# Basic Excel

## SESSION HANDOUT

# Prepared for Applied Client Network

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|----------|------------------------------|--------------|

**Target Audience:**

| | | | |
|---|---|---|---|
| X | Accounting | X | Account Executive |
|  | Non-Insurance Accounting | X | Customer Service Representative |
| X | Administrative |  | New Producer |
| X | Principal | X | Experienced Producer |
| X | General | X | IT |
|  | Human Resources |  | Other:  (describe) |

**Seminar Type:** Microsoft Products, Reports

**Seminar Level:**  **Basic/ Introductory**:  An introductory level course is basic in nature and addresses fundamental concepts. We expect attendees to have a basic level of insurance knowledge, have been oriented to an agency's processes. For functional courses, it is _not_ necessary for the attendee or participant to have previous knowledge of the agency management system or software program.

**Class Description:**  This class will cover basic Excel tools from Navigating Excel through Sorting, Subtotaling and Filtering data using familiar Book of Business and Production data.

**Learning Outcomes:**
- Attain a comfort level with Excel
- Master tools like Copy/Paste, Resizing Rows/Columns, Formatting Cells, Print Setup, Basic Formulas, Sorting, Subtotaling and Filtering
- Get excited with how fast and easy it is to analyze data using Excel.

**Assumptions:**  This seminar is based on the following
TAM Version 2013
Microsoft ® Excel Version 2010
Sample Workbook:  Excel Sample Workbook

## Table of Contents

**Navigating Excel**

An Excel File is called a **Workbook**.  A **Workbook** contains **Sheets** that each has:
- Number of Columns – 16,384
- Number of Rows – 1,048,576

***Help***  is located in the upper right hand corner or click **[F1]**

Click on a ***Tab*** and you are presented with a ***Ribbon*** that contains ***Groups*** of ***Commands***.

The ***Formula Bar*** displays what is actually in the cell (could be text, or a formula).
NOTE:  You may not see all the text if the column/row is not sized properly, so be sure to check the Formula Bar for what is actually in the cell.

The ***Cursor*** can look many ways:

-  Select Mode (Normal Mode)

-  Resizing Cursor – use to resize columns / rows

-  Click and Drag Cursor

-  Highlight a Column or a Row of Data

-  Auto fill– appears in bottom right hand corner – (Smart Tag) AutoFill Options Button
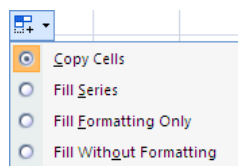
## Select All

Click on the cell above Row 1 and to the left of Column A.  This will highlight the entire spreadsheet.

**OR**

**[Ctrl-A]** on your keyboard.  If the worksheet contains data, and the active cell is above or to the left of the data, pressing **[Ctrl-A]** selects the current region.  Pressing **[Ctrl-A]** again selects the entire worksheet).

## Keyboard Shortcuts

**[Ctrl-A]**          Select All
**[Ctrl-C]**          Copy
**[Ctrl-V]**          Paste
**[Ctrl-Z]**          Undo
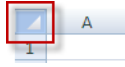**[Ctrl-Home]**    Return to Cell A1
**[Ctrl-End]**       Last Active Cell
**[Shift-End-Right Arrow]**        Select Adjacent Columns of Data
**[Shift-End-Down Arrow]**        Select Adjacent Rows of Data
**[Ctrl-Shift-End]**  Select from current cell(s) to the end of the *USED* portion of a worksheet
**[Ctrl-Down Arrow]**  Moves the cursor to last active cell in the column

## Autofit Columns and Rows

Click the **Select All** button.

Place your cursor (now it's the Resizing Cursor) between any two Column Letters or Row Numbers and double click.  All the columns or rows will now be resized to fit the largest data in each column.
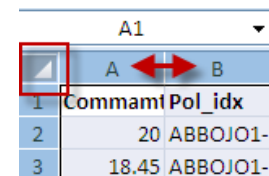
## Freeze Panes

You can Freeze Rows and/or Columns so as you navigate your worksheet you will always see the Rows or Columns that were frozen.

