Microsoft Excel

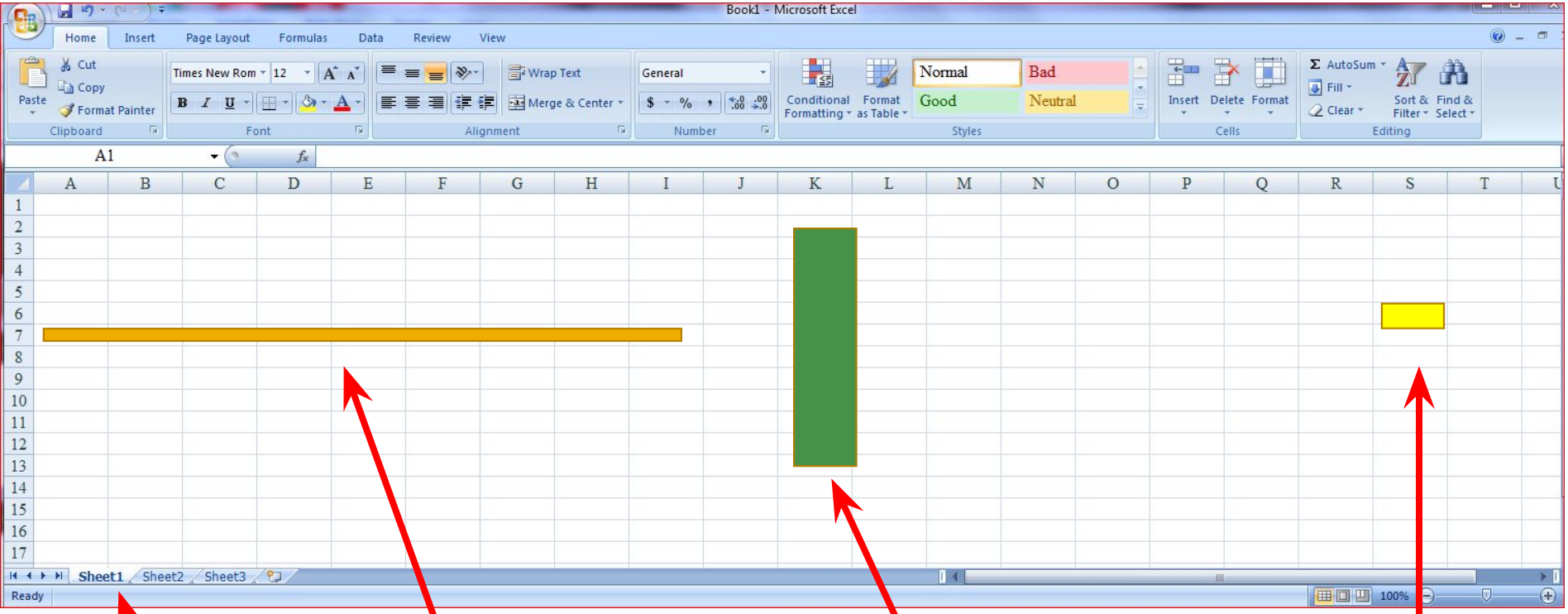
Scope

- Why use Excel for genealogy and Family History?
- Terminology within Excel
- Some commonly used features.
- Common shortcut commands
- Some examples

Why use Excel

- Data manipulation
  - Manipulating large quantities of data in different ways to enable effective and efficient record searching, editing and recording.
- Perform mathematical calculations
- Display Information in a variety of manners

Basic Terminology



Worksheet

ROW

Max # of rows
1,048,576 (Excel 2007)

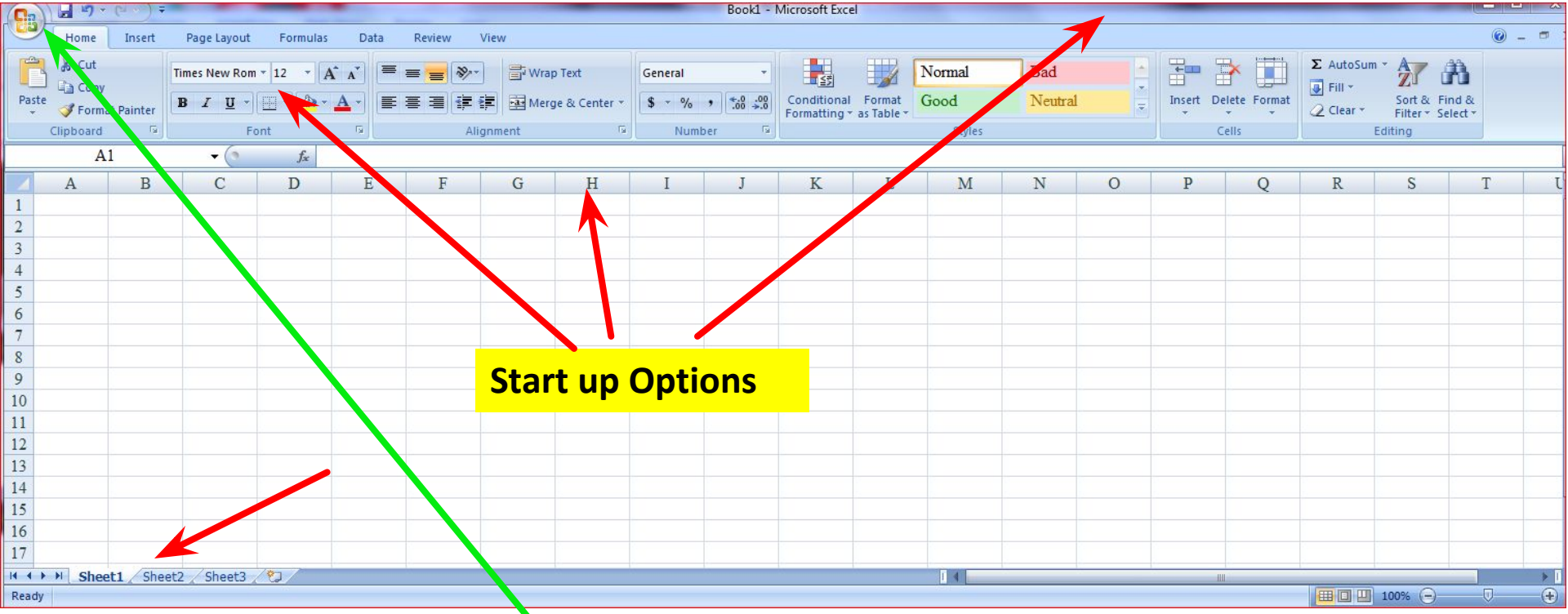
Column

Max # Columns 16,384
(Excel 2007)

Cell

Address
"S6"

Basic Terminology Cont…



How many worksheets to start with.

