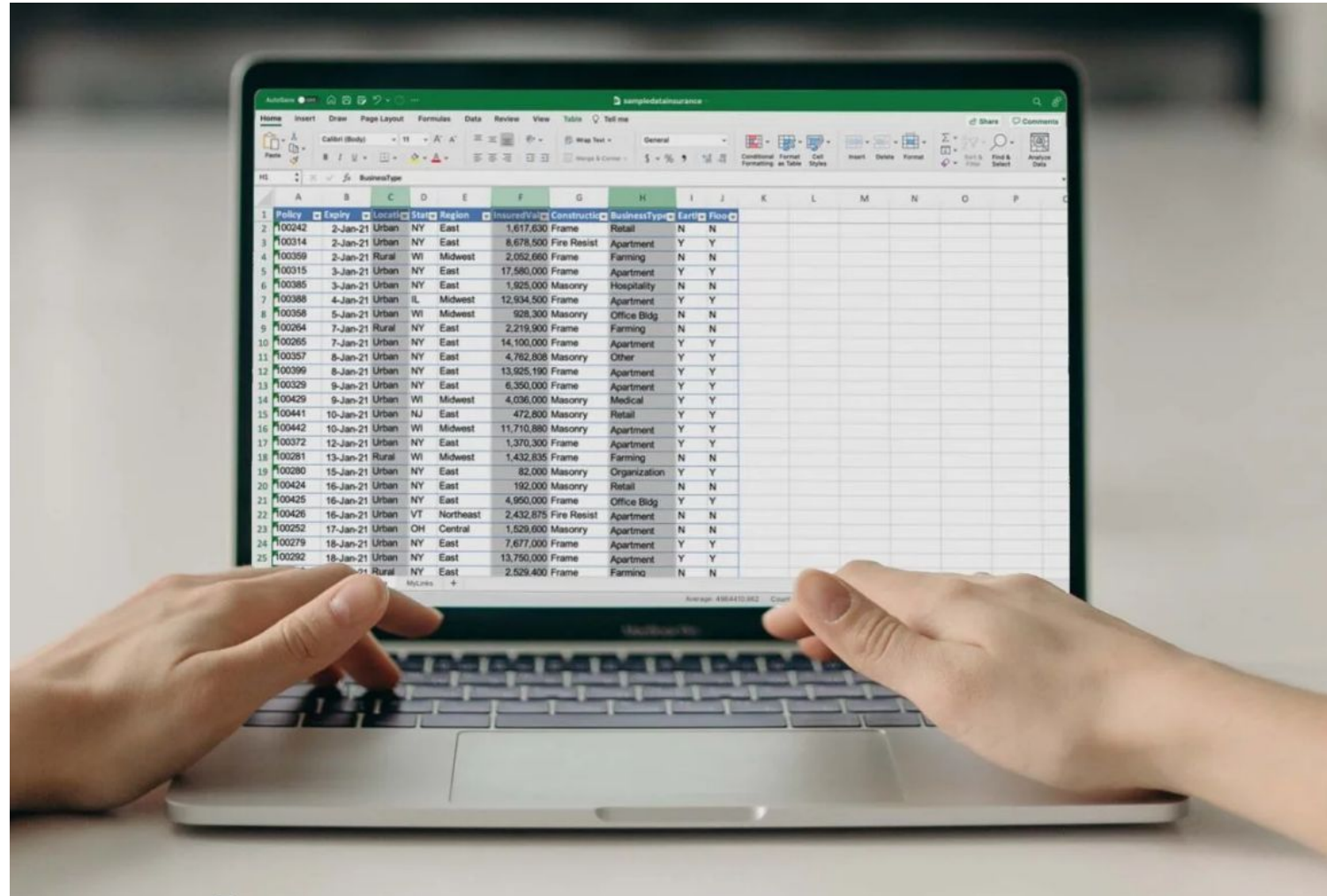
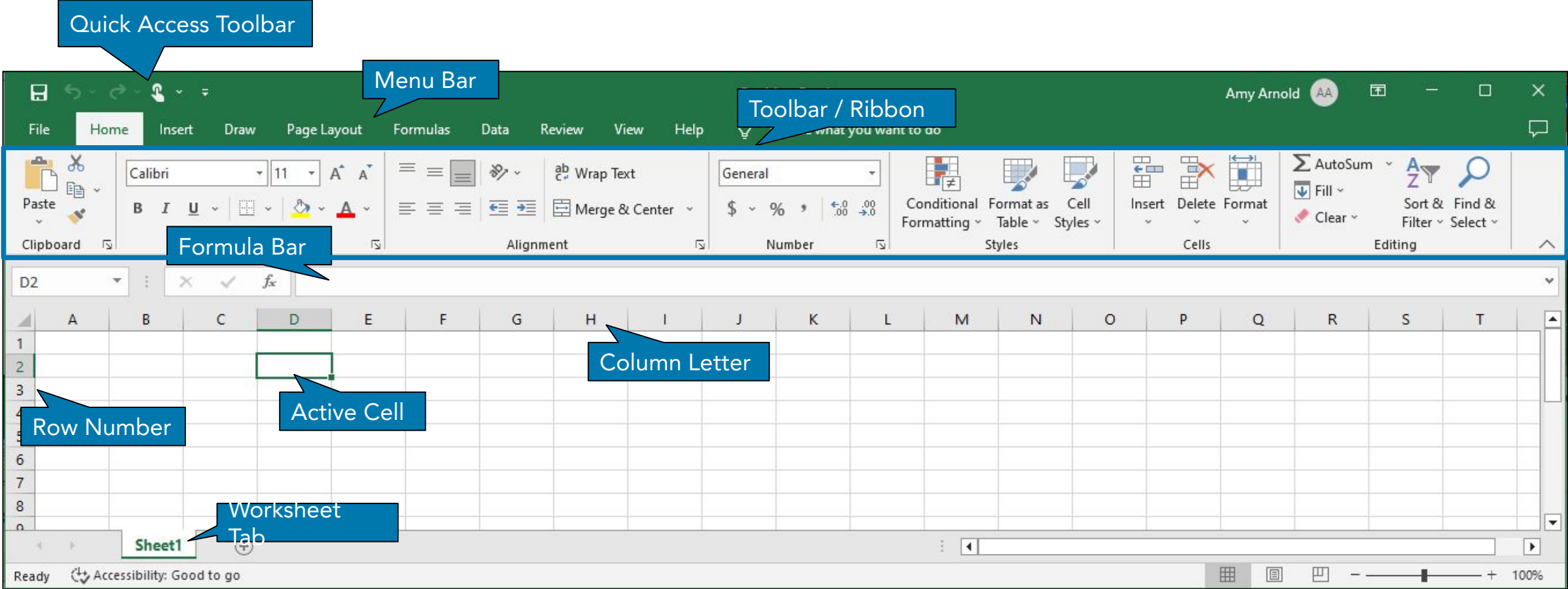


