

Basic Excel Tips for Working with Reports

DOWNLOAD and SAVE

CSV

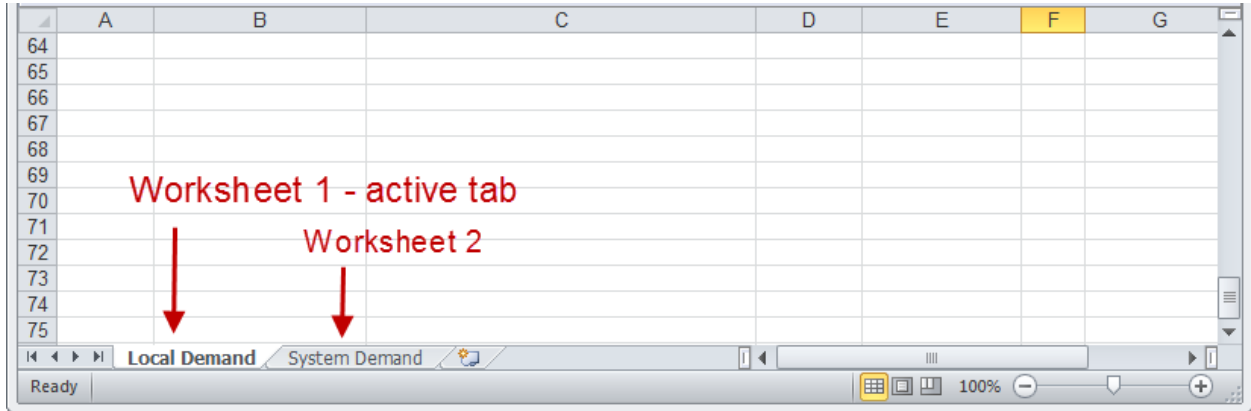
- **Comma Separated Values**
 - The data in each cell of the table is separated by a comma: cell1, cell2, cell3. Evergreen data also uses quote marks to differentiate cell contents: "cell1", "cell2", "cell3"
- Standard spreadsheet file type compatible with all spreadsheet programs
- All ad hoc reports are downloaded and saved as CSV files
- They can later be saved as an excel workbook

Ad Hoc option: Copy

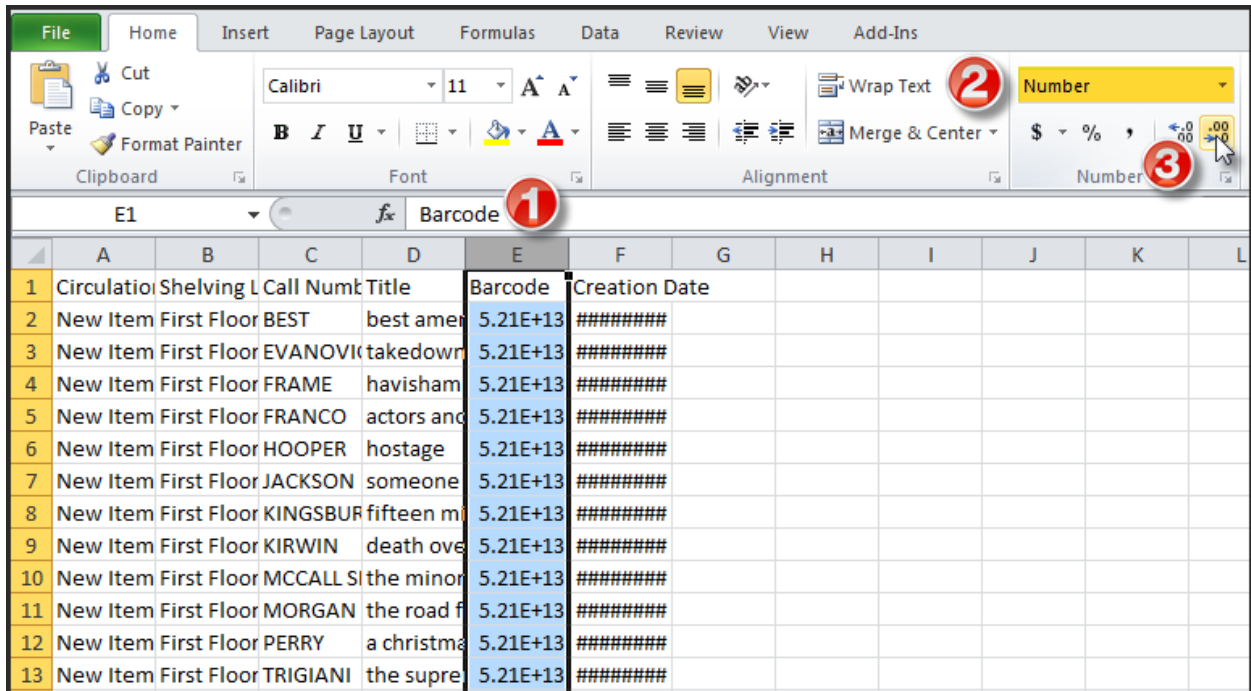
- If you select Copy, the table data is copied to your PC's clipboard memory (in CSV format)
- Open a new Excel workbook and paste the data into a spreadsheet
- Save as Excel Workbook
- This step skips the download/save as CSV