The type & size of font to start with.

The type of font for row & column ID.

The overall colour scheme.

All set from the MS Office Button

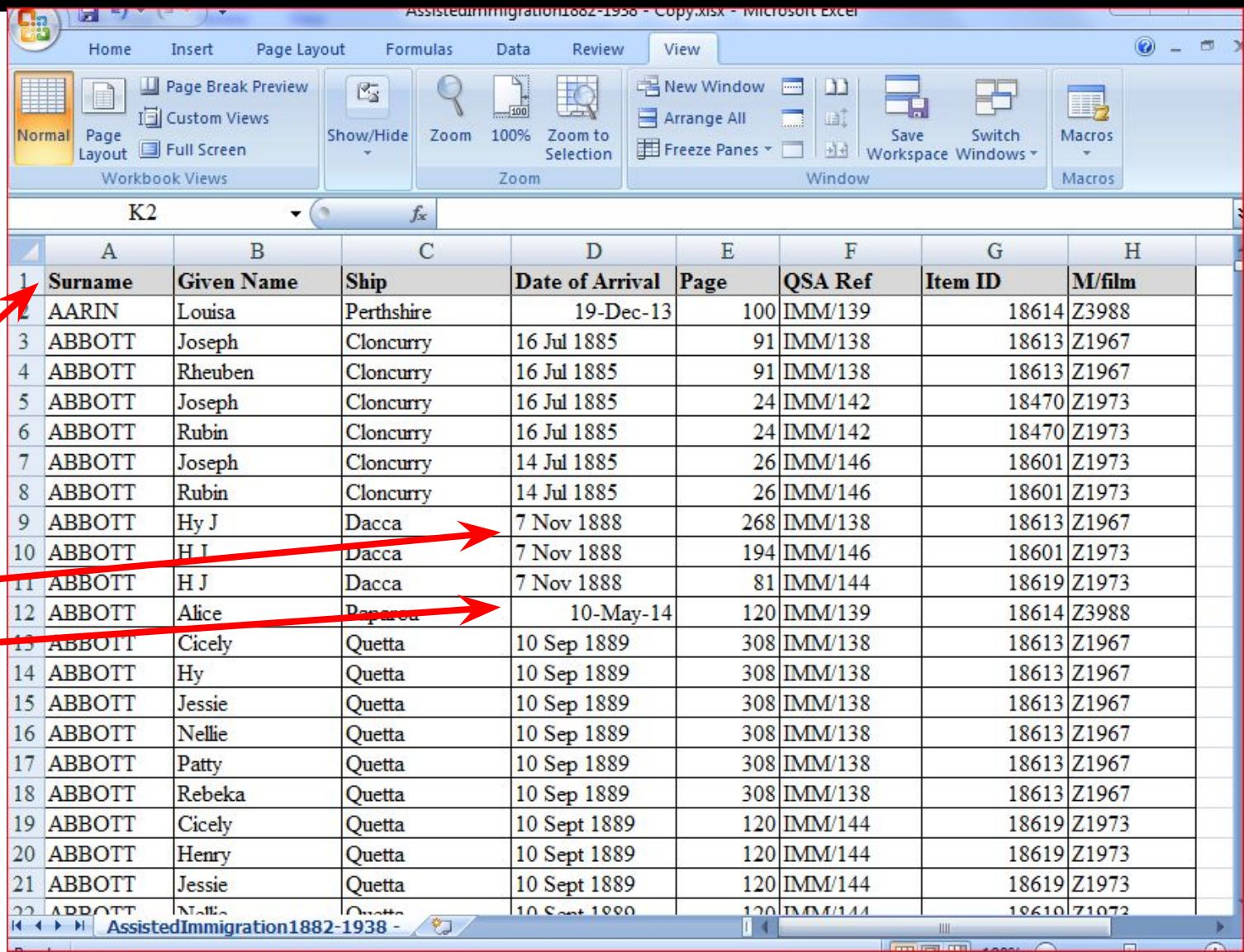
Commonly Used Featurers

- **Sort** data by a variety of methods
  - Maintaining the integrity of the data.