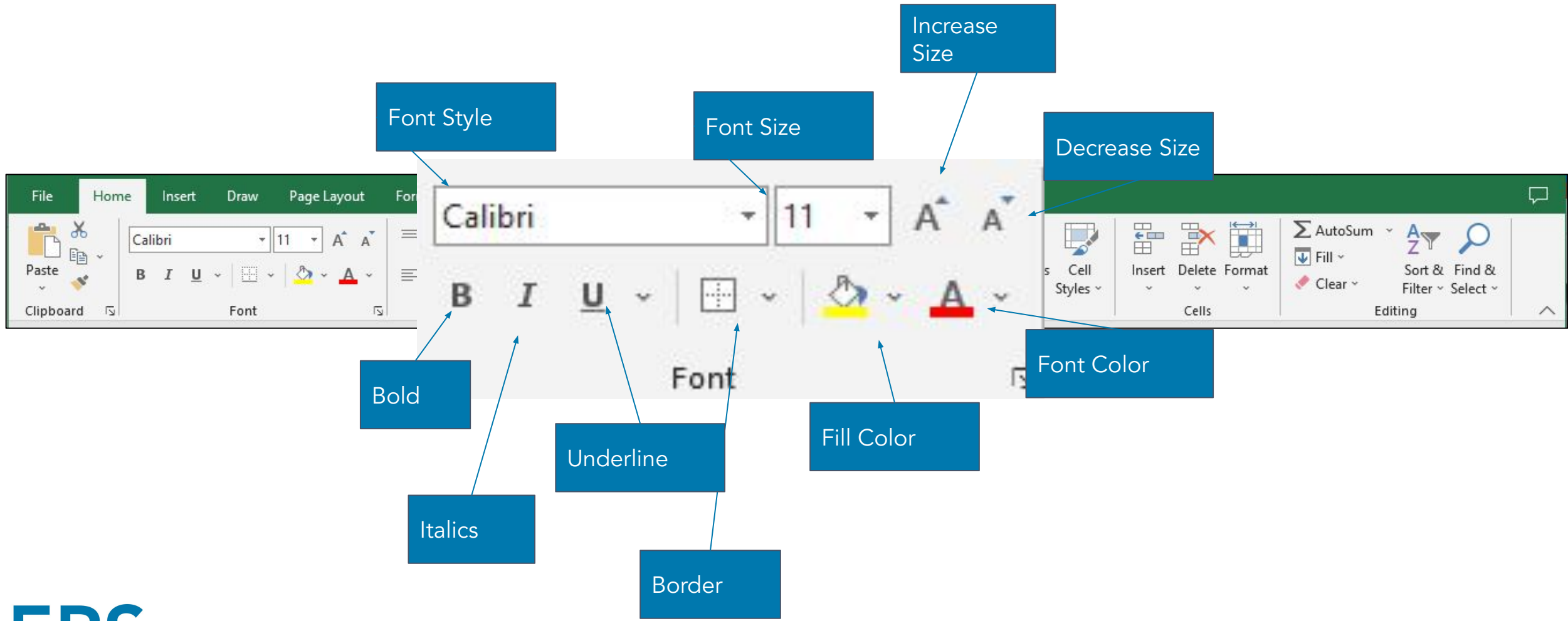
Excel for Beginners - Cancer Registry Analytics