WORK with REPORTS

Multi-worksheet Reports



Barcode format



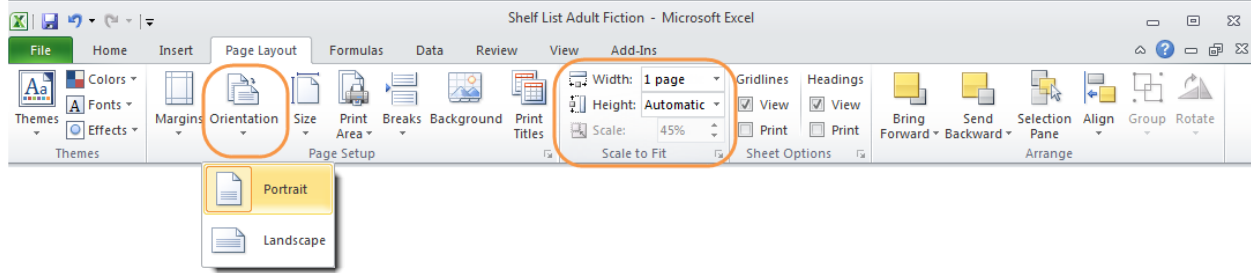
Sort and filter

	A	B	C	D	E	F	G	H	I
1	Circulation	Shelving Location	Call Number	Title	Barcode	Creation Date			
2	New Item	First Floor	BEST	best amer	52118300728216	10/21/2013			
3	New Item	First Floor	EVANOVIK	takedown	52118300713960	12/5/2013			
4	New Item	First Floor	FRAME	havisham	52118300729685	11/7/2013			
5	New Item	First Floor	FRANCO	actors anc	52118300729693	11/7/2013			
6	New Item	First Floor	HOOPER	hostage	52118300714141	12/5/2013			
7	New Item	First Floor	JACKSON	someone	52118300714034	12/5/2013			
8	New Item	First Floor	KINGSBUR	fifteen mi	52118300729586	11/7/2013			
9	New Item	First Floor	KIRWIN	death ove	52118300714349	12/6/2013			
10	New Item	First Floor	MCCALL S	the minor	52118300713945	12/5/2013			
11	New Item	First Floor	MORGAN	the road f	52118300714240	12/5/2013			
12	New Item	First Floor	PERRY	a christma	52118300714117	12/5/2013			
13	New Item	First Floor	TRIGIANI	the supre	52118300714166	12/5/2013			

Custom sort by multiple columns

	A	B	C	D	E	F	G	H	I	J	K
1	Call Number	Barcode	Shelf Location	TCN	Title	Author	ISBN	Copy Added	Published	Publisher	Sirsi Circulation
2	FIC ABBEY	3444300010006P	Adult Ficti	75000831	the monk abbey, ed	{00611297		4/20/2003	1975	lippincott	24
3	FIC ABE	52133100098074	Adult Ficti	o7033541	the dream abe, shan;	{05535880		11/22/2006	2006	bantam br	15
4	FIC Abercr	52133100208160	Adult Ficti	ocn54864	the heroe abercroml	{03160449		3/23/2011	2011	orbit	
5	FIC Abercr										books
6	FIC ACOST										et bo
7	FIC ADAIR										ntine
8	FIC ADAIR										ntine
9	FIC ADAM										ony l
10	FIC ADAM										ony l
11	FIC ADAM										her
12	FIC Adam:										book
13	FIC ADAM										ntine
14	FIC ADAM										ntine
15	FIC ADLER										rtins
16	FIC ADLER										orte
17	FIC ADLER										rtins
18	FIC ADLER	521331000									30
19	FIC ADLER	52133100119938	Adult Ficti	o1222618	meet me i adler, eliz	{03123644		8/11/2007	2007	st martins	15
20	FIC ADLER	52133100160585	Adult Ficti	o1848228	one of the adler, eliz	{03123644		11/25/2008	2008	st martins	15

Optimize page layout for printing



Print selected area

