EXCEL TIPS FOR WORKING WITH PRAIRIECAT STATISTICAL REPORTS

QUICK TOTALS IN STATUS BAR

The very bottom of your Excel window is the Excel status bar and this can be customized!

Right click on the bar to display the Customize Status Bar menu and make sure that Count and Sum are checked.

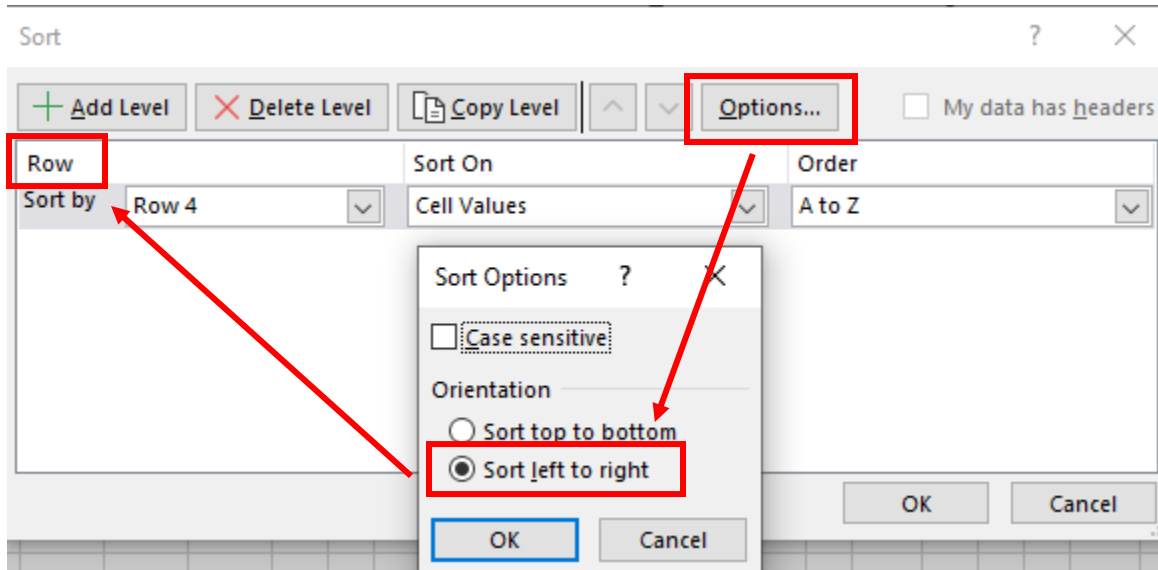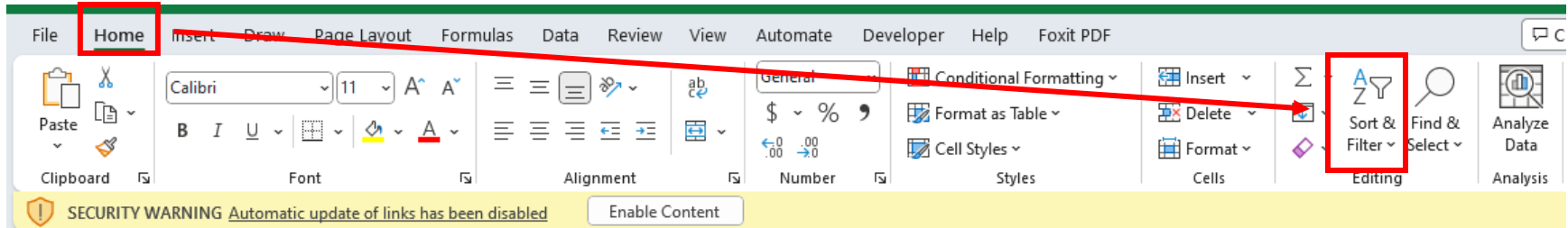|	
	Average
✓	Count
	Numerical Count
	Minimum
	Maximum
✓	Sum
✓	Upload Status

Now when you highlight a range of cells, the count and sum of those cells will be shown in the status bar. You can click on the sum in the status bar and it will be copied to the clipboard. Then click on another cell and press CTRL-V to paste the sum.

Book	0	482
Book, New	1	128
Book, Paperback	2	1
Book, Large Print	3	7
Book with CD	5	1
Audio Book on CD	31	1
Music CD	41	1
DVD, Short Loan	50	14
DVD, Long Loan	51	1