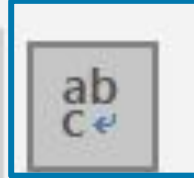
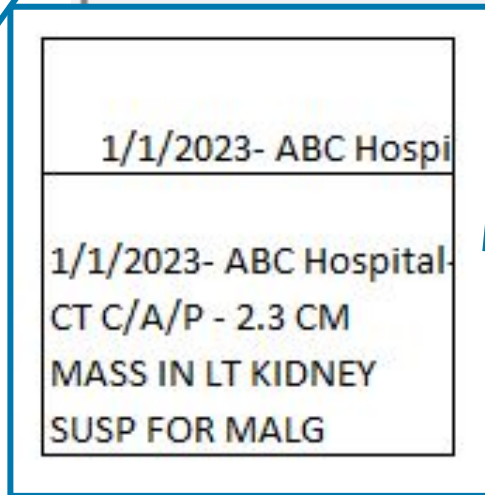
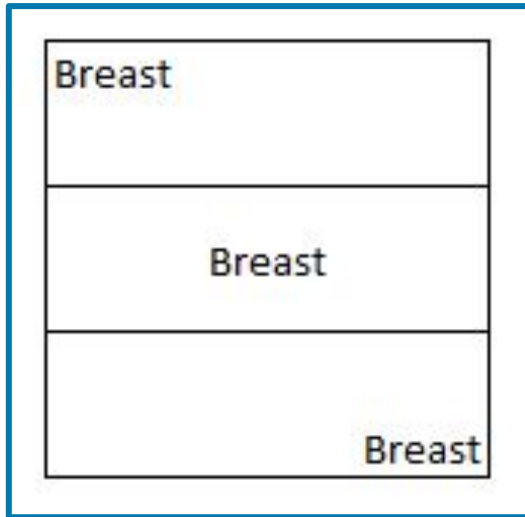
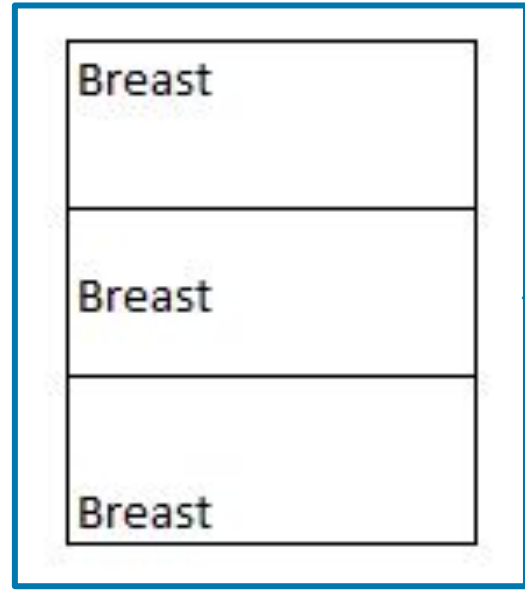
Navigating Excel



