

# Importing and Managing Data Using Excel

*Darla Cloud, CPA – Cloud Training Services*

Do you need to import accounting or database information to Excel? This session will teach you how to use the Text Import Wizard to import text and other delimited files into Excel. You will learn how to link the information to your source data when necessary. You will also learn how to manage the information using AutoFilters and Subtotals and how to overcome some of the printing problems that you might encounter when trying to print large spreadsheets.



# Darla Cloud, CPA

A decorative graphic consisting of overlapping colored squares (yellow, red, blue) and a black crosshair.

## Owner

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Darla is the owner of Cloud Training Services, a Texas-based computer training company founded in 1996. Darla, along with Cloud Training Services, has been teaching computer classes for over 16 years. In addition to Darla's years of teaching, she also has over seven years of audit experience. Darla had earned the Microsoft Office User Specialist certification at the Expert level. She is a Certified Public Accountant and is also a Certified Technical Trainer. Darla's accounting experience and love of teaching help make her an excellent Excel trainer. Her spreadsheet knowledge comes from "real world experiences", not just books. She has spent years learning tips, tricks and shortcuts about Excel that she will pass on during the training.

# Importing & Managing Data using Excel

2005 TTA Accounting Seminar

Presented by Darla Cloud

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# Our Topics

- Text Import Wizard
  - Data that is not refreshed
  - Data that will be refreshed
- Using Filters
- Automatic Subtotals
- Printing Large Files



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# External Data

- Mainframes
- AS400s
- Databases
- Accounting Systems
- Print or Text Files
- And more...



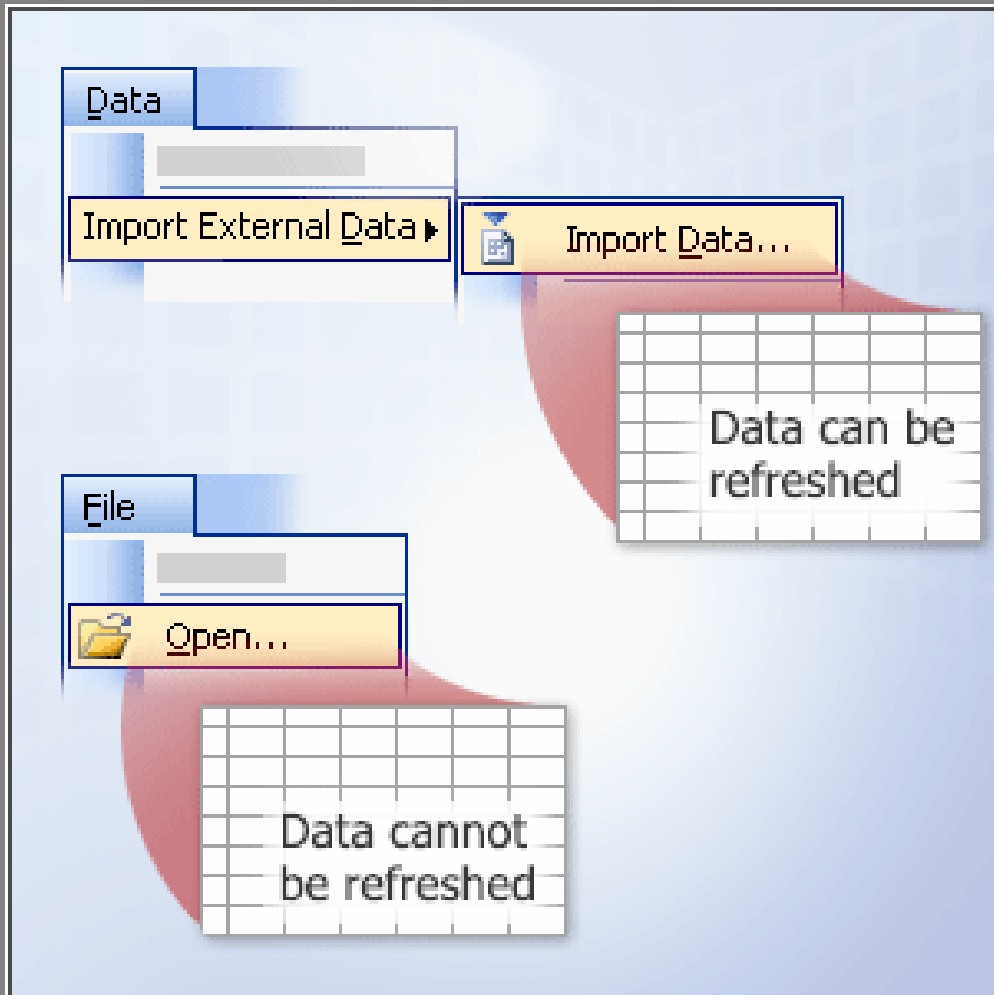
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# What is a Delimited File?