Simple Sort

Currently sorted by Surname

Notice also different date format

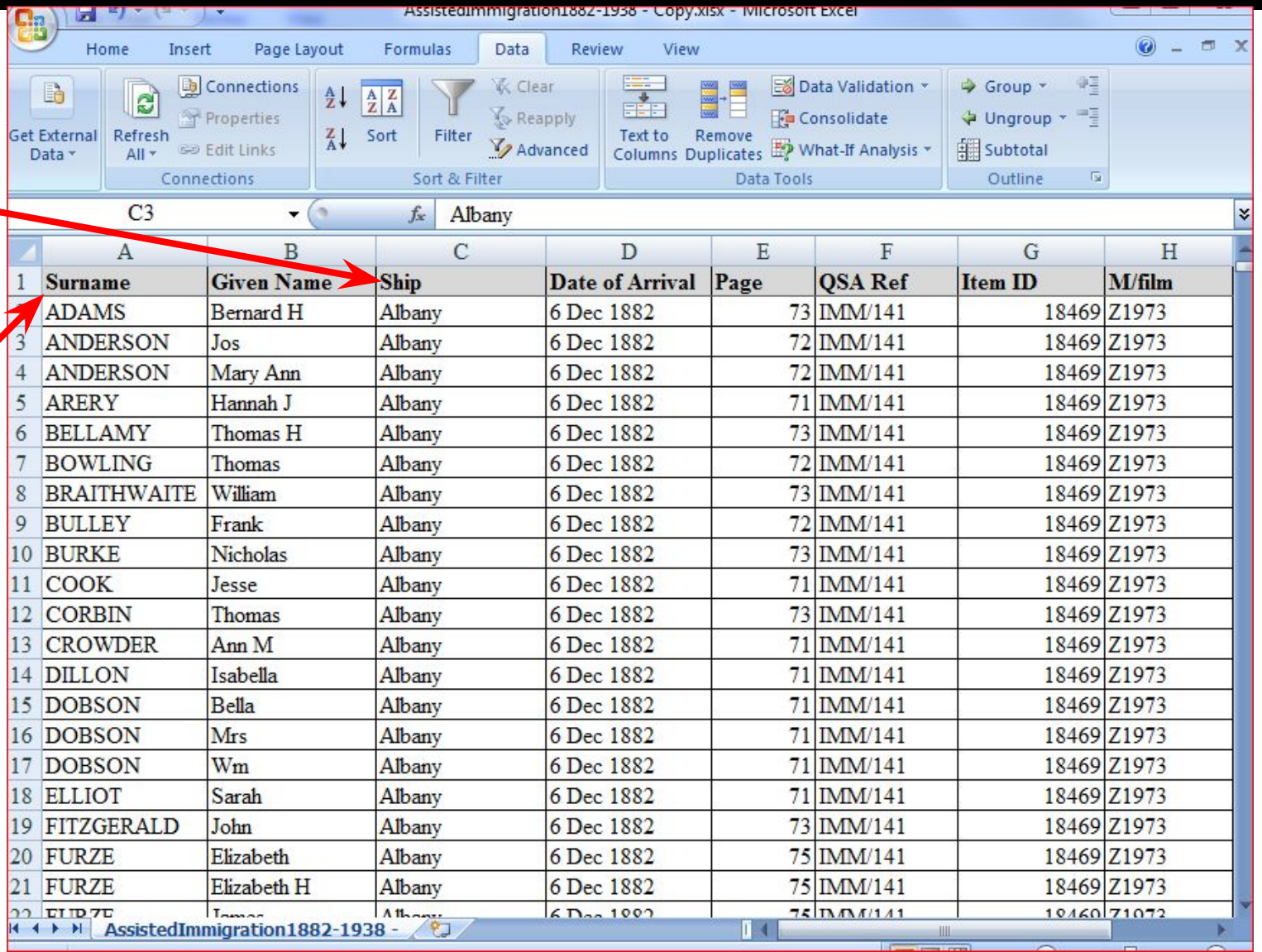


	A	B	C	D	E	F	G	H
1	Surname	Given Name	Ship	Date of Arrival	Page	QSA Ref	Item ID	M/film
2	AARIN	Louisa	Perthshire	19-Dec-13	100	IMM/139	18614	Z3988
3	ABBOTT	Joseph	Cloncurry	16 Jul 1885	91	IMM/138	18613	Z1967
4	ABBOTT	Rheuben	Cloncurry	16 Jul 1885	91	IMM/138	18613	Z1967
5	ABBOTT	Joseph	Cloncurry	16 Jul 1885	24	IMM/142	18470	Z1973
6	ABBOTT	Rubin	Cloncurry	16 Jul 1885	24	IMM/142	18470	Z1973
7	ABBOTT	Joseph	Cloncurry	14 Jul 1885	26	IMM/146	18601	Z1973
8	ABBOTT	Rubin	Cloncurry	14 Jul 1885	26	IMM/146	18601	Z1973
9	ABBOTT	Hy J	Dacca	7 Nov 1888	268	IMM/138	18613	Z1967
10	ABBOTT	H J	Dacca	7 Nov 1888	194	IMM/146	18601	Z1973
11	ABBOTT	H J	Dacca	7 Nov 1888	81	IMM/144	18619	Z1973
12	ABBOTT	Alice	Raparoa	10-May-14	120	IMM/139	18614	Z3988
13	ABBOTT	Cicely	Quetta	10 Sep 1889	308	IMM/138	18613	Z1967
14	ABBOTT	Hy	Quetta	10 Sep 1889	308	IMM/138	18613	Z1967
15	ABBOTT	Jessie	Quetta	10 Sep 1889	308	IMM/138	18613	Z1967
16	ABBOTT	Nellie	Quetta	10 Sep 1889	308	IMM/138	18613	Z1967
17	ABBOTT	Patty	Quetta	10 Sep 1889	308	IMM/138	18613	Z1967
18	ABBOTT	Rebeka	Quetta	10 Sep 1889	308	IMM/138	18613	Z1967
19	ABBOTT	Cicely	Quetta	10 Sept 1889	120	IMM/144	18619	Z1973
20	ABBOTT	Henry	Quetta	10 Sept 1889	120	IMM/144	18619	Z1973
21	ABBOTT	Jessie	Quetta	10 Sept 1889	120	IMM/144	18619	Z1973

Simple Sort Cont...

Sorted by Ship

Then by Surname



	A	B	C	D	E	F	G	H
1	**Surname**	**Given Name**	**Ship**	**Date of Arrival**	**Page**	**QSA Ref**	**Item ID**	**M/film**
2	ADAMS	Bernard H	Albany	6 Dec 1882	73	IMM/141	18469	Z1973
3	ANDERSON	Jos	Albany	6 Dec 1882	72	IMM/141	18469	Z1973
4	ANDERSON	Mary Ann	Albany	6 Dec 1882	72	IMM/141	18469	Z1973
5	ARERY	Hannah J	Albany	6 Dec 1882	71	IMM/141	18469	Z1973
6	BELLAMY	Thomas H	Albany	6 Dec 1882	73	IMM/141	18469	Z1973
7	BOWLING	Thomas	Albany	6 Dec 1882	72	IMM/141	18469	Z1973
8	BRAITHWAITE	William	Albany	6 Dec 1882	73	IMM/141	18469	Z1973
9	BULLEY	Frank	Albany	6 Dec 1882	72	IMM/141	18469	Z1973
10	BURKE	Nicholas	Albany	6 Dec 1882	73	IMM/141	18469	Z1973
11	COOK	Jesse	Albany	6 Dec 1882	71	IMM/141	18469	Z1973
12	CORBIN	Thomas	Albany	6 Dec 1882	73	IMM/141	18469	Z1973
13	CROWDER	Ann M	Albany	6 Dec 1882	71	IMM/141	18469	Z1973
14	DILLON	Isabella	Albany	6 Dec 1882	71	IMM/141	18469	Z1973
15	DOBSON	Bella	Albany	6 Dec 1882	71	IMM/141	18469	Z1973
16	DOBSON	Mrs	Albany	6 Dec 1882	71	IMM/141	18469	Z1973
17	DOBSON	Wm	Albany	6 Dec 1882	71	IMM/141	18469	Z1973
18	ELLIOT	Sarah	Albany	6 Dec 1882	71	IMM/141	18469	Z1973
19	FITZGERALD	John	Albany	6 Dec 1882	73	IMM/141	18469	Z1973
20	FURZE	Elizabeth	Albany	6 Dec 1882	75	IMM/141	18469	Z1973
21	FURZE	Elizabeth H	Albany	6 Dec 1882	75	IMM/141	18469	Z1973

