

Excel 2003: Lists

An Excel 2003 list is a section of a worksheet that you can manipulate separately from the larger worksheet. You use an Excel list when you need to analyze parts of the data in a large spreadsheet without affecting the surrounding cells. You can add or delete rows or columns within the list. You can also have more than one list on a worksheet.

Begin typing the list by typing column headings & data.

Select any cell in the area that you want designated as a list.

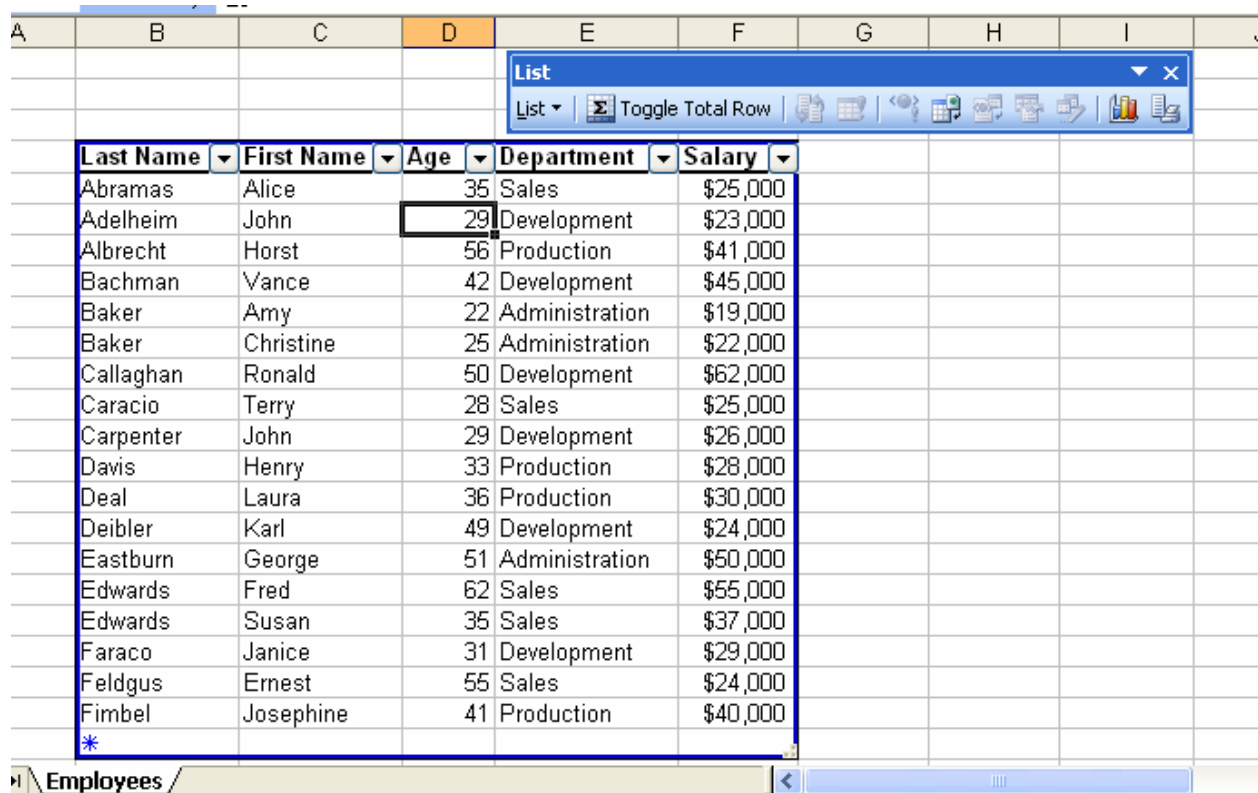
Use Data>List>Create List.

Click OK if Excel has guessed correctly. Otherwise, modify the area.

There is a toolbar associated with the list.

A border designates the list area.

The asterisk includes a new row for more data. When you click outside the list, the asterisk row goes away.