- Delimiters are characters such as commas or tabs that separate each field of text.
- Common types files & their delimiters:
  - **.txt files** – Usually tab delimited files.
  - **.csv files** - Comma separated value files have a comma (,) which separates each column.
  - **.prn files**- Fixed-length or space delimited files. Several spaces usually separate each column.



# Two Ways to Import



# Setting Up Your Database

When working with a database it is a good idea to remember the following:

- Heading should be formatted different than the body text.
- Confine your heading to a single row (Select Format, Cells and on the Alignment Tab choose Wrap Text. Shortcut: Alt+Enter)
- Do not have blank rows or blank columns in your list
- Do not duplicate headings.



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# Using AutoFilter

- Place the active cell anywhere in the list.
- From the menu chose **Data, Filter, AutoFilter**.
- Drop-down arrows will appear to the right of each column label.



# Data Subtotal

- First sort by the column you wish to summarize
- From the menu choose **Data, Subtotals**
- In the **At each change in** box click the column to subtotal



# Data Subtotals (continued)

- In the Use function box, click the function you want to use to calculate subtotals.
- In the Add subtotal to box, select the check box for each column that contains values you want to subtotal.
- Click OK.



# Hints for Printing Large Spreadsheets

- Use Named Ranges to help you print various parts of a spreadsheet.
- In the Page Setup dialog box use the “Fit to” option to automatically scale the worksheet
- Use View, Page Break Preview to work with page breaks



# Named Ranges

A name is a description that you assign to a cell or a group of cells. Names are an alternative to cell references.

You can refer to range names when setting a print area or printing a selection.



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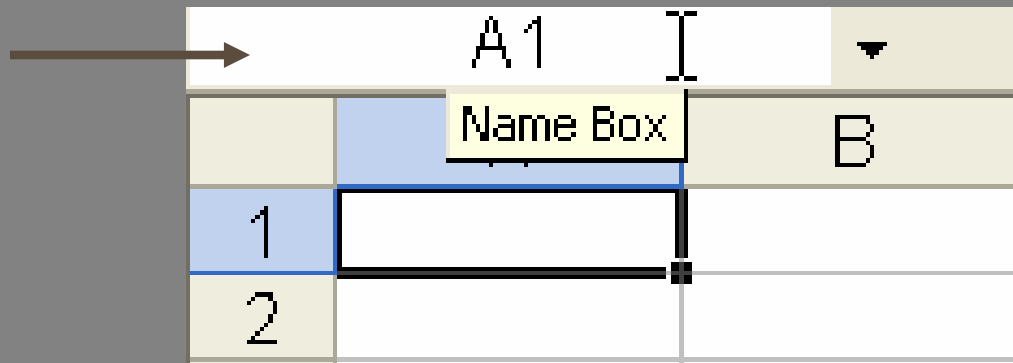
# Named Range Guidelines

- The first character must be text or an underscore. The remaining characters can be text, numbers, periods, and the underscore character.
- A name cannot contain spaces.
- A name can't be the same as a cell reference.
- You can use lower and uppercase letters in names; however Excel does not distinguish between upper and lowercase letters when using names.



# Using the Name Box

1. Select the cell or range of cells you want to name.
2. To the left of the Formula bar, click the Name box.



## Using the Name Box (continued)

3. Type the name of the range.
4. Press Enter.

**NOTE:** To modify a named range select Insert, Name Define from the menu.



# Printing Using Range Names

1. In the **Name Box** select the range name that you want to print. The active cell will go to that area and the range will now be highlighted.
2. From the menu select **File, Print**. In the “**Print what**” area choose **Selection**.



# Printing Using Range Names (continued)

**Print**

Printer

Name: HP LaserJet 2200 Series PCL 5e Properties...

Status: Idle Find Printer...

Type: HP LaserJet 2200 Series PCL 5e

Where: LPT1:

Comment:  Print to file

Print range

All

Page(s) From:  To:

Print what

Selection  Entire workbook

Active sheet(s)

Copies

Number of copies:

Collate

Preview OK Cancel



# Scaling using “Fit to”

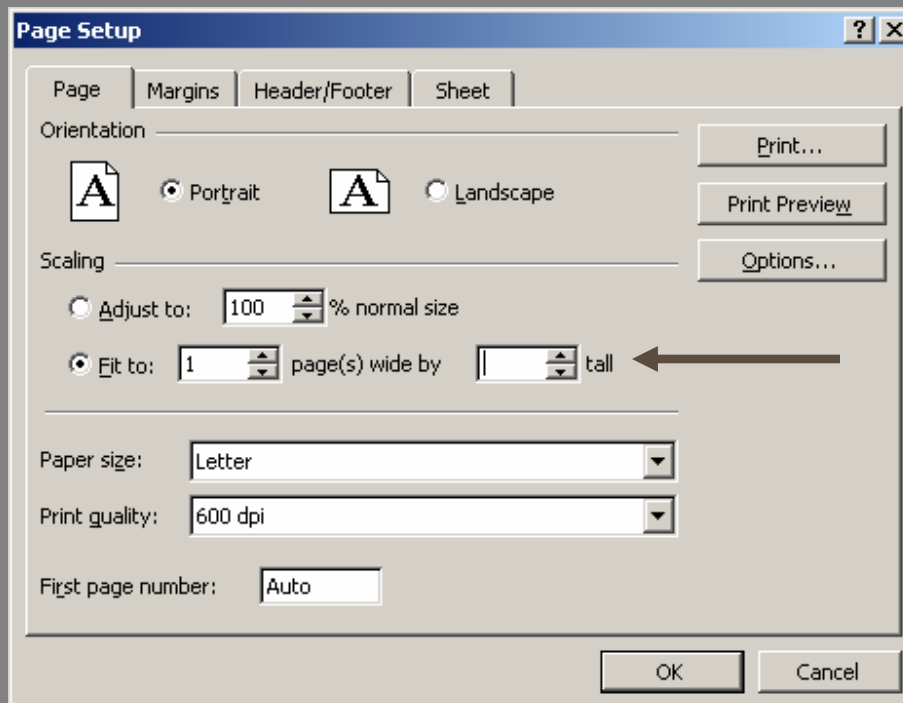
The “Fit to” option reduces the worksheet or selection when you print so that it fits on the specified number of pages.

Select the Fit to check box, enter a number in the page(s) wide by box, and enter a number in the tall box.



# Scaling using "Fit to"

To fill the paper width and use as many pages as necessary, type 1 in the page(s) wide by box and leave the tall box blank.



# View, Page Break Preview

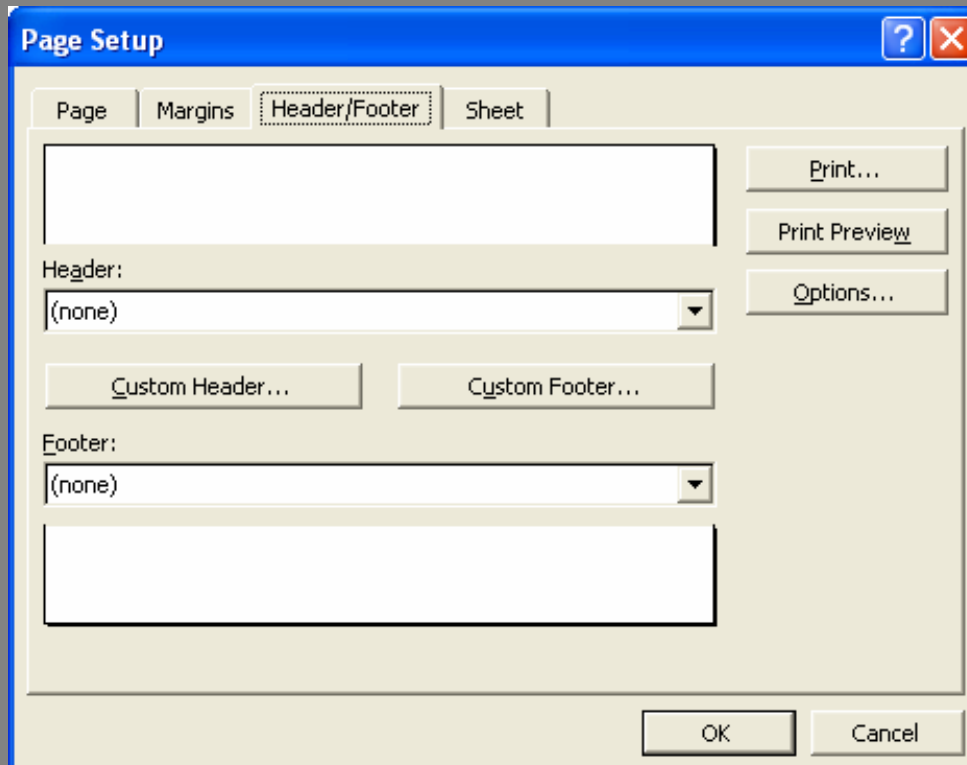
You can also adjust page breaks by using the Page Break Preview. From the menu select View, Page Break Preview.



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# Headers and Footers

A header prints at the top of every page while a footer prints at the bottom. From the menu, select File, Page Setup and click on the Header/Footer tab.



# For Additional Information

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