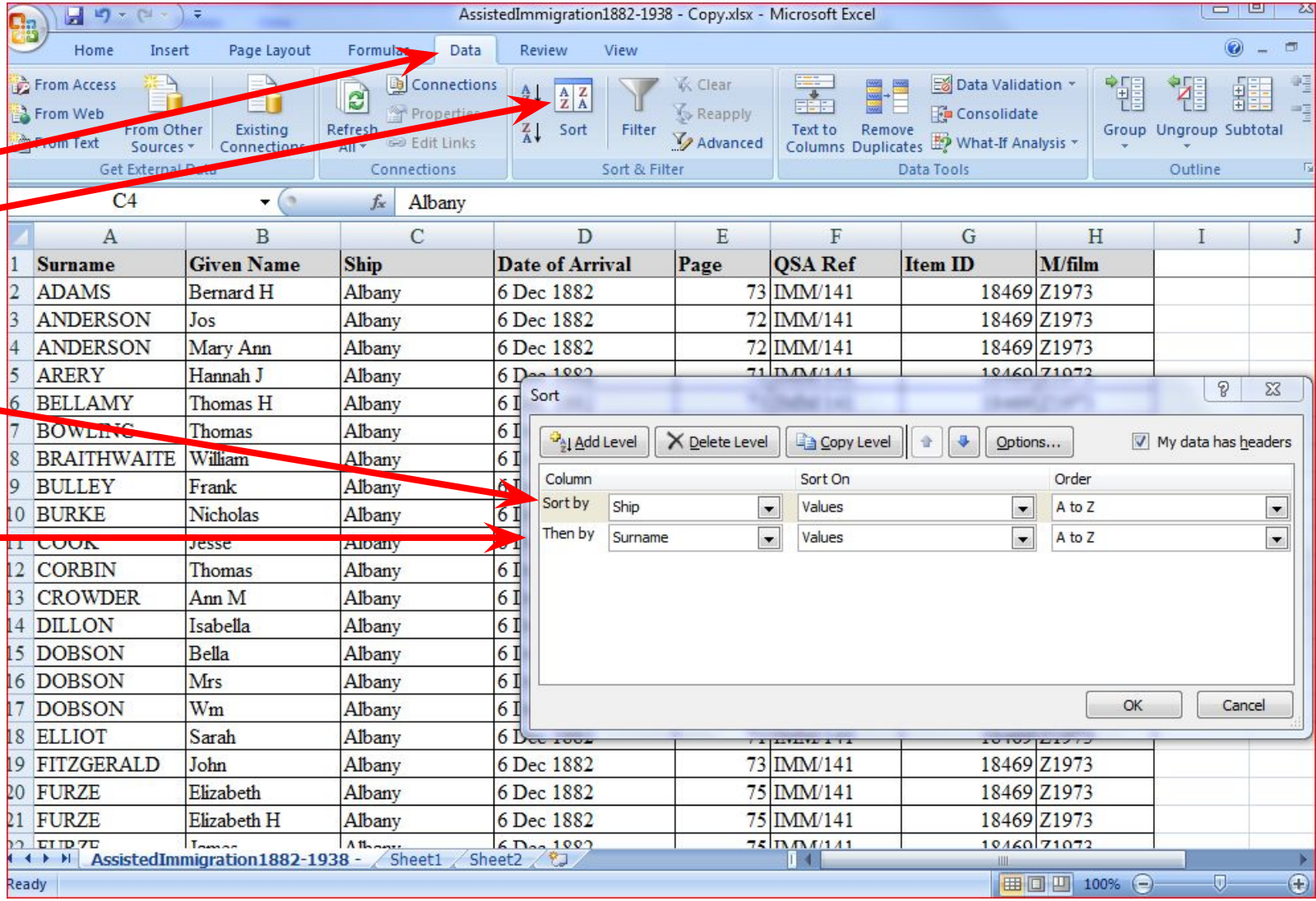
Simple Sort Cont...

