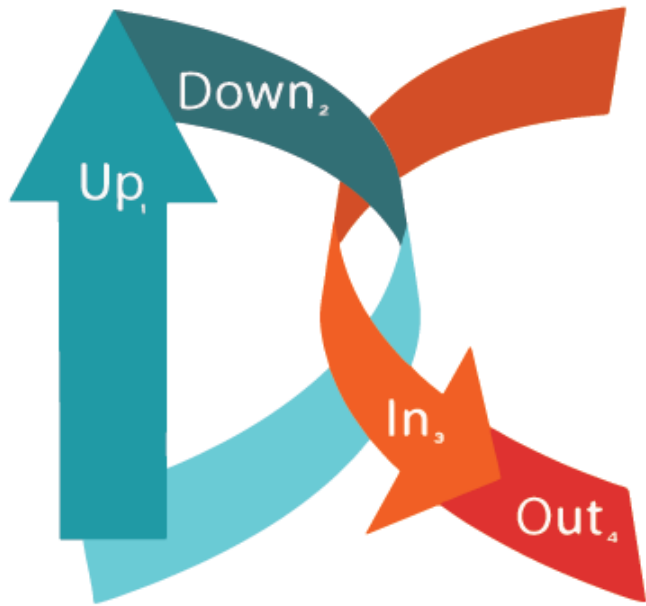


Texas ELMS



Working with Excel

Quick Tips for formatting files and creating reports

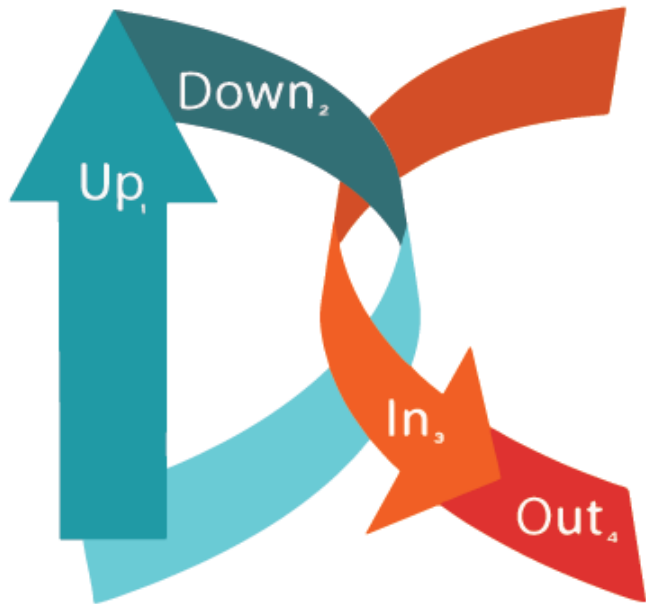


TEXAS ELMS
ELIGIBILITY LIST MANAGEMENT SYSTEM



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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Converting Spreadsheet to Table

To manipulate data for better analysis and reporting

1. Click any cell within the spreadsheet
2. Click on the *Insert* tab
3. Click on *Table* to open a dialogue window. Excel automatically selects all cells for the table, stopping at the first blank column and row.
4. Make sure *My table has headers* is checked.
5. Click OK

The screenshot shows the Microsoft Excel interface with the 'Insert' tab selected. The 'Table' option is highlighted in the 'Tables' group. A 'Create Table' dialog box is open, displaying the data range '\$A\$1:\$M\$64' and the 'My table has headers' checkbox checked. The dialog box also shows the 'OK' and 'Cancel' buttons. Red circles with numbers 1 through 5 indicate the steps: 1. Clicking a cell in the spreadsheet, 2. Clicking the 'Insert' tab, 3. Clicking the 'Table' option, 4. Checking the 'My table has headers' checkbox, and 5. Clicking the 'OK' button.

