

TIPS & TRICKS: MANAGING AND MANIPULATING DATA IN EXCEL

COPYING FILENAMES INTO A SPREADSHEET

Below are shortcuts for copying and pasting filenames into a spreadsheet. This is a huge time saver.

Windows users:

- Go to <http://www.extrabit.com/copyfilenames/> and install the CopyFilenames program.
- After installing CopyFilenames, right click on one or more files or folders in Windows Explorer. Select CopyFilenames.
- In Excel, click in the first cell you want the images added to, right click > Paste.

Mac users:

- Navigate to your image folder and highlight all cells.
- Click on the first cell in your image column in Excel or Numbers and paste. All of the filenames will appear in that column.

ADDING ADDITIONAL TEXT TO AN ENTIRE COLUMN

This could be used to add a bonus or league package to every subject. In the example below, I want to add "Bonus-1" to every subject's package data.

- Insert a blank column next to the column you want to modify.
- Click in the first blank cell parallel to the first cell you want to modify. Make a note of that cell number and modify the formula below accordingly.
- Paste this formula listed below (replacing F2 with the cell name of the first cell you want to modify) into the FX section at the top of Excel and hit Enter.

	A	B	C	D	E	F	G
1	First Name	Last Name	Grade	Team	Filename	Packages	
2	Jenny	Adams	9	JV Volleyball	7571.JPG	B-2	= "Bonus-1;"&F2
3	Jessica	Black	9	JV Volleyball	7505.JPG	B-1	
4	Dana	Davis	10	JV Volleyball	7519.JPG	A-1; C-1	
5	Nicole	Johnson	10	JV Volleyball	7517.JPG	C-1	
6	Tiffany	JV Volleyball	7575.JPG	A-1	

= "Bonus-1;"&F2



ADDING ADDITIONAL TEXT TO AN ENTIRE COLUMN CONTINUED

- Click on the new cell, then click the small square in the lower right corner and drag down to the last entry in the column you want the formula applied to.

	A	B	C	D	E	F	G
1	First Name	Last Name	Grade	Team	Filename	Packages	
2	Jenny	Adams	9	JV Volleyball	7571.JPG	B-2	= "Bonus-1;" & F2
3	Jessica	Black	9	JV Volleyball	7505.JPG	B-1	= "Bonus-1;" & F3
4	Dana	Davis	10	JV Volleyball	7519.JPG	A-1; C-1	= "Bonus-1;" & F4
5	Nicole	Johnson	10	JV Volleyball	7517.JPG	C-1	= "Bonus-1;" & F5
6	Tiffany	Jones	9	JV Volleyball	7575.JPG	A-1	= "Bonus-1;" & F6
7	Tina	Smith	9	JV Volleyball	7480.JPG	A-1	= "Bonus-1;" & F7
8							

- Select all of the new cells, right click and select Copy.
- Click in the first cell that you want to replace (F2 in this example). Right click and select Paste Special, then select Values.
- You can now delete the original column that has the formula in it (Column G in this example).

This feature is also useful if you need to add a prefix to all filenames. You can also reverse the formula to add text to the end of the contents in a cell (`=F2&"Bonus-1"`). Modify the contents in quotes and the starting cell so the formula will work for your needs.

ADDING A FILE EXTENSION TO YOUR FILENAMES

- In a blank column the right of your filenames highlight a single cell and type an "=".
- Now click on the first item you want to add the extension to. This column and row number should show up next to your equals sign (e.g. =A2).
- Type `&"jpg"` (including quotation marks) and hit Enter. The cell should now read `[Filename].jpg`
- Next, click on the cell that says `[Filename].jpg`, place your cursor in the lower right corner of the cell so that you see a `+`. Click and drag your cursor down as many rows as necessary. You should see the extension `.jpg` is added to the corresponding filenames within this column.
- Now, highlight all of these newly created filenames, right click and select Copy.
- Click and highlight the original cells you want to add the extension to (e.g. A2). Right click and select Paste Special. A dialog box will pop up. Select Values from the list and click OK. All of the filenames should now be replaced with `[Filename].jpg`
- Delete the column of information where you created your formula and save your data.