- Click in the cell directly below and to the right of the column and row you want to freeze.
- Click the **View** tab, **Window** group, **Freeze Panes**
- Click **Freeze Panes**
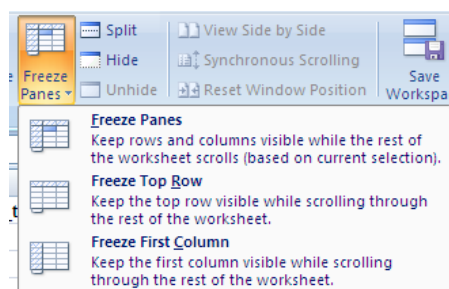
**NOTE**:  You can also choose **Freeze Top Row** or **Freeze First Column**.

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## Format Numbers

- Select the cells, columns, or rows that contain numbers you want to format. Select more than one column or row at a time by holding down your **[Ctrl]** key while selecting.
- On the *Home* Tab, in the *Number Group*, select the format you want, or click the

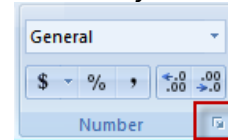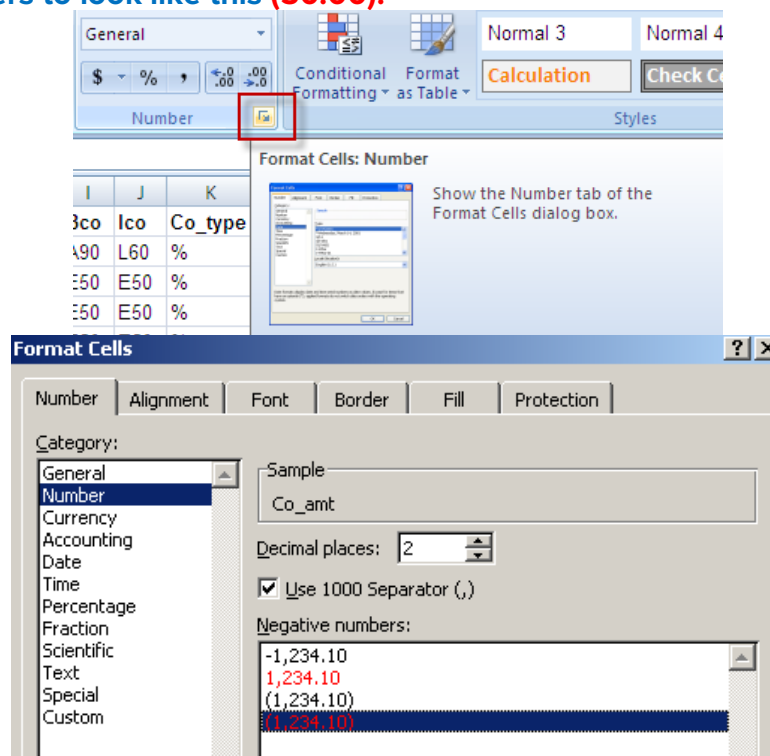arrow in the lower right hand corner of the *Group* and select the desired format from there. All the cells in the columns you selected in Step 1 will be formatted at the same time.

   **OR**
- Right click on one of the selected columns, and select *Format Cells*.

**Example 1:  Format the Co_amt and Prem columns to Comma Style in the Number Group**

**Example 2:  Format the Prem column using the Number tab.  This time format the negative numbers to look like this (50.00).**

**Format Cells: Number**

Show the Number tab of the Format Cells dialog box.

| | I | J | K |
|---|---|---|---|
| Bco | Ico | Co_type |
| A90 | L60 | % |
| E50 | E50 | % |
| E50 | E50 | % |

**Format Cells**

Number | Alignment | Font | Border | Fill | Protection

Category:
- General
- Number
- Currency
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample
Co_amt

Decimal places: 2

☑ Use 1000 Separator (,)

Negative numbers:
-1,234.10
1,234.10
(1,234.10)
(1,234.10)

## Wrap Text

- **Home** tab, **Alignment** Group - **Wrap Text** – data in the cell will wrap to fit the column width.  If all the text is not visible, it may be because the row is set to a specific height.
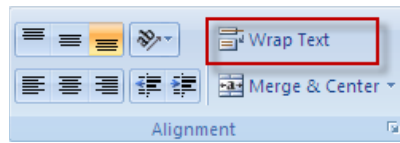
## Sort

Make sure the active cell is in a table column containing data.  Sorting is under the **Data** tab, **Sort & Filter** group.