Unique Student ID	Last Name	First Name	DOB	Address	Gender	CE ID	Site ID	C = Claimed and Certifiable	Program	Meal Code F or RP Derived from Program value.	EDG #	Eligibility Date
16880801-1608	Acevedo	Kerry	02/09/02	Ap #469-9\F		09999	0001	C	TANF	F	091872999	8/1/2017
16650413-9749	Blake	Abraham	03/28/03	8887 Nibh	M	09999	0001	C	SNAP	F	020284999	8/1/2017
16580430-5257	Callahan	Cole	03/11/00	350-8210	M	09999	0001	C	SNAP	F	021684399	8/1/2017
16730714-9711	Cardenas	Hillary	04/14/00	Ap #219-4\F							060815999	8/1/2017
16690713-7969	Christens	Judah	09/11/99	686-795 Pr	M						091497899	8/1/2017
16230711-1159	Davenport	Deacon	10/01/00	P.O. Box 4	M						091526999	8/1/2017
16291030-1148	Day	Oren	02/16/00	P.O. Box 1	M						082612499	8/1/2017
16890918-0567	Fields	Tucker	07/24/01	Ap #974-4\F							062342399	8/1/2017
16950106-0470	Harvey	Darryl	08/17/03	433-4671 CM							060632999	8/1/2017
16521013-9555	Hyde	Aubrey	04/29/02	8545 Nonu	F						030349499	8/1/2017
16610726-2203	Lewis	Pascale	08/23/02	Ap #266-6\F							041766699	8/1/2017
16510720-7333	Marshall	Tad	05/14/00	Ap #350-3\F							011649099	8/1/2017
16391208-5424	Noble	Ignacia	09/09/02	3146 Dolor	F						030792399	8/1/2017
16280527-6223	Pratt	Dolan	03/17/01	P.O. Box 1	M						123036999	8/1/2017
16640401-3705	Serrano	Lee	10/08/99	Ap #168-1\F							032871099	8/1/2017
16131006-4355	Snider	Kermit	11/23/03	Ap #458-7\F							072265499	8/1/2017
16441219-0045	Walker	Quynn	09/19/99	7194 Interi	F	09999	0001	C	SNAP	F	071523699	8/1/2017
16790704-4056	Alford	Erica	07/27/04	759-8803 N	F	09999	0041	C	SNAP	F	112838099	8/1/2017
16300230-7050	Ayers	Alden	01/29/05	864-7666 CM		09999	0041	C	SNAP	F	121114299	8/1/2017
16370827-0495	Barker	Hiram	05/23/04	106 Incept	M	09999	0041	C	Medicaid -RP	RP	010323499	8/1/2017
16870518-0522	Bryan	Eaton	02/04/04	9452 Lacus	M	09999	0041	C	TANF	F	031255599	8/1/2017

Adding a “Total” Row

Creating a “total” row to add all numbers within columns or a column

The screenshot shows the Microsoft Excel interface with the Table Tools ribbon active. The 'Table Style Options' group has the 'Total Row' checkbox checked. The 'Filter Button' checkbox is also checked. A data table is displayed with a 'Total' row at the bottom. Red boxes highlight the 'Total Row' checkbox, the 'Filter Button' checkbox, and the column headers of the data table.

Unique Student ID	Last Name	First Name	DOB	Address	Gender	CE ID	Site ID	Is Claimed and Certifiable	Program	Meal Code F or RP Derived from Program value	EDG #	Eligibility Date
16880801-1608	Acevedo	Kerry	02/09/02	Ap #469-9279 IDP	F	09999	0001	C	TANF	F	091872999	8/1/2017
16650413-9749	Blake	Abraham	03/28/03	8887 Nibh. ST. LUM	M	09999	0001	C	SNAP	F	020284999	8/1/2017
16680224-0674	Vásquez	William	10/15/12	PO BOX 220, LIT	M	09999	0001	C	SNAP	F	030704999	8/1/2017
Total		32					32			32	32	32

To add a “total” row:

- With the entire table selected, go to the *Table Tools* tab
 - To select entire table, click the **select all* button
- In the *Table Style Options* category:
 - Check the *Filter button* box
 - Check the box for *Total Row*

Coding in the Count Formula

To get total number of entries in a number field with a range of numbers

It is important to change the columns listed here to make reporting those numbers easier.