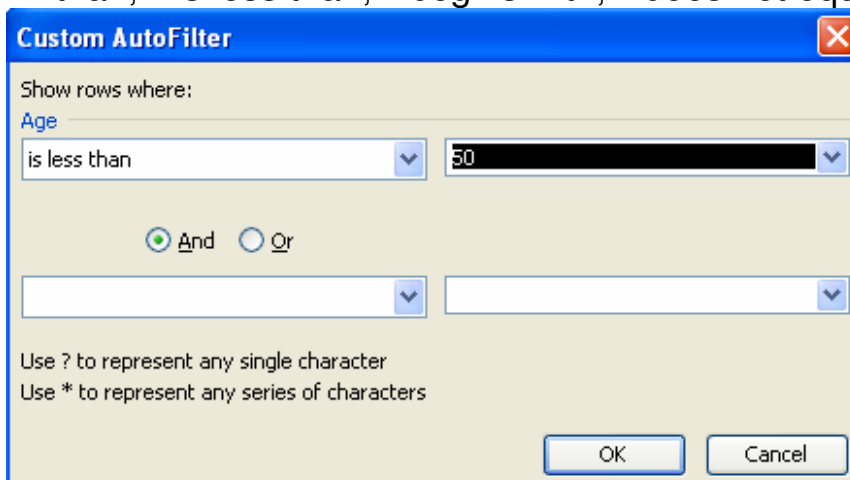
Last Name	First Name	Age	Department	Salary
Abramas	Alice	35	Sales	\$25,000
Adelheim	John	29	Development	\$23,000
Albrecht	Horst	56	Production	\$41,000
Bachman	Vance	42	Development	\$45,000
Baker	Amy	22	Administration	\$19,000
Baker	Christine	25	Administration	\$22,000
Callaghan	Ronald	50	Development	\$62,000
Caracio	Terry	28	Sales	\$25,000
Carpenter	John	29	Development	\$26,000
Davis	Henry	33	Production	\$28,000
Deal	Laura	36	Production	\$30,000
Deibler	Karl	49	Development	\$24,000
Eastburn	George	51	Administration	\$50,000
Edwards	Fred	62	Sales	\$55,000
Edwards	Susan	35	Sales	\$37,000
Faraco	Janice	31	Development	\$29,000
Feldgus	Ernest	55	Sales	\$24,000
Fimbel	Josephine	41	Production	\$40,000
*				

A Total row can be added for obtaining list totals. Click on Toggle Total Row in the toolbar. Or right-click on a cell in the bottom row & use List>Total Row. A total shows up automatically in the last column in the list. However, you can click in other bottom cells & choose Sum or another option. All choices are None, Average, Count, Count Nums, Max, Min, Sum StdDev, and Var.

	Jackson				
	Total	20	40.5	\$625,000	
		(Count)	(Average)	(Sum)	

AutoFilter buttons automatically appear at the column headings.

- Use All to see all the records.
- Use Top 10 to see the records with the top 10 values or in the top 10 percent.
- Use Custom to open the Custom AutoFilter dialog box, where you can choose criteria for filtering the list by using either an AND or OR condition as well as criteria using logical operators, such as "is greater than," "is less than," "begins with," "does not equal."



The AutoFilter arrow will turn blue in the filtered column.

Clicking on the blue arrow will allow you to sort in ascending or descending order, show only cells with blanks or nonblanks, or show only a certain value.

Click on All to take off the filter.

To remove the special list designation, use Data>List>Convert to Range.

You can use AutoComplete, Pick from drop-down list, & AutoFill in a list.

AutoComplete

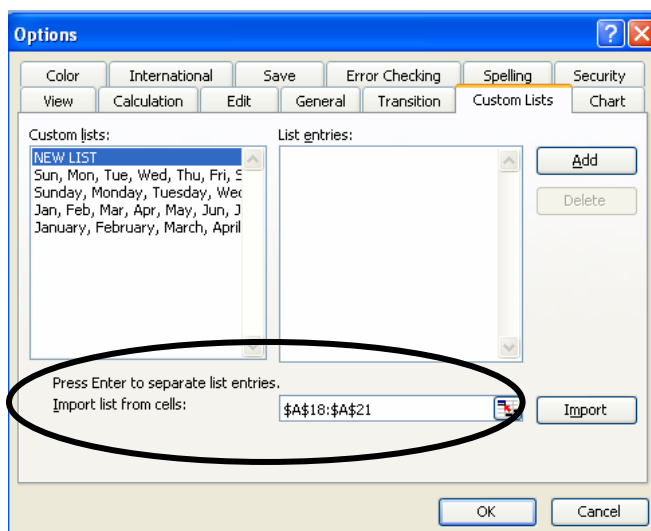
Compares the text that you are currently typing into a column and completes the text for you. The list comes from the previous rows with no blank ones. Right-clicking and using Pick From Drop-down List gives similar results. If AutoComplete is not working, use Tools>Options and look at the Edit tab. Make sure that Enable AutoComplete for cell values is checked.

AutoFill

Once you begin entering it in, you can have a preexisting list, or custom list, automatically finish filling in the cells. You can also AutoFill formulas.

To make a custom list, use Tools>Options and choose the Custom Lists tab.

- Select NEW LIST.
- Start typing the new list in the List entries: box. Press the Enter key after each item.
- Click on the Add button to add the list to the Custom Lists box.
- If you want to edit the list, click on the list and edit in the List entries: box.
- If you want to delete the list, click on the list and click on the Delete button. Click OK to the message about permanently deleting the list.
- Click OK to get out of the dialog box.



If you have a long list that you have already created in one location and you want it available for other locations, select the list first.

Then use Tools>Options and choose the Custom Lists tab.

If the cells already show up in the “Import list from cells:” box, click Import.

The values should show up in the “List entries:” box.

Click OK and use the list.