CHANGING THE CASE OF TEXT

This trick shows you how to adjust the case of the text. For example, see column A in the screenshot below. Excel can change the case so that the names are formatted like you see in column C.

- Insert a blank column next to the column you want to modify.
- Click in the first blank cell parallel to the first cell you want to modify (e.g. A2).
- Paste the formula listed below into the FX section at the top of Excel, modifying it as needed with the correct cell number. Hit enter.

```
=PROPER(A2)
```

- Click on the new cell, then click the small square in the lower right corner and drag down to the last entry in the column you want the formula applied to.

	A	B	C	D	E	F	G
1	First Name		Last Name	Grade	Team	Filename	Packages
2	JENNY	Jenny	Adams	9	JV Volleyball	7571.JPG	B-2
3	JESSICA	Jessica	Black	9	JV Volleyball	7505.JPG	B-1
4	DANA	Dana	Davis	10	JV Volleyball	7519.JPG	A-1; C-1
5	NICOLE	Nicole	Johnson	10	JV Volleyball	7517.JPG	C-1
6	TIFFANY	Tiffany	Jones	9	JV Volleyball	7575.JPG	A-1
7	TINA	Tina	Smith	9	JV Volleyball	7480.JPG	A-1
8							

- Select all of the new cells, right click and select Copy.
- Click in the first cell that you want to replace (A2 in this example). Right click and select Paste Special, then select Values.
- You can now delete the original column that has the formula in it.

ADDING A SORT COLUMN

This can be useful if you're entering your data from handwritten order forms that are in a specific sequence (or possibly scanned into a PDF). Adding a sort column gives you the ability to easily find the child's order form even after resorting all of the data in Excel.

- Once all data is entered, create a Sort column and type 1 into the first row in that column.
- Click on the small square in the lower right corner and drag down to the last entry.

	A	B	C	D	E	F	G	H
1	First Name	Last Name	Grade	Team	Filename	Packages	Sort	
2	Jenny	Adams	9	JV Volleyball	7571.JPG	B-2	1	
3	Jessica	Black	9	JV Volleyball	7505.JPG	B-1	2	
4	Dana	Davis	10	JV Volleyball	7519.JPG	A-1; C-1	3	
5	Nicole	Johnson	10	JV Volleyball	7517.JPG	C-1	4	
6	Tiffany	Jones	9	JV Volleyball	7575.JPG	A-1	5	
7	Tina	Smith	9	JV Volleyball	7480.JPG	A-1	6	
8								

- Click the square that appears in the lower right corner of the last cell. You have the option to “Fill Series” or “Copy Cells”. Select Fill Series when creating the sort column