Unique Student ID	Last Name	First Name	DOB	Address	Gender	CE ID	Site ID	C = Claimed and Certifiable	Program	Meal Code F or RP Derived from Program value.	EDG #	Eligibility Date
48 16961209-8385	Leblanc	Ursa	02/18/12	Ap #853-8972 O F		09999	0101	C	Medicaid - F	F	022696199	8/1/2017
49 16590721-6336	Lloyd	Yvette	11/16/08	602-3332 Ac, Av F		09999	0101	C	SNAP	F	061259199	8/1/2017
50 16040129-7239	Mccullough	Yvonne	08/04/09	6586 Posuere, S F		09999	0101	C	TANF	F	112139999	8/1/2017
51 16700310-9902	Mejia	Bevis	08/31/10	P.O. Box 919, 47M		09999	0101	C	Medicaid - F	F	011879299	8/1/2017
52 16421225-8042	Moreno	Lucas	05/11/08	Ap #886-565 Du M		09999	0101	C	Medicaid - F	F	120274799	8/1/2017
53 16690723-3511	Peck	MacKenzie	03/07/07	914-9236 Quisqj F		09999	0101	C	SNAP	F	120917099	8/1/2017
54 16731220-4592	Reese	Veronica	04/10/12	Ap #896-9418 Lz F		09999	0101	C	SNAP	F	051716699	8/1/2017
55 16501115-8309	Reyes	Ivor	11/02/10	1972 Fusce Roat M		09999	0101	C	Medicaid - RP	RP	010466999	8/1/2017
56 16040809-3250	Robinson	Flynn	02/21/08	P.O. Box 960, 12 M		09999	0101	C	SNAP	F	070308499	8/1/2017
57 16380605-7687	Saunders	Quinn	12/23/10	6057 Lectus St. IM		09999	0101	C	SNAP	F	082569899	8/1/2017
58 16480227-1033	Shepherd	Hayley	09/19/08	Ap #158-4312 St F		09999	0101	C	SNAP	F	120753699	8/1/2017
59 16420321-5068	Simpson	Breanna	02/17/12	P.O. Box 636, 31 F		09999	0101	C	Medicaid - F	F	122745599	8/1/2017
60 16690523-5906	Stephenson	Vladimir	10/05/10	Ap #910-2921 D. M		09999	0101	C	Medicaid - RP	RP	040911299	8/1/2017
61 16610505-9056	Suarez	Phelan	09/12/06	P.O. Box 234, 84 M		09999	0101	C	SNAP	F	042876799	8/1/2017
62 16880224-6044	Vasquez	Imani	07/31/12	P.O. Box 296, 27 F		09999	0101	C	SNAP	F	030767499	8/1/2017
63 16570304-1243	Whitehead	Aladdin	04/26/12	P.O. Box 852, 47 M		09999	0101	C	TANF	F	042398699	8/1/2017
64 16050711-0195	Zamora	Ignacia	03/22/08	Ap #155-6681 St F		09999	0101	C	Medicaid - RP	RP	090597399	8/1/2017
65 Total												63

66
67
68
69
70
71
72

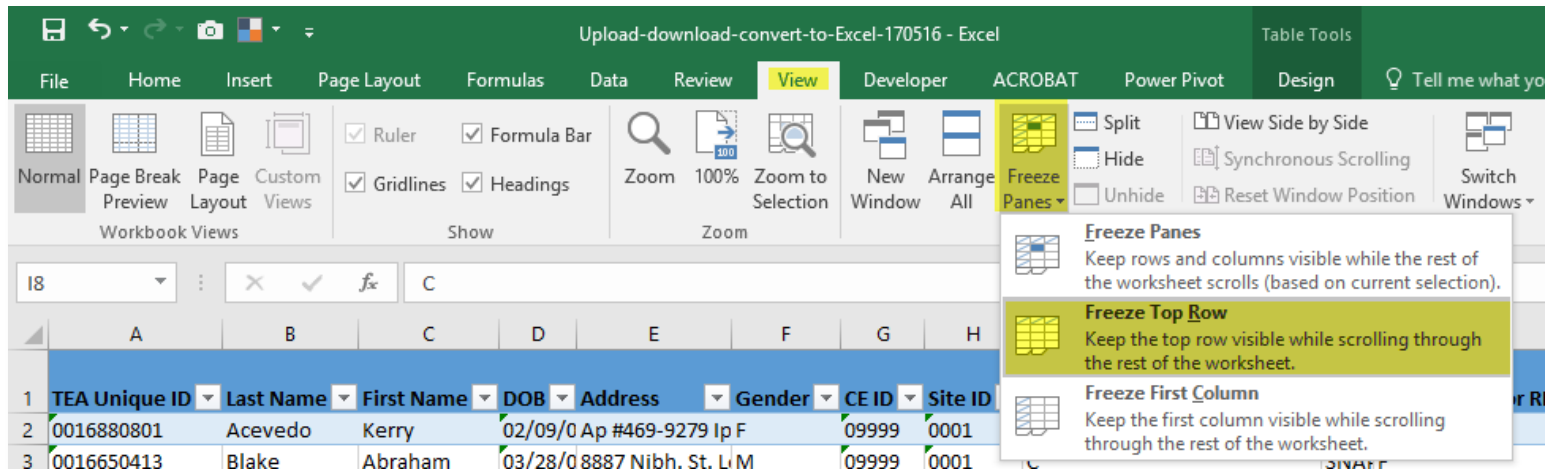
None
Count
Count Numbers
Max
Min
Sum
StdDev
Var
More Functions...

