

How to capture your data to make it easy to work with

YOU MUST PUT ALL YOUR DATA TOGETHER ON ONE SHEET

- One heading per column (get the heading fitting into one cell)
- Enter the columns side by side
- No blank rows, no blank columns
- Make the headings row bold
- Ensure all entries are entered in the same way every time.
- Every entry to be as if you are entering it for the first time – even if it's not.

THE CORRECT WAY TO ENTER DATA IS NOT WHAT YOU THINK.... THIS IS THE COMMON WAY PEOPLE ENTER THE DATA AND IT'S NOT POSSIBLE TO ANALYSE YOUR DATA PROPERLY IN THIS FORMAT.

WRONG WAY

	Invoice #	1/1/16	1/2/16	1/3/2016
Apples		100	500	600
Oranges		150	200	675
Bananas		388	500	1000

WHY?

IF YOU NEED TO FILTER YOUR DATA IT'S NEARLY IMPOSSIBLE TO DO IT IN THE FORMAT ABOVE AND WHAT DO YOU DO WHEN YOU GET NEW FRUIT OR NEW DATES?

RIGHT WAY

Product	Quantity	Date	Invoice #
Apples	100	1/1/16	1000
Oranges	150	1/1/16	1000
Bananas	388	1/1/16	1000
Apples	500	1/2/16	1001
Oranges	200	1/2/16	1001
Bananas	500	1/2/16	1001
Apples	600	1/3/16	1002
Oranges	675	1/3/16	1002
Bananas	1000	1/3/16	1002

ALL ENTRIES MUST BE COMPLETED IN FULL EVERY TIME.

Why?

1. It means that you can easily analyse all your data at the end of the year or the month in one go instead of having to put it all back together again (like Humpty Dumpty)
2. If you need to analyse and summarize your data at some stage

(which you probably will), it's 100 times easier to do it from one fully completed data set than from 12.

First Step – accurate data capture

1. Identify your headings (put name and surname in separate headings)
2. Format them as Bold.
3. Enter data underneath.
4. Use **Data Validation** to ensure consistency. (See Data Validation tipsheet for a full tutorial)
5. No blank rows, no blank columns
6. Just keep entering the data thereafter
7. You can enter phone numbers with a leading zero by starting with an apostrophe or formatting the list as Text.
8. Convert the list to a **table** (Ctrl and T)
9. You can use the Vlookup function to record data that is the same all the time e.g. Date of Birth, phone number. (See Vlookup tipsheet for a full tutorial)

Second step – analysing the data

1. Just keep entering in the data
2. To review the data – create a pivot table
3. (See Pivot Table tipsheet for a full tutorial)

Pivot table – quick intro

1. Click in your list (should have been converted to a table)
2. Design ribbon – Summarize with Pivot table
3. Accept the default settings.
4. Drag your fields down into the quadrant on the right : Report Filter, Values, Row Labels, Column Labels (generally your numbers go into your Values)
5. You may need to spend a bit of time moving around the fields to get what you want.

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6. Right click and Refresh to new data from your list.

Name	Gender	Position	Status	Department	Course attended	Date of course	Salary
Harding Brandybuck	male	Hobbit	Contractor	The Shire	Bread making	12/03/2013	€ 60,822.00
Haiduc Greenhand	male	Dwarf	Full time	Gondor	Wizardry	12/03/2013	€ 27,644.00
Cerdic Lothran	male	Dwarf	Part Time	Gondor	Ring bearing	12/03/2013	€ 25,344.00
Harding Brandybuck	male	Hobbit	Contractor	The Shire	Wizardry	12/05/2013	€ 60,822.00
Myrtle Gaukrogers	female	Ent	Maternity Leave	Rohan	Bread making	12/05/2013	€ 64,975.00
Gorbaduc Gamgee	male	Elf	Part Time	Rohan	Bread making	12/05/2013	€ 53,761.00
Harding Brandybuck	male	Hobbit	Contractor	The Shire	Beer Drinking	24/05/2013	€ 60,822.00
Harding Brandybuck	male	Hobbit	Contractor	The Shire	Beer Drinking	24/05/2013	€ 60,822.00
Lobelia Goldworthy	female	Hobbit	Maternity Leave	The Shire	Beer Drinking	24/05/2013	€ 71,164.00
Cerdic Lothran	male	Dwarf	Part Time	Gondor	Bread making	24/05/2013	€ 25,344.00
Gorbaduc Gamgee	male	Elf	Part Time	Rohan	Bread making	24/05/2013	€ 53,761.00
Harding Brandybuck	male	Hobbit	Contractor	The Shire	Wizardry	01/01/2014	€ 60,822.00
Duenna Button	female	Dwarf	Full time	Rohan	Ring bearing	01/01/2014	€ 60,390.00
Jessamine Hogpen	female	Hobbit	Full time	The Shire	Bread making	01/01/2014	€ 67,187.00
Menegilda Puddifoot	female	Dwarf	Full time	Rohan	Bread making	01/01/2014	€ 25,737.00
Griffo Goold	male	Ent	Full time	The Shire	Ring bearing	01/01/2014	€ 23,843.00
Marigold Hayward	female	Hobbit	Maternity Leave	Gondor	Beer Drinking	01/01/2014	€ 10,162.00
Alberic Sackville-Baggins	male	Dwarf	Career Break	Rohan	Bread making	01/05/2014	€ 35,616.00
Matta Sackville-Baggins	male	Ent	Full time	The Shire	Wizardry	01/05/2014	€ 18,899.00
Marigold Hayward	female	Hobbit	Maternity Leave	Gondor	Bread making	01/05/2014	€ 10,162.00
Peony Boffin	female	Hobbit	Contractor	Rohan	Wizardry	24/08/2014	€ 42,527.00
Haiduc Greenhand	male	Dwarf	Full time	Gondor	Beer Drinking	24/08/2014	€ 27,644.00
Matta Sackville-Baggins	male	Ent	Full time	The Shire	Ring bearing	01/08/2015	€ 18,899.00
Adelgrim Goodbody	male	Ent	Career Break	Gondor	Ring bearing	02/08/2015	€ 74,991.00
Orc Uglyworthy	male	Orc	Full time	Gondor	Beer Drinking	03/08/2015	€ 63,174.00