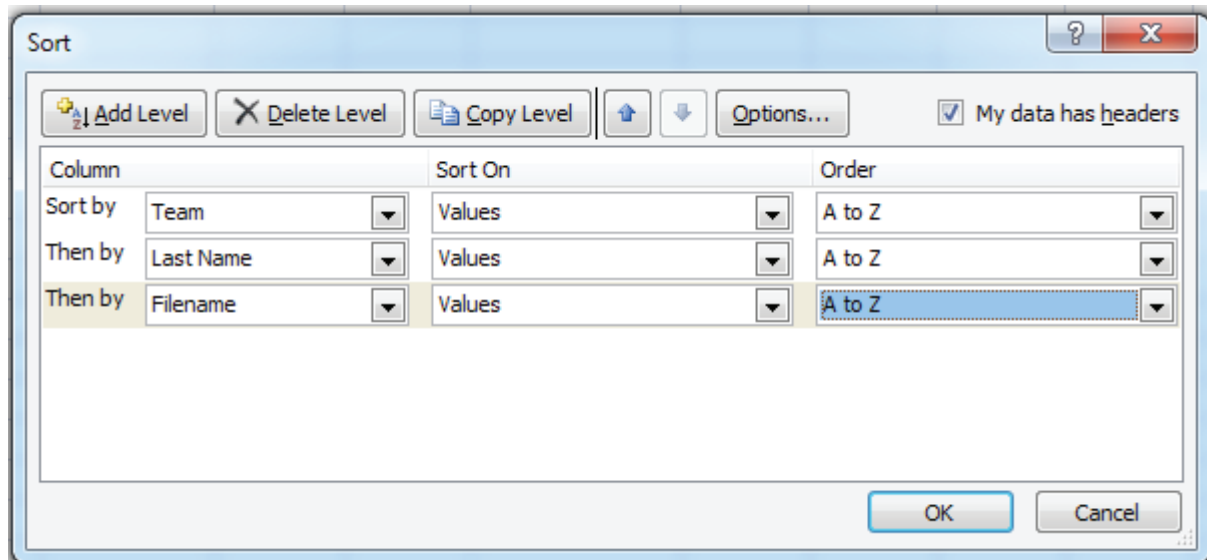
	A	B	C	D	E	F	G	H
1	First Name	Last Name	Grade	Team	Filename	Packages	Sort	
2	Tina	Smith	9	JV Volleyball	7480.JPG	A-1	6	
3	Jessica	Black	9	JV Volleyball	7505.JPG	B-1	2	
4	Nicole	Johnson	10	JV Volleyball	7517.JPG	C-1	4	
5	Dana	Davis	10	JV Volleyball	7519.JPG	A-1; C-1	3	
6	Jenny	Adams	9	JV Volleyball	7571.JPG	B-2	1	
7	Tiffany	Jones	9	JV Volleyball	7575.JPG	A-1	5	
8								

Even though I have now sorted the data by filename I can use the sort column to find the original sequence of the sittings.

SORTING DATA BY MULTIPLE CATEGORIES

Excel allows you to sort by multiple categories. This is an excellent tool for reorganizing data quickly (i.e. sort first by Teacher, then by Last Name, then by First Name).

- Select your entire spreadsheet by clicking on the icon in the upper left corner between column A and row 1.
- Click on the Data tab and select the Sort option. There may also be a button labeled Sort & Filter in the upper right corner of the Home tab.
- The Sort window pictured below should open.



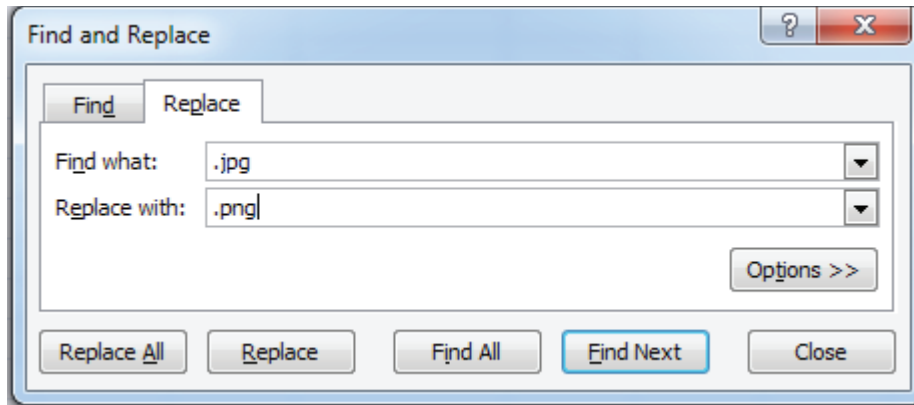
- Make sure the “My data has headers” box is checked.
- Select from the drop down menu which column you would like your data sorted by.
- Click Add Level if you would like to refine your sorting further and repeat as needed.
- Click OK to sort your data.