To change Last Name, Site ID, Program and Meal Code formulas:

- Select a cell on the last row of the **Last Name** column
- Click the filter arrow that appears to the right
- Select *Count*
- Repeat this for the **Site ID**, **Program** and **Meal Code** columns

Freezing Rows and Columns

Freezing the top row or first column to see them while scrolling

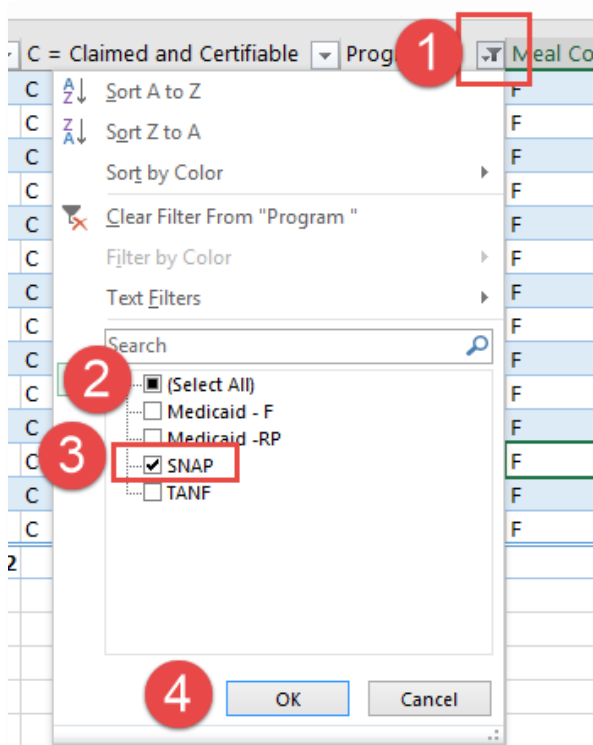


Freezing the top row or first column

- To freeze top row, select the row directly below the row(s) you want to freeze
- To freeze first column, select the cell immediately to the right of the column you want to freeze
- Go to the *View* tab
- Select the *Freeze Panes* command and choose *Freeze Top Row* or *Freeze First Column*

Filtering Excel Tables

Filtering an Excel Table to display only certain information



For example:

If you want to sort by SNAP program:

1. Click on the *filter* button on the Program column
2. Click *Select All* box to remove the check mark
3. Click on *SNAP* to check mark it
4. Click *OK*

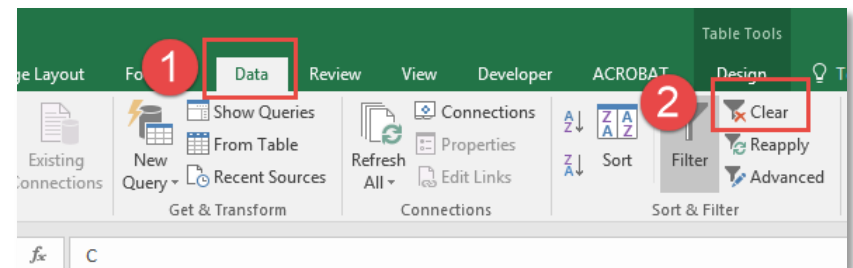
The “Total” row now shows the number of SNAP students. You can also sort by multiple criteria by selecting and filtering the desired categories.