Select Data/Sort

Then select which column to sort by

Then 2nd level

Additional sort parameters can be added

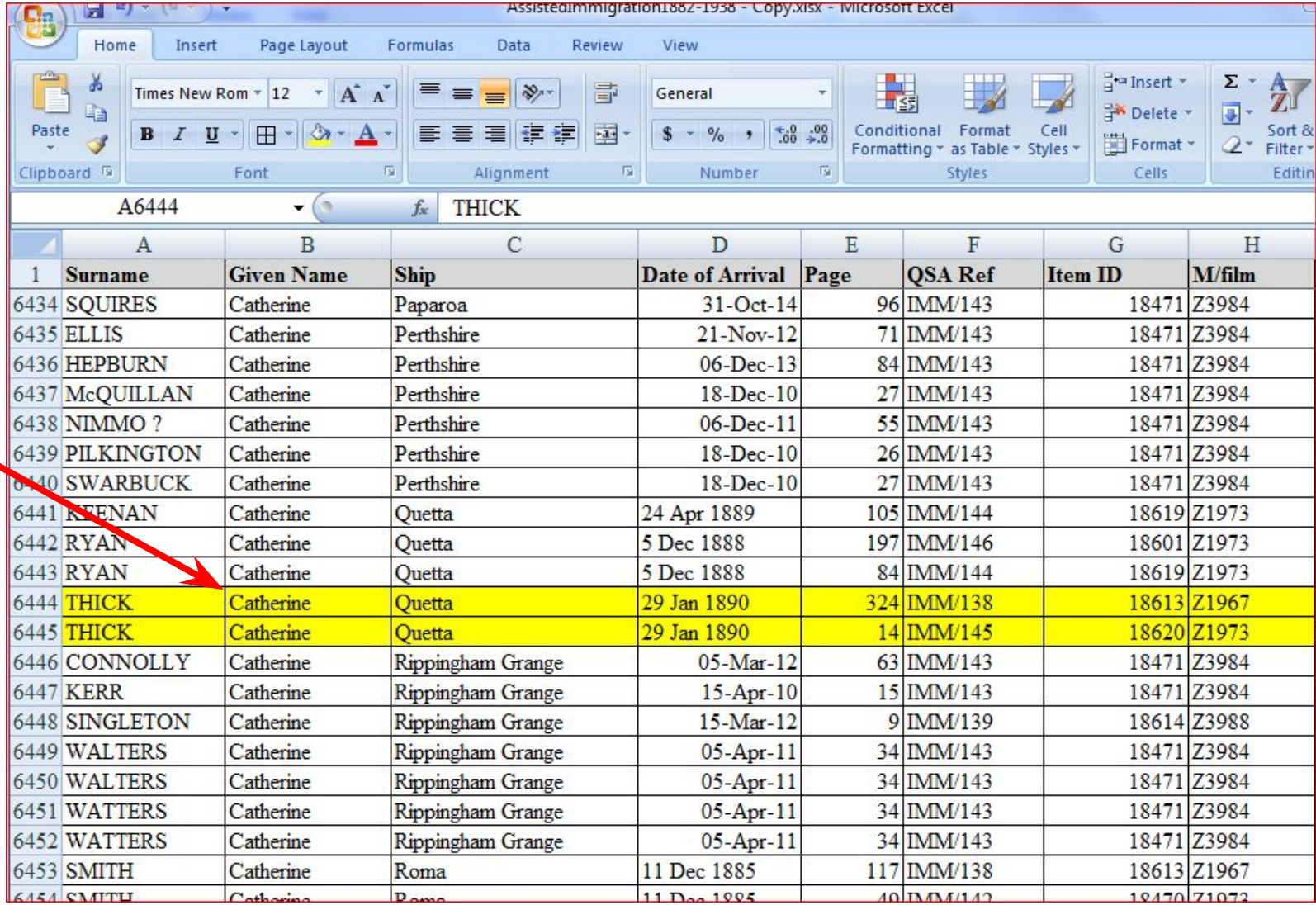


	Surname	Given Name	Ship	Date of Arrival	Page	QSA Ref	Item ID	M/film
2	ADAMS	Bernard H	Albany	6 Dec 1882	73	IMM/141	18469	Z1973
3	ANDERSON	Jos	Albany	6 Dec 1882	72	IMM/141	18469	Z1973
4	ANDERSON	Mary Ann	Albany	6 Dec 1882	72	IMM/141	18469	Z1973
5	ARERY	Hannah J	Albany	6 Dec 1882	71	IMM/141	18469	Z1973
6	BELLAMY	Thomas H	Albany	6 I				
7	BOWERS	Thomas	Albany	6 I				
8	BRAITHWAITE	William	Albany	6 I				
9	BULLEY	Frank	Albany	6 I				
10	BURKE	Nicholas	Albany	6 I				
11	COOK	Jesse	Albany					
12	CORBIN	Thomas	Albany	6 I				
13	CROWDER	Ann M	Albany	6 I				
14	DILLON	Isabella	Albany	6 I				
15	DOBSON	Bella	Albany	6 I				
16	DOBSON	Mrs	Albany	6 I				
17	DOBSON	Wm	Albany	6 I				
18	ELLIOT	Sarah	Albany	6 Dec 1882	71	IMM/141	18469	Z1973
19	FITZGERALD	John	Albany	6 Dec 1882	73	IMM/141	18469	Z1973
20	FURZE	Elizabeth	Albany	6 Dec 1882	75	IMM/141	18469	Z1973
21	FURZE	Elizabeth H	Albany	6 Dec 1882	75	IMM/141	18469	Z1973
22	FURZE	James	Albany	6 Dec 1882	75	IMM/141	18469	Z1973

Simple Sort Cont...

Sort by Given Name

Then by Ship



AssistedImmigration1882-1938 - Copy.xlsx - Microsoft Excel

Home | Insert | Page Layout | Formulas | Data | Review | View

Times New Rom | 12 | General | Conditional Formatting | Format as Table | Cell Styles | Insert | Delete | Format | Sort & Filter

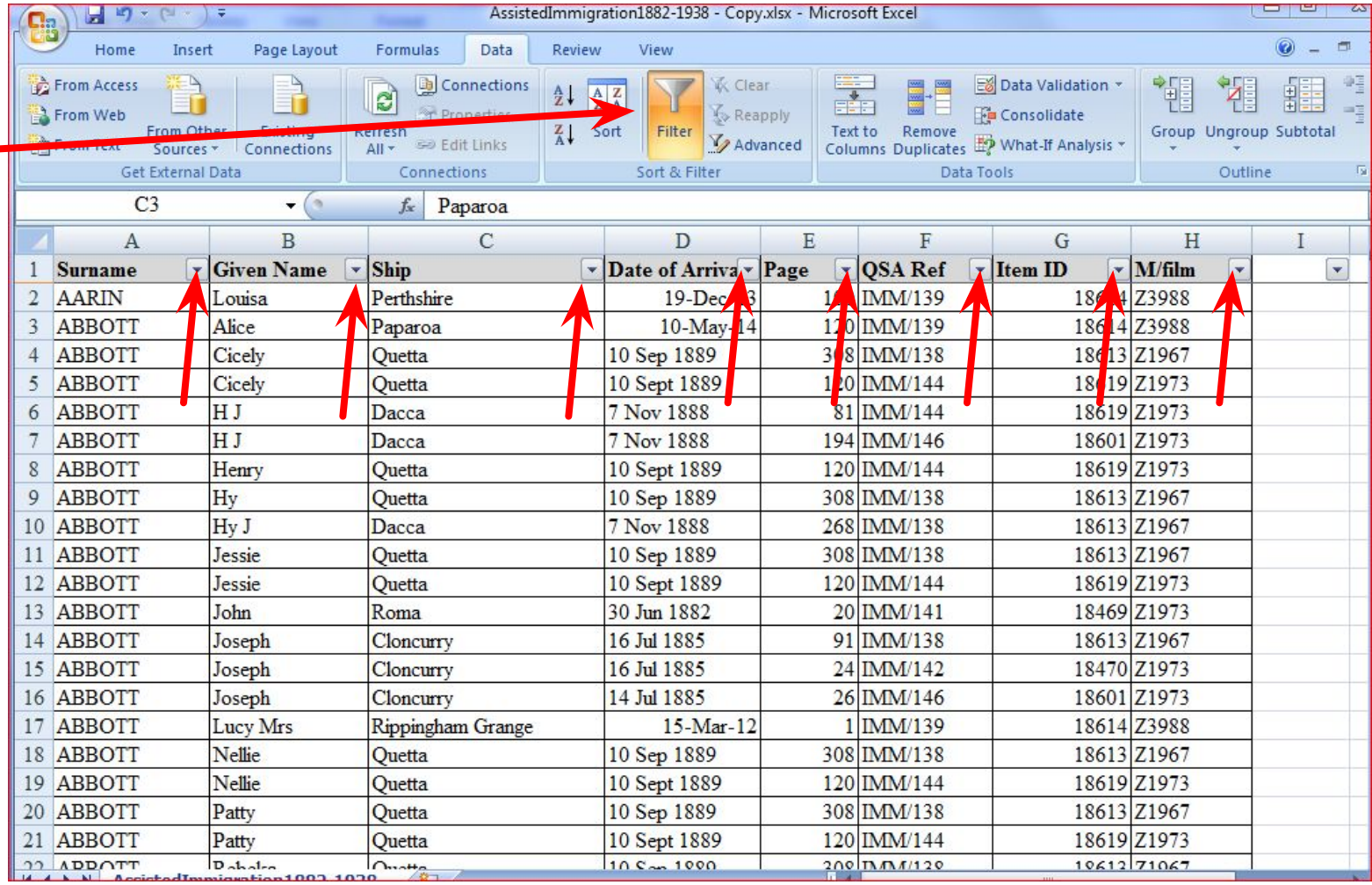
Clipboard | Font | Alignment | Number | Styles | Cells | Editing