SEARCH AND REPLACE

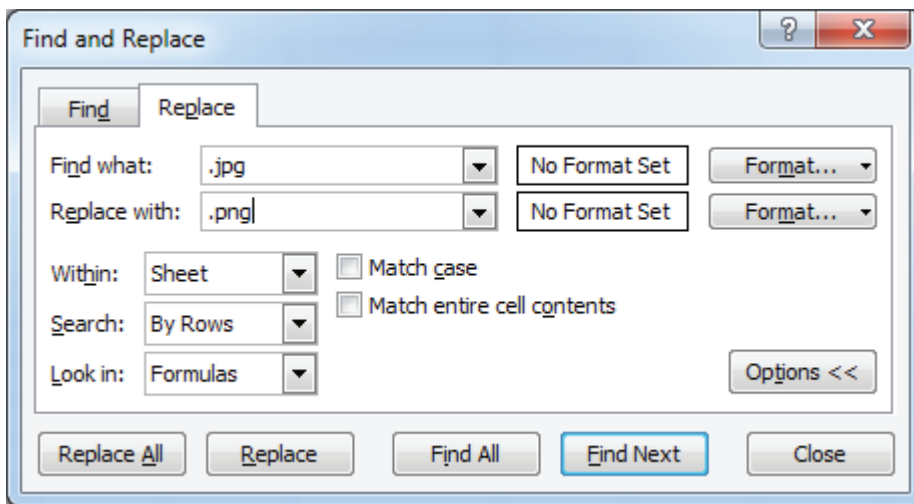
This is helpful if you need to replace every instance of text with another automatically. For example, you might want to replace “First Grade” with “1st Grade”.

- Pressing Ctrl + F on your keyboard gives you the ability to quickly locate and/or change the contents of a single cell, entire column or the entire document.

SEARCH AND REPLACE CONTINUED



- Clicking the Options button will allow you to refine your search.



ADDING LEADING ZEROS

Excel will remove any leading zeros when you reopen a saved CSV file. This is an example of how to add the leading zeros to jpg files in column A in the screenshot below.

- First, use search and replace (Ctrl + F) to remove the .jpg from the filenames.
- Insert a blank column next to the column you want to modify.
- Click in the first blank cell parallel to the first cell you want to modify. This is column B in the screenshot below.
- Paste the formula listed below into the FX section at the top of Excel. Modify the number of zeros in quotes depending on the total number of digits in the filename, and the starting cell so the formula will work for your needs.

ADDING LEADING ZEROS CONTINUED

`=TEXT(A2,"000000") & ".jpg"`

	A	B	C	D
1	Filename		First Name	Last Name
2	7480	007480.jpg	Tina	Smith
3	7505		Jessica	Black
4	7517		Nicole	Johnson
5	7519		Dana	Davis

- Click on the new cell, then click the small square in the lower right corner and drag down to the last entry in the column you want the formula applied to.

	A	B	C	D	E
1	Filename		First Name	Last Name	Grade
2	7480	007480.jpg	Tina	Smith	9
3	7505	007505.jpg	Jessica	Black	9
4	7517	007517.jpg	Nicole	Johnson	10
5	7519	007519.jpg	Dana	Davis	10
6	7571	007571.jpg	Jenny	Adams	9
7	7575	007575.jpg	Tiffany	Jones	9

- Select all of the new cells, right click and select Copy.
- Click in the first cell that you want to replace (A2 in this example). Right click and select Paste Special, then select Values.
- You can now delete the original column that has the formula in it (Column B in this example).

ENTERING NUMERIC PACKAGES (1-12)

By default, Excel will reformat a numeric package into a date once you hit Enter. To workaroud that feature you can simply put a space before the number.

E	F	G	
Grade	Team	Packages	Sort
9	JV Volleyball	2-1	6
9	JV Volleyball	B-1	2

E	F	G	H
Grade	Team	Packages	Sort
9	JV Volleyball	1-Feb	6
9	JV Volleyball	B-1	2

E	F	G	
Grade	Team	Packages	Sort
9	JV Volleyball	2-1	6
9	JV Volleyball	B-1	2