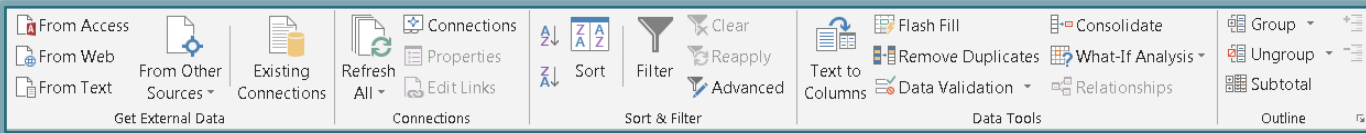


EXCEL DATA TAB

This tab is used when working with databases in Excel. There are options for getting data from external sources, such as the Web, an Access database, a text document, as well as other data sources. In addition, options are available for sorting the data, filtering the data, and to apply subtotals to a range of cells that meet specified criteria. The table below explains the buttons within the groups on the Data Tab ribbon.



Groups/Buttons	Description
Get External Data Group	
From Access	This option is used to import data from an Access database. When importing data from an Access database, it is possible to choose whether the data will be stored in an existing worksheet or to create a new worksheet.
From Web	Click this button to import data from the Web. The Data Query dialog box will display. From here, it is possible to specify which table is to be imported.
From Text	To import data from a file saved in text (.txt) format, click this button. The Import Text File dialog box will appear. From this box, it is possible to select the text file that is to be imported.
From Other Sources	This button can be used to import data from other database sources such as SQL Server, Analysis Servers, XML Data Import, Data Connections, and Microsoft Query.
Existing Connections	To connect to an External Data Source by selecting from a common list of sources, click this button. A list of different database sources will appear from which a selection can be made.
Connections Group	
Refresh All	This button is used to refresh all the information in the workbook that is coming from an external data source.
Connections	Click this button to view all the connections for the workbook. Data connections are links to sources outside the workbook which can be updated if the source data changes.
Properties	To specify how cells connected to a data source will update, what contents from the source will be displayed, and how changes in the number of rows in the data source will be handled in the workbook, click this button.
Edit Links	Use this tab to view all the links connected to the workbook so that they can be updated or removed.
Sort and Filter Group	
Sort A to Z	Click this button to sort the data in the database from the lowest value to the highest value.

Groups/Buttons	Description
Sort Z to A	This button is used to sort the data in the database from highest to lowest.
Sort	To open the Sort dialog box, click this button. This dialog box is used to specify multiple levels of criteria for sorting the database.
Filter	Click this button to enable the filtering option. Once the filter is turned on, click the arrows next to the headings to specify the filtering options. Several options are provided for filtering data.
Clear	Use this button to clear the filter and sort state for the database.
Reapply	To reapply the filter and sort options in the database, click this button. New or modified data won't be filtered or sorted until this button is clicked.
Advanced	This button is used to specify complex criteria for limiting which records are included in the results of the query.
Data Tools Group	
Text to Columns	Click this button to separate the contents of one cell in a database to two separate columns. For instance, when a cell contains the last name and first name, this option is used to separate the data into a first name field and a last name field.
Flash Fill	To automatically fill in values, select this option. To use this feature, enter a couple of examples of the output you would like to see, keep the active cell in the column that is to be filled in, and click this button.
Remove Duplicates	This button is used to remove duplicate rows from a worksheet. It is possible to specify which columns should be checked for duplicate information.
Data Validation	To prevent invalid information from being entered into a cell, click this button. It is also possible to force input from a drop-down menu. The drop-down menu must have the data specified before this option will work.
Consolidate	Use this button to open the Consolidate dialog box. This dialog box is used to combine values from multiple ranges into one new range.
What-If-Analysis	This button is used to try different scenarios for the values in a worksheet. Scenario Manager is used to create and save different groups of values, or scenarios, and switch back and forth between them. Goal Seek is used to find the right input when the final value is specified.
Relationships	Use this button to create and edit relationships between tables to show the related data from different tables on the same report.
Outline Group	
Group	To tie a range of cells together so they can be collapsed or expanded, click this button.
Ungroup	Click this button to ungroup a range of cells that were previously grouped.

Groups/Buttons	Description
Subtotal	This button is used to subtotal a group of values that meet specified criteria. Subtotals and totals are automatically inserted into the specified range.
Show Detail	To expand a collapsed group of cells, click this button. A group of cells can also be expanded by clicking the plus (+) signs at the left of each of the groups.
Hide Detail	Click this button to collapse a group of cells. A group of cells can also be collapsed by clicking the minus (-) sign at the left of each of the groups.
Outline Dialog Box Launcher	To open the Outline dialog box where additional options for working with subtotals is located, click this button. This button is located in the bottom right corner of the Outline group.