- Place your cursor in a cell in the column you want sorted and select **A-Z** or **Z-A**
**OR**
- Place your cursor in a cell in any column and select **Sort**.  To add more sorting options, select **Add Level.**  When all items to be sorted are select, click **OK**.

**WARNING**:  *If you highlight a column, and then click **Sort** or **A-Z, Z-A**, Excel will only sort the data in the column you highlighted, not all the data in the worksheet!!!*

Depending on the format of the data in the column you want to sort, the **A-Z** and **Z-A** sort options will change.  You can see how it will sort by hovering your cursor over the **A-Z** or **Z-A** buttons:
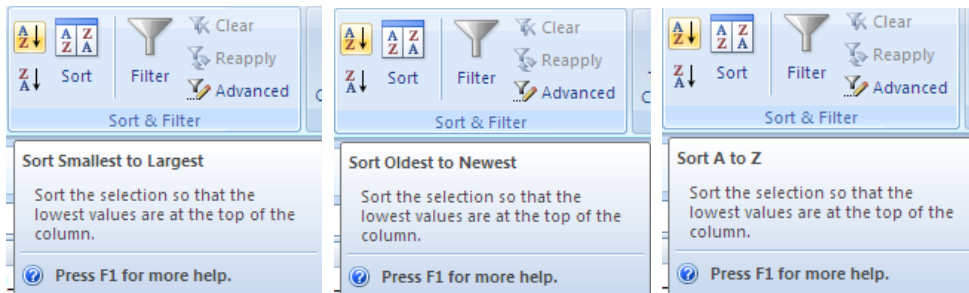


**Example 1:  Sort the BOB12-31-2012 Worksheet by Pol_type column.**
**Example 2:  Sort the BOB12-31-2012 Worksheet by Producer, then by Policy Index**
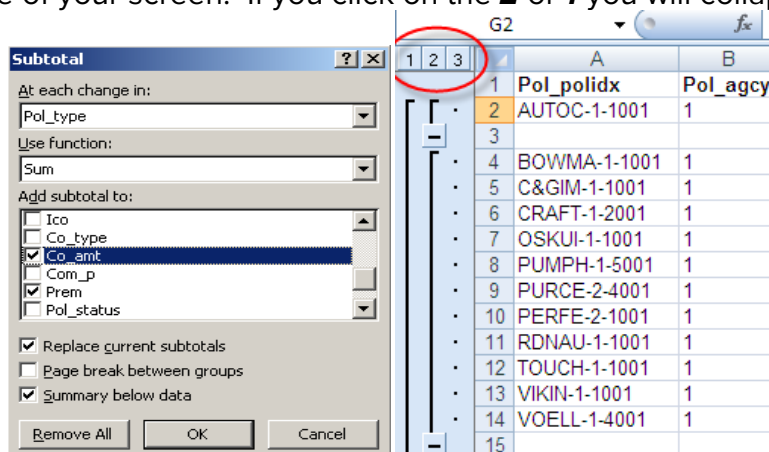**Example 3:  Sort the BOB12-31-2012 Worksheet by Producer, then by Commission Amount in Descending Order (largest to smallest)**

## Subtotal

In order to evaluate your data, you can use subtotals.  The following steps take you through the basic subtotal function.
- In order to subtotal your data you  must first **SORT** it into a logical order following the steps above.
- On the **Data** ribbon, **Outline** tab, select **Subtotal**
- Choose each  level of subtotal along with ascending or descending options.

- Once you have finished subtotaling you will see an outline option at the far-left side of your screen. If you click on the **2** or **1** you will collapse your outline.





Taking subtotals to another level:

- When you Subtotal you are given the additional options of **Replace Current Subtotals** – you will usually want to do this unless you are doing multiple levels such a by producer, by customer. The next is **Page Break Between Groups** which allows you to print the report easily giving each group their part.
- Finally it is nice for a summary purpose to collapse the totals (click on the outline number **2** on the far left) you can then sort in ascending or descending order. In our example, this will easily give you a listing of your total premium or commission volume – largest to smallest, by policy type.

**Example: Subtotal the commission and premium columns by policy type in your worksheet. (Be sure you have first SORTED the data by Policy Type!) Now SORT the SUBTOTALS by commission from Largest to Smallest.**

## Using Summary Subtotaled Data Only – Remove the Detail

Select visible cells only to copy and paste totals from a subtotaled listing. Use for copying just totals or use for quick formatting of only the totals.