A6444 | THICK

	A	B	C	D	E	F	G	H
1	**Surname**	**Given Name**	**Ship**	**Date of Arrival**	**Page**	**QSA Ref**	**Item ID**	**M/film**
6434	SQUIRES	Catherine	Paparoa	31-Oct-14	96	IMM/143	18471	Z3984
6435	ELLIS	Catherine	Perthshire	21-Nov-12	71	IMM/143	18471	Z3984
6436	HEPBURN	Catherine	Perthshire	06-Dec-13	84	IMM/143	18471	Z3984
6437	McQUILLAN	Catherine	Perthshire	18-Dec-10	27	IMM/143	18471	Z3984
6438	NIMMO ?	Catherine	Perthshire	06-Dec-11	55	IMM/143	18471	Z3984
6439	PILKINGTON	Catherine	Perthshire	18-Dec-10	26	IMM/143	18471	Z3984
6440	SWARBUCK	Catherine	Perthshire	18-Dec-10	27	IMM/143	18471	Z3984
6441	KEENAN	Catherine	Quetta	24 Apr 1889	105	IMM/144	18619	Z1973
6442	RYAN	Catherine	Quetta	5 Dec 1888	197	IMM/146	18601	Z1973
6443	RYAN	Catherine	Quetta	5 Dec 1888	84	IMM/144	18619	Z1973
6444	THICK	Catherine	Quetta	29 Jan 1890	324	IMM/138	18613	Z1967
6445	THICK	Catherine	Quetta	29 Jan 1890	14	IMM/145	18620	Z1973
6446	CONNOLLY	Catherine	Rippingham Grange	05-Mar-12	63	IMM/143	18471	Z3984
6447	KERR	Catherine	Rippingham Grange	15-Apr-10	15	IMM/143	18471	Z3984
6448	SINGLETON	Catherine	Rippingham Grange	15-Mar-12	9	IMM/139	18614	Z3988
6449	WALTERS	Catherine	Rippingham Grange	05-Apr-11	34	IMM/143	18471	Z3984
6450	WALTERS	Catherine	Rippingham Grange	05-Apr-11	34	IMM/143	18471	Z3984
6451	WATTERS	Catherine	Rippingham Grange	05-Apr-11	34	IMM/143	18471	Z3984
6452	WATTERS	Catherine	Rippingham Grange	05-Apr-11	34	IMM/143	18471	Z3984
6453	SMITH	Catherine	Roma	11 Dec 1885	117	IMM/138	18613	Z1967
6454	SMITH	Catherine	Roma	11 Dec 1885	49	IMM/142	18470	Z1973