Count: 5   Sum: 619
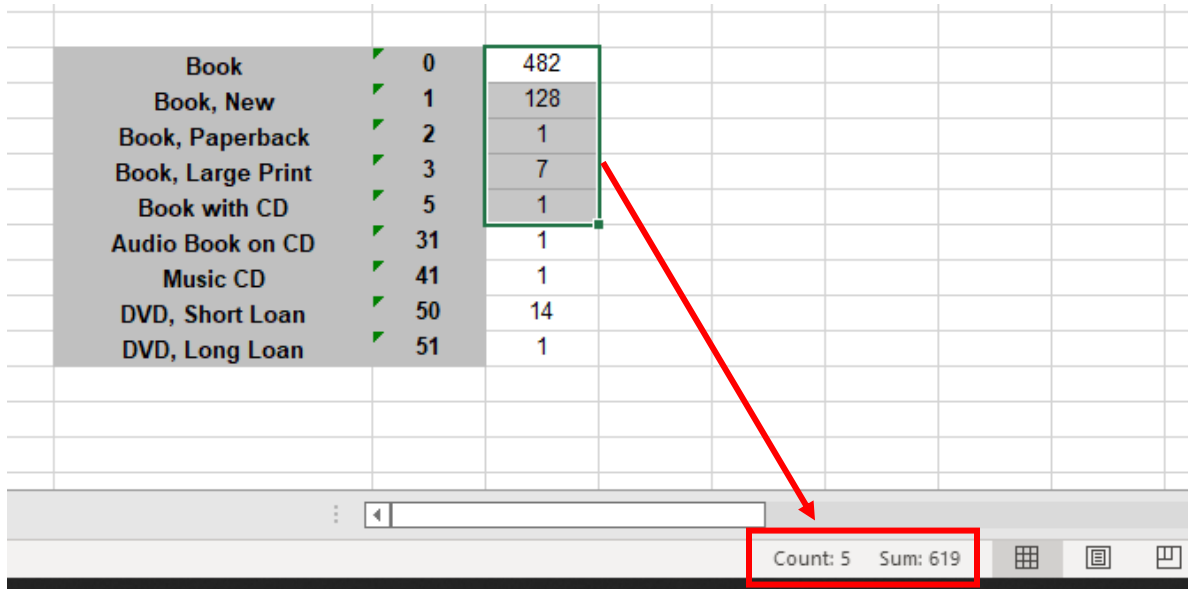
SORT BY ROWS

Select the data you want to sort, then HOME→SORT & FILTER→CUSTOM SORT→OPTIONS→SORT LEFT TO RIGHT. You can also set your sort order to A to Z, Smallest to largest, etc.
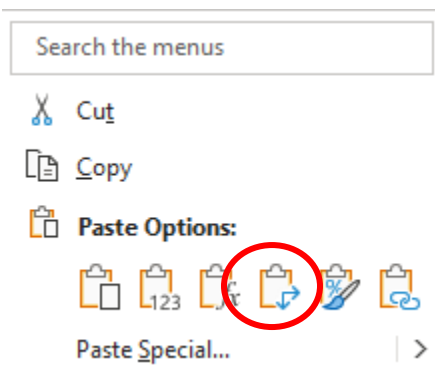
TRANSPOSE

Highlight data you want to transpose and press CTL-C to copy. Click in a blank cell in your spreadsheet to paste the data (make sure there's enough room to paste all the data!), then right click and select Transpose paste option (don't use CTRL-V to paste!).

Your data will look like this:

To change the labels to horizontal, highlight only the labels, then on the Home ribbon, click the orientation button (ab→) and select Rotate Text Up
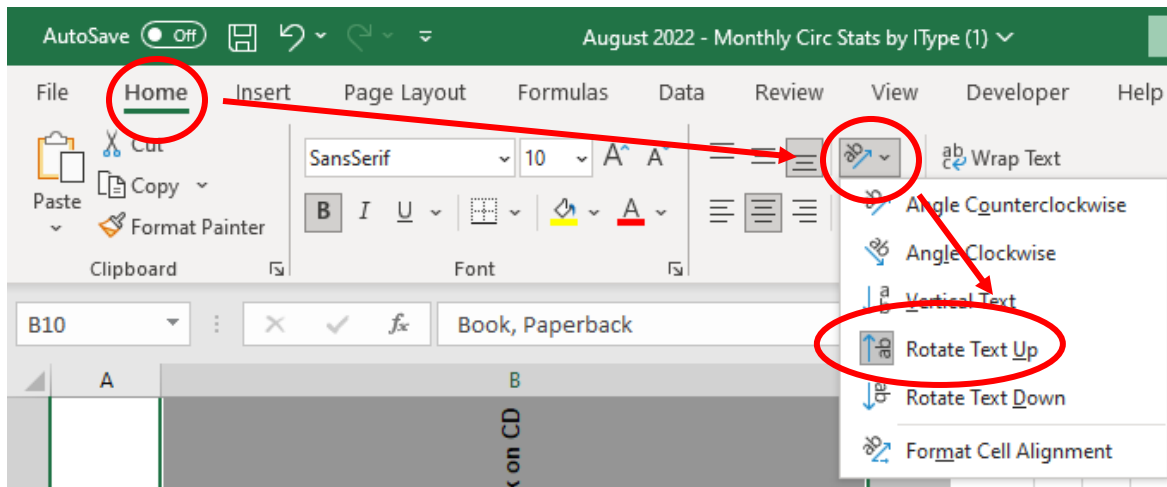
SHORTCUT FOR TOTALING

In the cell where you want the total, press ALT +

Excel will highlight the area it thinks you want totalled. You may need to adjust this selection by dragging the small square on the edge of the selection box.

HOW TO CALCULATE A PERCENTAGE

To easily calculate a percentage, just type = in a blank cell and click on the cell to be divided (or manually type in the number), then type /, then click on the cell with the divisor. In the Home ribbon, click on the % symbol to convert the decimal to a percentage.

In this example, printed materials total 619. To calculate the total percentage of that format for the month's circulation, you could enter either =619/636 or =619/D5 (cell reference)