- To work with only the subtotals, on the **Home** tab, **Find & Select** group, **Go To Special** and choose the option **Visible Cells Only**

- Right click, **Copy**

- Click in new a Worksheet, Right click, **Paste**

- You may still have subtotal columns on the left side of your new worksheet. To remove them, click on the **Data** ribbon, **Subtotal**, and click **Remove All**.
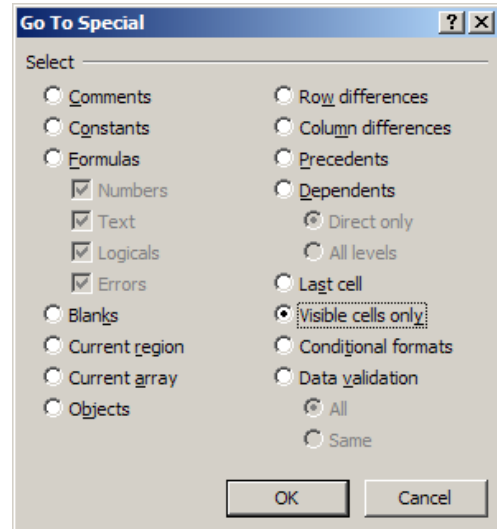
**Example: Copy and Paste your subtotaled data into a new worksheet.**

## Insert Column / Row
- Select a single cell.
- On the **Home** Tab, in the **Cells Group**, click the arrow next to **Insert**
- Select **Insert Sheet Column** or **Insert Sheet Row**
  **OR**
- Right click on the selected column or row, and select **Insert.**

**Example: On the worksheet named "BOB12-31-2012", Insert a column to the left of Column O (Pol_status). Name the column Net Premium.**

## Basic Formula

Formulas are equations that perform calculations on values in your worksheet. A formula always starts with the equal sign.

**Example: Create a formula to calculate the Net Premium.**
- Click in cell O2 in the worksheet named "Billing Screen 10-31-08". This should be the column created called "Net Premium"
- Type =
- Click on cell N2 (Prem)
- Type **–**
- Click on cell L2 (Co_amt)
- Click **Enter**
- AutoFill the formula into the remaining cells in the column
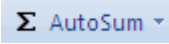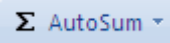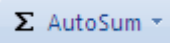- Name the column **Net Premium**

## Copy-Paste Special-Values

This will convert a formula to a value in a cell.

**Example: Convert the Net Premium column from a formula to a value**
- Select the column containing the Net Premium Formula
- Right click, **Copy**
- Right click**, Paste Special - Values**

## AutoSum Function -

Use the Auto Sum function Σ AutoSum ▾ to quickly total data in a column or a row. Click on an empty cell below a column of numbers or to the right of a row of numbers, and then click Σ AutoSum ▾. Click Σ AutoSum ▾ again to accept the range of data chosen by Excel or click Enter.

**Example: Total the Producer Commission Column.**
**Example: Copy and Paste the formula to the Prem and Net Premium columns**

## Filter data

This is truly one of the handiest features in Excel. Using this you can filter your spreadsheet so that only certain data shows or doesn't show. It makes auditing your data a breeze.

If you run multiple reports that are basically the same, but with slightly different criteria, filters may be just what you are looking for. Run just one report and filter the data in Excel. You can copy and paste filtered data to another spreadsheet without taking any of the other data as when working with subtotals.

Filters are super easy to use. Simply click on **Data - Sort and Filter – Filter**. This puts little dropdown arrows next to your column headers. If you click on one of those arrows, you'll see a number of choices including **(A-Z), (Z-A), (Filters...)**, and then an alphabetized listing of everything entered in that column, and at the bottom of the list you may see the words Blanks and NonBlanks.

Click on one of the filters, or select multiple filters to analyze your data quickly.

One huge advantage of filtering over subtotaling, is the ability to copy and paste the filtered data into a new worksheet or workbook without having to use the Visible Cells only tool.