Simple Filter

Notice FILTER Icon & small arrows on each column heading

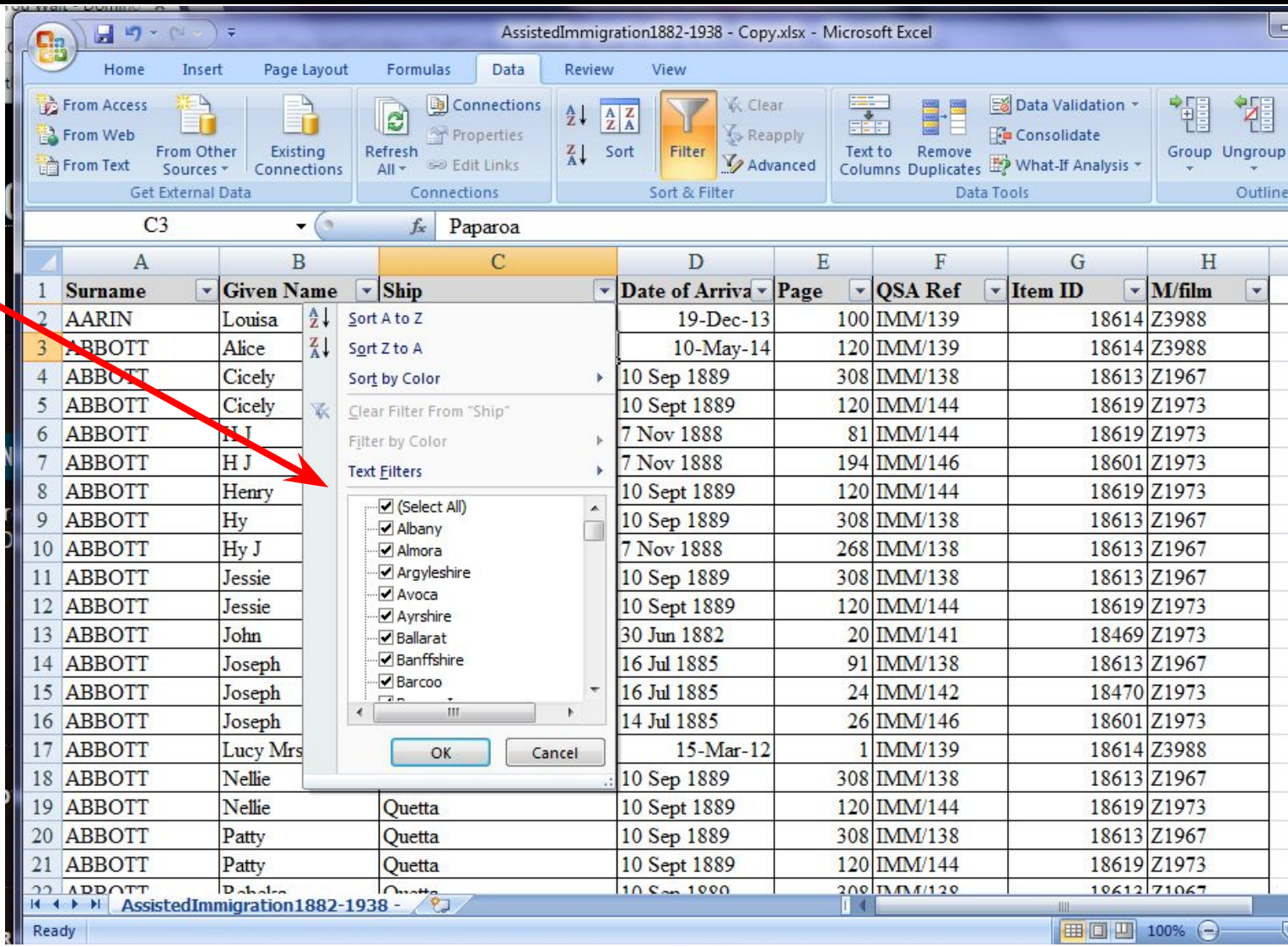


	A	B	C	D	E	F	G	H	I
1	Surname	Given Name	Ship	Date of Arriva	Page	QSA Ref	Item ID	M/film	
2	AARIN	Louisa	Perthshire	19-Dec-13	1	IMM/139	18614	Z3988	
3	ABBOTT	Alice	Paparoa	10-May-14	120	IMM/139	18614	Z3988	
4	ABBOTT	Cicely	Quetta	10 Sep 1889	308	IMM/138	18613	Z1967	
5	ABBOTT	Cicely	Quetta	10 Sept 1889	120	IMM/144	18619	Z1973	
6	ABBOTT	H J	Dacca	7 Nov 1888	81	IMM/144	18619	Z1973	
7	ABBOTT	H J	Dacca	7 Nov 1888	194	IMM/146	18601	Z1973	
8	ABBOTT	Henry	Quetta	10 Sept 1889	120	IMM/144	18619	Z1973	
9	ABBOTT	Hy	Quetta	10 Sep 1889	308	IMM/138	18613	Z1967	
10	ABBOTT	Hy J	Dacca	7 Nov 1888	268	IMM/138	18613	Z1967	
11	ABBOTT	Jessie	Quetta	10 Sep 1889	308	IMM/138	18613	Z1967	
12	ABBOTT	Jessie	Quetta	10 Sept 1889	120	IMM/144	18619	Z1973	
13	ABBOTT	John	Roma	30 Jun 1882	20	IMM/141	18469	Z1973	
14	ABBOTT	Joseph	Cloncurry	16 Jul 1885	91	IMM/138	18613	Z1967	
15	ABBOTT	Joseph	Cloncurry	16 Jul 1885	24	IMM/142	18470	Z1973	
16	ABBOTT	Joseph	Cloncurry	14 Jul 1885	26	IMM/146	18601	Z1973	
17	ABBOTT	Lucy Mrs	Rippingham Grange	15-Mar-12	1	IMM/139	18614	Z3988	
18	ABBOTT	Nellie	Quetta	10 Sep 1889	308	IMM/138	18613	Z1967	
19	ABBOTT	Nellie	Quetta	10 Sept 1889	120	IMM/144	18619	Z1973	
20	ABBOTT	Patty	Quetta	10 Sep 1889	308	IMM/138	18613	Z1967	
21	ABBOTT	Patty	Quetta	10 Sept 1889	120	IMM/144	18619	Z1973	

Simple Filter Cont...

