



NDUS Training and Documentation

Using PeopleSoft Data and Excel In a Nutshell

This handout provides links to topics covered in other live ConnectND/WebEx demonstrations presented earlier on using PeopleSoft data with Microsoft Excel.

Most of the topics listed in this agenda are available as WebEx recordings you can view as you wish, and printable handouts in the PDF file format that supplement each WebEx recording. The PDF files and WebEx recordings for all topics presented at the live sessions are available at:

<http://www.und.edu/dept/cndtrain>

Agenda:

- Downloading PeopleSoft Data in Excel and CSV formats
[Using Excel with PeopleSoft - PDF](#)
- Working with filenames and worksheet tabs (inserting new worksheets, renaming sheets, etc.)
[Excel Worksheet Basics - PDF](#)
- Changing column widths and row heights
[Formatting Excel Worksheets - PDF](#)
- Using Merge and Center to align titles
[Formatting Excel Worksheets - PDF](#)
- Text vs number formats
[Formatting Excel Worksheets - PDF](#)
- Working with Excel lists – Quick sorts, Multi-level sorts, and using a fill series to create index numbers
[Using Excel As A Database - PDF](#)
- Using AutoFilter and CustomFilter to query the data
[Using Excel As A Database - PDF](#)
- Creating automatic subtotals
[Data Menu Magic - PDF](#)
- Using functions and formulas: AutoSum, AutoCalculate, and If (conditional or decision-making formulas)
[Excel Worksheet Basics - PDF](#)
[Excel Formula and Function Basics - PDF](#)
- Converting text case (upper, lower, proper case functions)
[Excel Formula and Function Basics - PDF](#)
- Setting the Page Display and Printing Options (page margins, paper size, orientation, etc.) *Coming Soon*
- Using Freeze Panes to freeze column and/or row headings in place *Coming Soon*
- Adding print titles to print row and/or column headings at the top of printed pages
[Formatting Excel Worksheets - PDF](#)
- Adding headers and footers to worksheets
[Formatting Excel Worksheets - PDF](#)
[Formatting Excel Worksheets - Additional Information - PDF](#)
- Analyzing data using Excel Pivot Tables
[Analyzing Excel Data Using Pivot Tables - PDF](#)

For more information – please contact:

Lorna Olsen (lorna.olsen@ndsu.nodak.edu) or Maria Saucedo (maria.saucedo@mail.und.nodak.edu)