**Examples:  Turn on Filter on Sheet "Search-Pol Curr-Active"**
- **Filter for Zero Premium billing screens**
- **Filter for Zero Commission Amounts**
- **Filter for missing Producer Codes**
- **Filter for Producer CJH for Company AOI**
- **Filter for Policies Effective between 1/1/2013 and 5/31/2013**
- **Filter for Policies with Customer Code CENTR-1**
- **Copy and Paste the results of each filter to a new Worksheet.**
- **Name each worksheet accordingly.**
- **Insert rows, and add a Title to each sheet.**

*WARNING:  The AutoFilter list may not display all the unique visible items in a column as expected, if there are more than 10,000 unique items in the list.*
*This is a limitation in Excel.*

## Printing

- Define a print area
  - Highlight the desired print area
  - **Page Layout** tab**, Page Setup** group, **Print Area** – select **Set Print Area**

- Repeat Rows/Columns on each printed page
  - **Page Layout** tab, **Page Setup** group, **Print Titles** – enter the range of rows to repeat at the top of each page, and enter the range of columns to repeat on the left side of each page
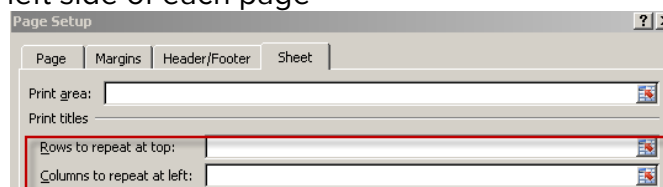


- Make a worksheet fit the printed page
  - **Page Layout** tab, **Scale to Fit** group – **Width** – change the default setting (Automatic) to 1 (or the desired amount)
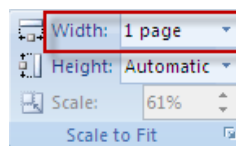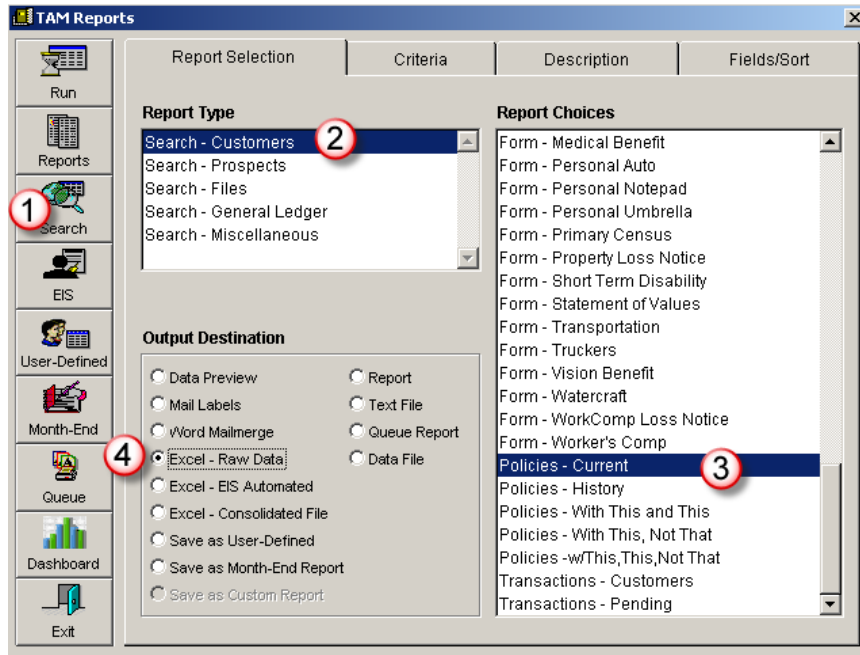


- Print Preview
  - **File, Print – Print Preview** OR **[Ctrl-F2]**

## APPENDIX I

### Sample Search-Customers, Policies Current Criteria/Fields

1. From TAM *Homebase,* Click *Reports – Search*
2. *Search – Customers*
3. *Policies – Current*
4. **Output Destination** *– Excel-Raw Data*



5. **Criteria** Tab

a. **Policy Status** – Only *ACTIVE* policy statuses (NEW, REN, REI, REW – whichever codes YOUR agency uses)
b. **Expiration Date** – You might want to limit the Expiration Date range to include only billing screens that are expiring after the month you are closing. For example, if you are running the report at December 31, 2013, choose an Expiration Date range of 1/01/2014 thru 12/31/2029. This will keep all the old billing screens with inaccurate policy statuses from skewing the report, but include all expiration dates in the next 15 years.
c. **Record Listings** – Choose "*List Each Time Found*" if you are entering the Commission and Premium on EITHER the main Package line OR the subsections, but NOT BOTH. If in your agency, the premium and commission are entered on BOTH the main package line AND the subsections, choose "*List Each Time Found*", and then manipulate in Excel to get only the commission and premium on the main package.