List of Ships

Select all or choose one or more from the list

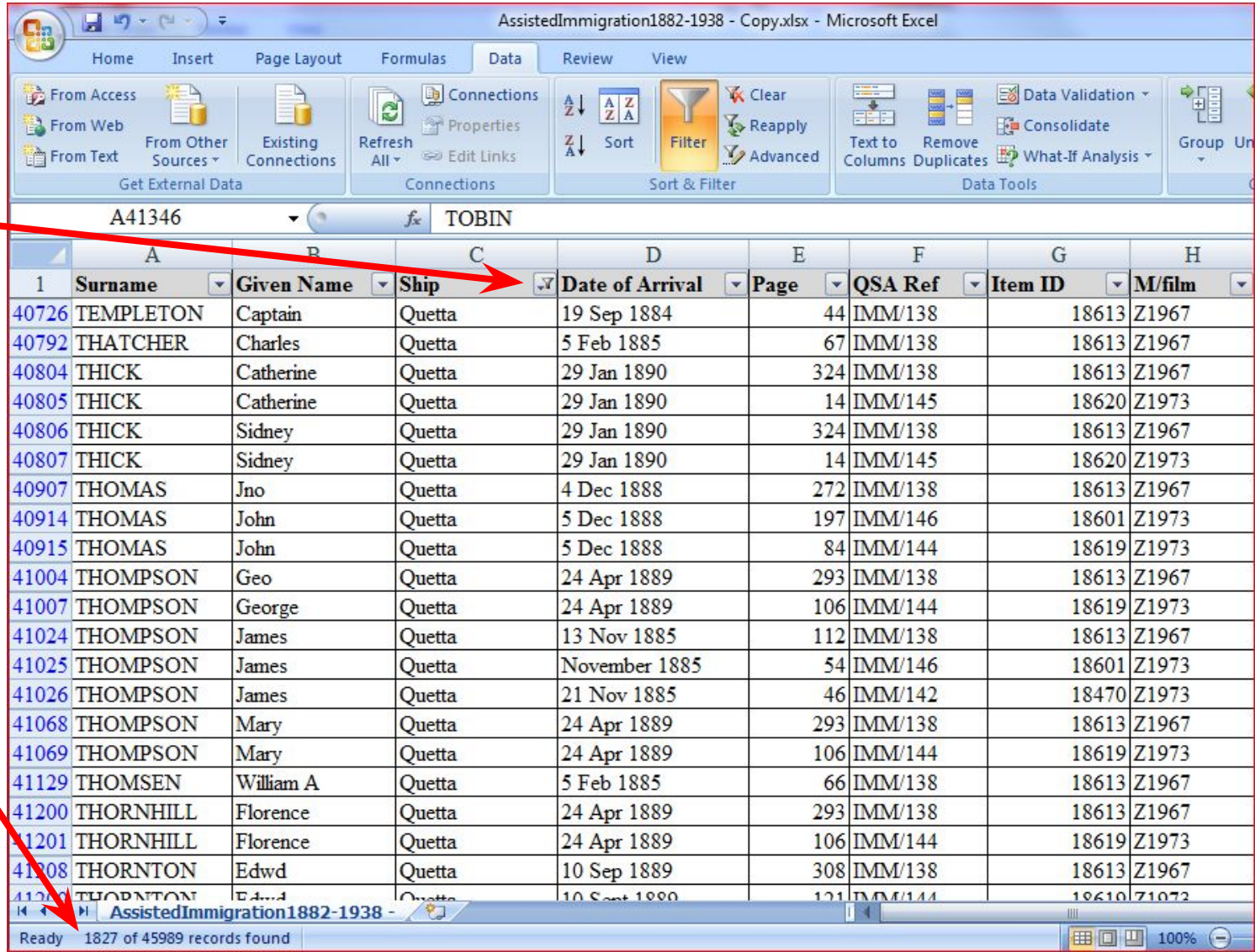


	A	B	C	D	E	F	G	H
1	Surname	Given Name	Ship	Date of Arriva	Page	QSA Ref	Item ID	M/film
2	AARIN	Louisa		19-Dec-13	100	IMM/139	18614	Z3988
3	ABBOTT	Alice		10-May-14	120	IMM/139	18614	Z3988
4	ABBOTT	Cicely		10 Sep 1889	308	IMM/138	18613	Z1967
5	ABBOTT	Cicely		10 Sept 1889	120	IMM/144	18619	Z1973
6	ABBOTT	H J		7 Nov 1888	81	IMM/144	18619	Z1973
7	ABBOTT	H J		7 Nov 1888	194	IMM/146	18601	Z1973
8	ABBOTT	Henry		10 Sept 1889	120	IMM/144	18619	Z1973
9	ABBOTT	Hy		10 Sep 1889	308	IMM/138	18613	Z1967
10	ABBOTT	Hy J		7 Nov 1888	268	IMM/138	18613	Z1967
11	ABBOTT	Jessie		10 Sep 1889	308	IMM/138	18613	Z1967
12	ABBOTT	Jessie		10 Sept 1889	120	IMM/144	18619	Z1973
13	ABBOTT	John		30 Jun 1882	20	IMM/141	18469	Z1973
14	ABBOTT	Joseph		16 Jul 1885	91	IMM/138	18613	Z1967
15	ABBOTT	Joseph		16 Jul 1885	24	IMM/142	18470	Z1973
16	ABBOTT	Joseph		14 Jul 1885	26	IMM/146	18601	Z1973
17	ABBOTT	Lucy Mrs		15-Mar-12	1	IMM/139	18614	Z3988
18	ABBOTT	Nellie		10 Sep 1889	308	IMM/138	18613	Z1967
19	ABBOTT	Nellie	Quetta	10 Sept 1889	120	IMM/144	18619	Z1973
20	ABBOTT	Patty	Quetta	10 Sep 1889	308	IMM/138	18613	Z1967
21	ABBOTT	Patty	Quetta	10 Sept 1889	120	IMM/144	18619	Z1973

Simple Filter Cont...

Note change of Icon

Also # of rows found



	A	B	C	D	E	F	G	H
1	Surname	Given Name	Ship	Date of Arrival	Page	QSA Ref	Item ID	M/film
40726	TEMPLETON	Captain	Quetta	19 Sep 1884	44	IMM/138	18613	Z1967
40792	THATCHER	Charles	Quetta	5 Feb 1885	67	IMM/138	18613	Z1967
40804	THICK	Catherine	Quetta	29 Jan 1890	324	IMM/138	18613	Z1967
40805	THICK	Catherine	Quetta	29 Jan 1890	14	IMM/145	18620	Z1973
40806	THICK	Sidney	Quetta	29 Jan 1890	324	IMM/138	18613	Z1967
40807	THICK	Sidney	Quetta	29 Jan 1890	14	IMM/145	18620	Z1973
40907	THOMAS	Jno	Quetta	4 Dec 1888	272	IMM/138	18613	Z1967
40914	THOMAS	John	Quetta	5 Dec 1888	197	IMM/146	18601	Z1973
40915	THOMAS	John	Quetta	5 Dec 1888	84	IMM/144	18619	Z1973
41004	THOMPSON	Geo	Quetta	24 Apr 1889	293	IMM/138	18613	Z1967
41007	THOMPSON	George	Quetta	24 Apr 1889	106	IMM/144	18619	Z1973
41024	THOMPSON	James	Quetta	13 Nov 1885	112	IMM/138	18613	Z1967
41025	THOMPSON	James	Quetta	November 1885	54	IMM/146	18601	Z1973
41026	THOMPSON	James	Quetta	21 Nov 1885	46	IMM/142	18470	Z1973
41068	THOMPSON	Mary	Quetta	24 Apr 1889	293	IMM/138	18613	Z1967
41069	THOMPSON	Mary	Quetta	24 Apr 1889	106	IMM/144	18619	Z1973
41129	THOMSEN	William A	Quetta	5 Feb 1885	66	IMM/138	18613	Z1967
41200	THORNHILL	Florence	Quetta	24 Apr 1889	293	IMM/138	18613	Z1967
41201	THORNHILL	Florence	Quetta	24 Apr 1889	106	IMM/144	18619	Z1973
41308	THORNTON	Edwd	Quetta	10 Sep 1889	308	IMM/138	18613	Z1967

Common Commands Used

- COPY = CTRL+C
- CUT = CTRL+X
- PASTE = CTRL+V
- UNDO = CTRL+Z
- BOLD = CTRL+B
- UNDERLINE = CTRL+U

Excel Summary

- Why use Excel for genealogy and Family History?
- Terminology within Excel
- Some commonly used features.
- Common shortcut commands
- Some examples
- This only a fraction of what Excel can do.