Clearing Filters

Removing one or all filters will return your spreadsheet to its original display

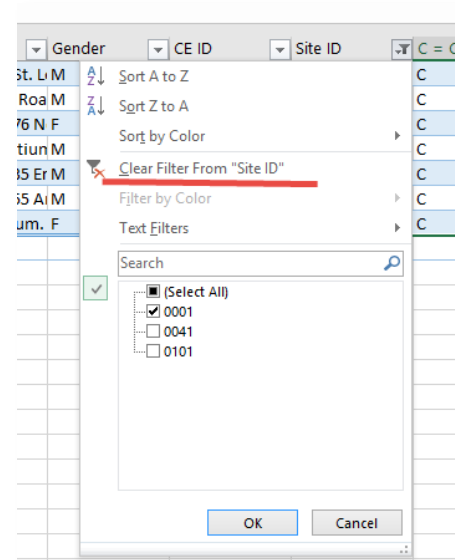
To clear all filters at once:

- Click the *Data* tab
- Select *Clear* next to the funnel with the red X



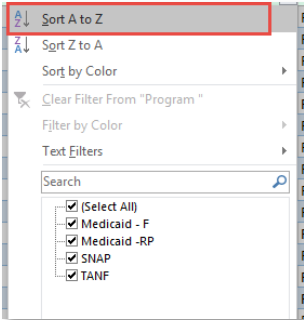
To clear one filter:

- Click on the filter button for the desired column
- Select *Clear Filter From* (name of column).



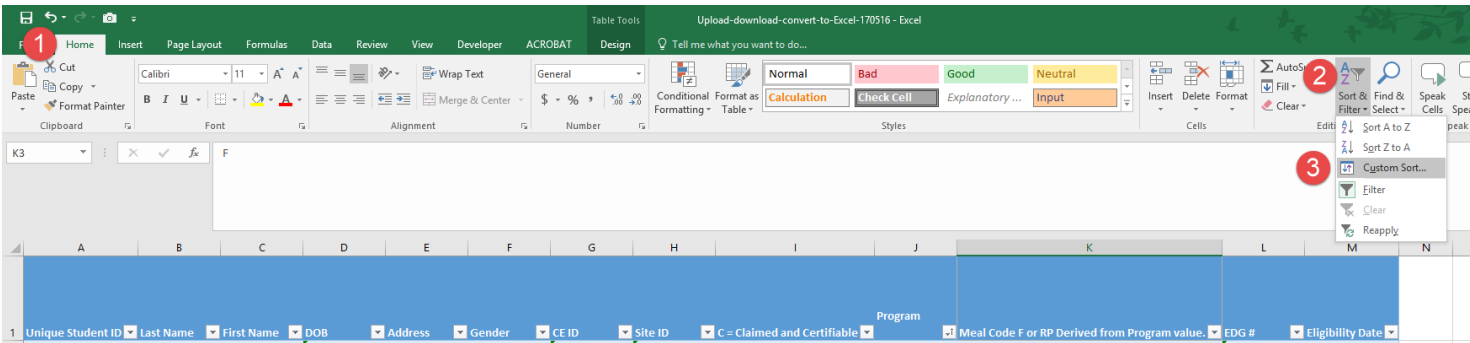
Sorting Columns

Sorting to reorder your data into groups



Sorting Alphabetically:

1. Click on Filter Button at the top of the desired column
2. Select Sort option (A to Z or Z to A)

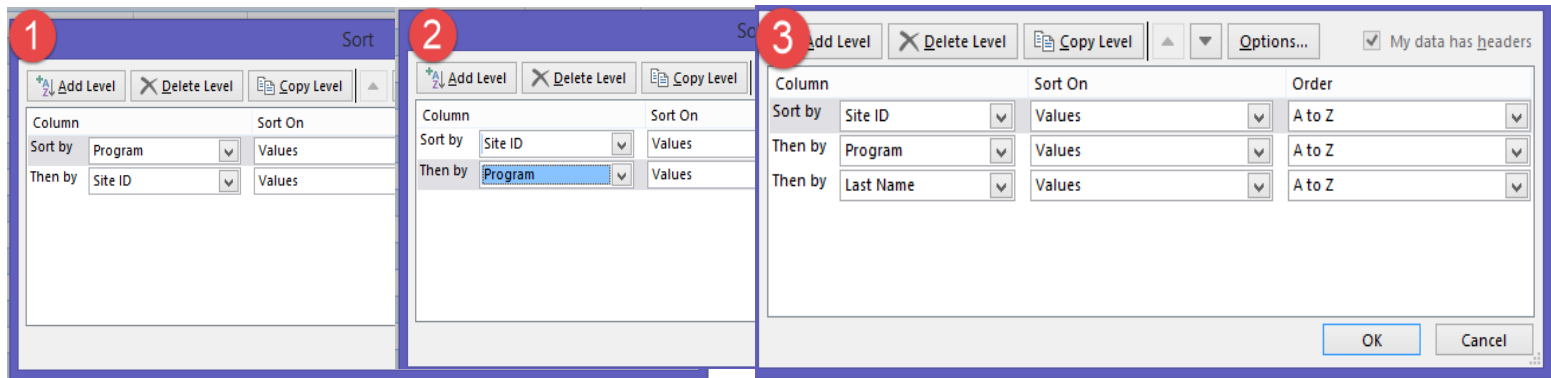


Custom sorting:

1. Click on *Home* tab
2. Select *Sort and Filter* (on the right)
3. Click on *Custom Sort*

Custom Sorting

Examples of custom sorting by multiple criteria

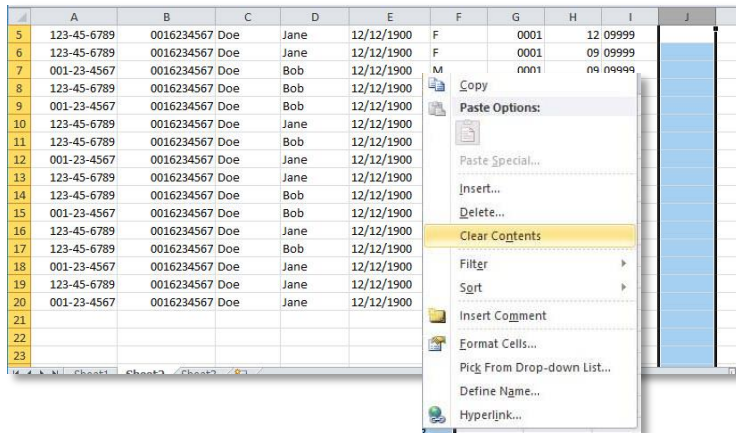


- To sort **students grouped by program and then site**, start with program.
- To sort a group **by the program at each site**, then start with the site and then add program.
- To sort **students alphabetically by program at each site**, then start with site, add program, then last name.
 - Select Values in the Sort On section when sorting data
 - Select how you want it ordered (A to Z, Z-A, or custom)

Clearing Columns and Rows

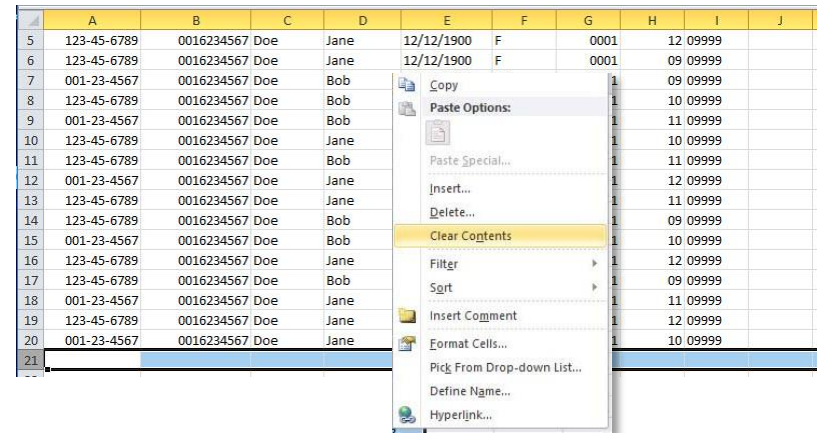
Invisible Data May be Causing Upload Errors

Spreadsheets may contain invisible data that causes uploading problems. Clearing this type of data is a good practice to maintain.



Clearing a column:

- Click the letter of the column you want to clear, this selects the entire column.
- Press and hold *Ctrl + Shift + Right Arrow*
- Right-click highlighted cells and select *Clear Contents*



Clearing a row:

- Click the number of the row you want to clear, this selects the entire row.
- Press and hold *Ctrl + Shift + Down Arrow*
- Right-click highlighted cells and select *Clear Contents*