6. **FIELDS/SORT** (Include as many as desired, but be consistent each month)

| Field Name | Excel Column Title |
| --- | --- |
| Customer/Pol_idx Number | Pol_polidx |
| Agency | Pol_agcy |
| Branch | Pol_brch |
| Department | Pol_dept |
| Policy Number | Pol |
| Policy Effective Date | Effective |
| Policy Expiration Date | Expires |
| Date First Written | Fwritten |
| Policy Type | Pol_type |
| Policy Type Group | Typegroup |
| Issuing Company | Ico |
| Billing Company | Bco |
| Type of Agency Commission | Co_type |
| Total Commission Amount | Co_amt |
| Total Commission % | Com_p |
| Billing Mode | Bill |
| Producer One | Pr1 |
| Producer One Comm % | Pr_p |
| Producer One Comm $ | Pr_amt1 |
| Producer Two | Pr2 |
| Producer Two Comm % | Pr_p2 |
| Producer Two Comm $ | Pr_amt2 |
| Producer Three | Pr3 |
| Producer Three Comm % | Pr_p3 |
| Producer Three Comm $ | Pr_amt3 |
| Policy Premium | Prem |
| Policy Status | Pol_status |

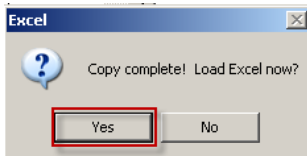| Policy Customer Service Rep | Pol_csr |
|---|---|
| Customer Number | Cust_rec |
| Customer Name | Cust_name |

7.  When finished selecting fields, click **Run**.
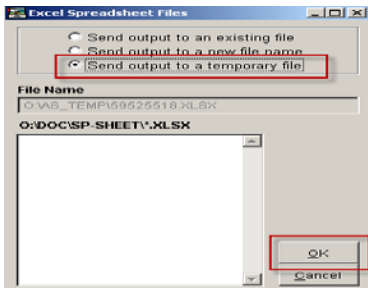
8.  Always choose the 3rd radio button to "*Send output to a temporary file*".  Click **OK**
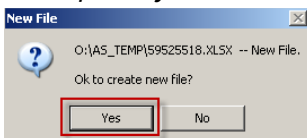
9.  Click "**Yes**" to create a new temporary file.

10.  Click "**Yes**" to Load Excel.

- Excel will open with your Billing Screen data.
- **SAVE EXCEL REPORT**.
    - a. Suggestion:  Save the report each month to a folder called Active Billing Screens.  Name each file using the format:  ABSYearMonthDay
        - November, 2009 would be ABS20091130
        - December, 2009 would be ABS20091231
        - This way all the billing screen "snapshots" will be in chronological order in the Active Billing Screen folder.
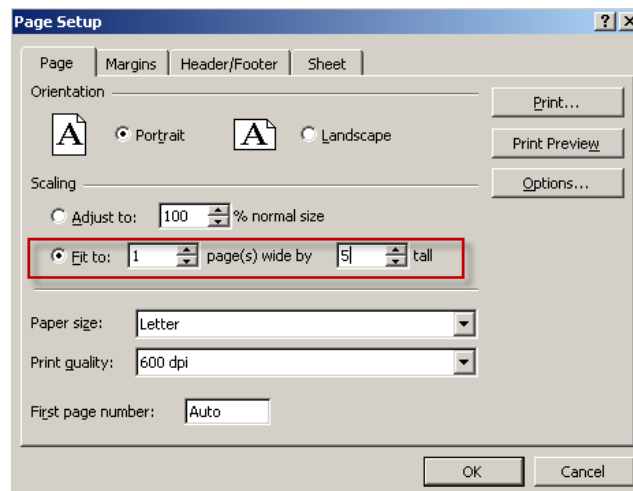
- Print Preview
  - **File, Print Preview** OR **[Ctrl-F2]**