**EXCEL NOTES**

**HOW TO SET UP A PIVOT TABLE**

* Open data source worksheet click INSERT Pivot Table – OK
* Bring required fields into rows
* Right click in Pivot Table and choose Pivot Table Options
* Display – Check Classic Pivot Table Layout (Tabular)
* Column next to total column dictates total
* Click drop down arrow on column next to total
* Enter values filter criteria on correct column name
* Right click to remove row labels not needed
* Right click on first field i.e. state - go field settings – layout and print
* Check repeat item labels
* Copy data into new sheet and remove any unwanted rows and columns
* Highlight required columns. Go to DATA tab – Subtotal
* Enter criteria to get the total count of rows by category

/\*

This formula adds single quotes around the value

\*/

="'"&A1&"'"

--This calculates the percentage of the total sum.

=A1/SUM(A:A)

**IMPORT COMMA DELIMITTED CSV FILE INTO SQL SERVER**

* Right click DB
* Task Import Data
* Flat File Source
* Change Text Qualifier to a single double quote “

**EXPORT COMMA DELIMITTED CSV FILE INTO SQL SERVER FROM PostgreSQL**

* Right click table
* Export
* csv
* Change Delimiter to a single quote ‘

=COUNTIF(range,criteria)

=countif(B:B,A:A)

=countif(A:A,B:B)

* This says does value in column B show up anywhere in column A

SUBSTITUTE

=SUBSTITUTE(B2,”CAN”,”CA”)

DIVIDE By ZERO

=IFERROR(R14/N14,0)

=VLOOKUP(A2,NameOfWorksheet!A3:C9,3,FALSE)

=VLOOKUP(AA2,OldEncounter!$AA:$AA,1,FALSE)

* Need a matching key for both sides of the equation
  + Does not need to be sorted
* Type in =VLOOKUP into cell
* Put focus on cell (KEY) I want to match (does not have to be column 1) then enter a comma,
* Then select range of cells from the worksheet I want to join on with left most column (OF THE COLUMNS I CHOOSE) being the key I want to match and put focus on column header cell
  + When choosing the columns highlight the entire column headers so every row in the column gets highlighted
* Then enter the index (number of the column with the value I want to return)
* Do not switch back to original worksheet until I have completed the formula
* Always enter FALSE
* Enter

CONCATENATE &

(This is a trick to format cell values for SQL code with comma)

=C24&”,”

COMPARE WORKSHEETS

* Select the entire range of data you are comparing to.
* Hold the CTRL key down while selecting the second list to compare
* Choose Home – Find and Select (looks like magnifying glass) – Go to Special
* Choose Function – F4 to toggle thru each column and choose the Color FILL to manually fill in the color for each change

COMPARE USING FORMULA METHOD (RECOMMENDED)

* Select the entire range of data you are comparing to.
* Type ALT-O (letter O) followed by the D
* Click New Rule
* Choose Use a Formula to Determine which cells to Format
* Type the formula i.e. =E2<>A2
* Click Format
* Click the FILL tab and choose Fill Color
* OK, OK, OK