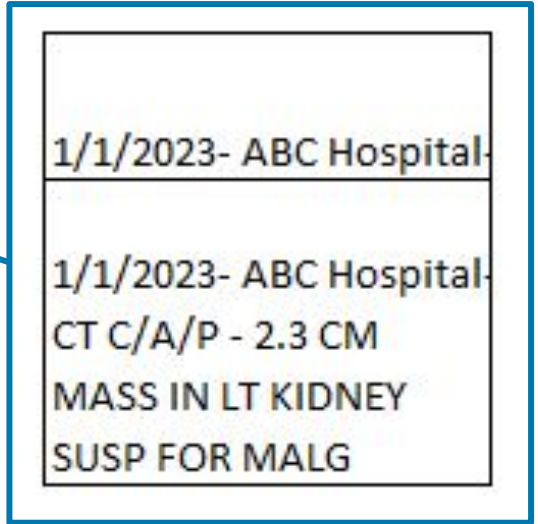
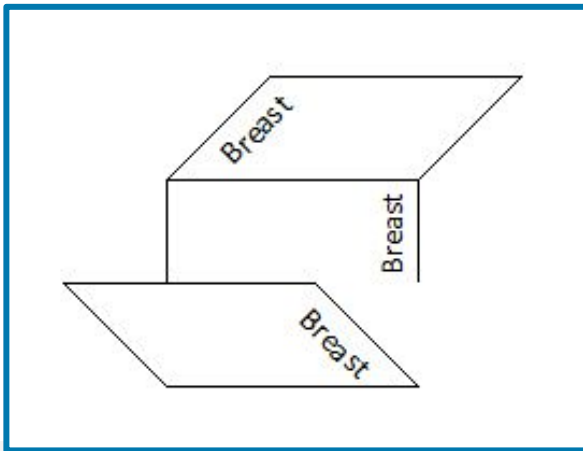
Icons - Font



Icons - Alignment



1st Quarter			2nd Quarter		
Jan	Feb	Mar	Apr	May	Jun



Entering Data

The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

	A	B	C	D	E	F	G	H
1		Jan	Feb	Mar	Apr	May		
2	2018							
3	2019							
4	2020							
5	2021							
6	2022							
7	2023							
8								
9								

Annotations in the image:

- A red arrow points from cell D2 to cell E2, with a blue box labeled "TAB" next to it, indicating the use of the Tab key to move to the next column.
- A red arrow points from cell B2 down to cell B7, with a blue box labeled "Enter" next to it, indicating the use of the Enter key to move to the next row.

Entering Data - Fill

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G
1		Jan	Feb				
2	2018						
3	2019						
4	2018						
5	2021	Jan	Feb	Mar	Apr	May	
6	2022						
7	2023						
8							

Annotations in the image include:

- Blue arrows pointing from cell C1 to D1, D1 to E1, and E1 to F1.
- A red square highlighting the fill handle (a small square with a plus sign) at the bottom-right corner of cell C1.
- A blue callout box with the text "Drag fill handle to desired cell" pointing to the fill handle.
- A blue-bordered box highlighting the range B5:F6, which contains the data for 2021.

Naming & Adding a Worksheet

The image shows a spreadsheet interface. A context menu is open over a worksheet tab labeled 'New'. The menu items are: Insert..., Delete, Rename (highlighted with a red box), Move or Copy..., View Code, Protect Sheet..., Tab Color, Hide, Unhide..., and Select All Sheets. To the right of the 'New' tab is a plus sign (+) button. Two blue callout boxes with white text provide instructions: 'Right Click on Worksheet' points to the context menu, and 'Click on "+" to add a new sheet' points to the plus sign button. The spreadsheet grid above shows rows 12, 13, 14, and 15.

Spruce it up a little - Adjusting sizes



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total.
2	2021	30	22	25										77
3	2022	38	25	28	32	30	33	31	29	27	25	23	21	364
4	2023	28	20	25	26	27	28	29	30	31	32	33	34	297
5														
6														
7														
8														
9														

1. Select first column
2. While holding down Left key drag mouse to last column
3. Release left mouse button
4. Select line between two columns and drag to left or right while holding down the mouse button to desired width

Spruce it up a little - Borders

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total.
2	2021	30	22	25										77
3	2022	38	25	28	32	30	31	35	37	29	24	23	32	364
4	2023	28	20	25	26	27	21	25	27	26	25	23	24	297
5														
6														

1. Select Cell A1 and drag to N4 while holding mouse down to select data table.

Spruce it up a little - Borders

The image shows the 'Borders' dropdown menu in Microsoft Excel. The menu is open, displaying various border options with corresponding icons. The options listed are: Bottom Border, Top Border, Left Border, Right Border, No Border, All Borders, Outside Borders, Thick Outside Borders, Bottom Double Border, Thick Bottom Border, Top and Bottom Border, Top and Thick Bottom Border, and Top and Double Bottom Border.

The image shows a portion of the Microsoft Excel ribbon, specifically the 'Home' tab. The 'Font' group is visible, containing options for font face, size, bold, italic, underline, and text color. A red box highlights the 'Borders' icon in the 'Font' group.

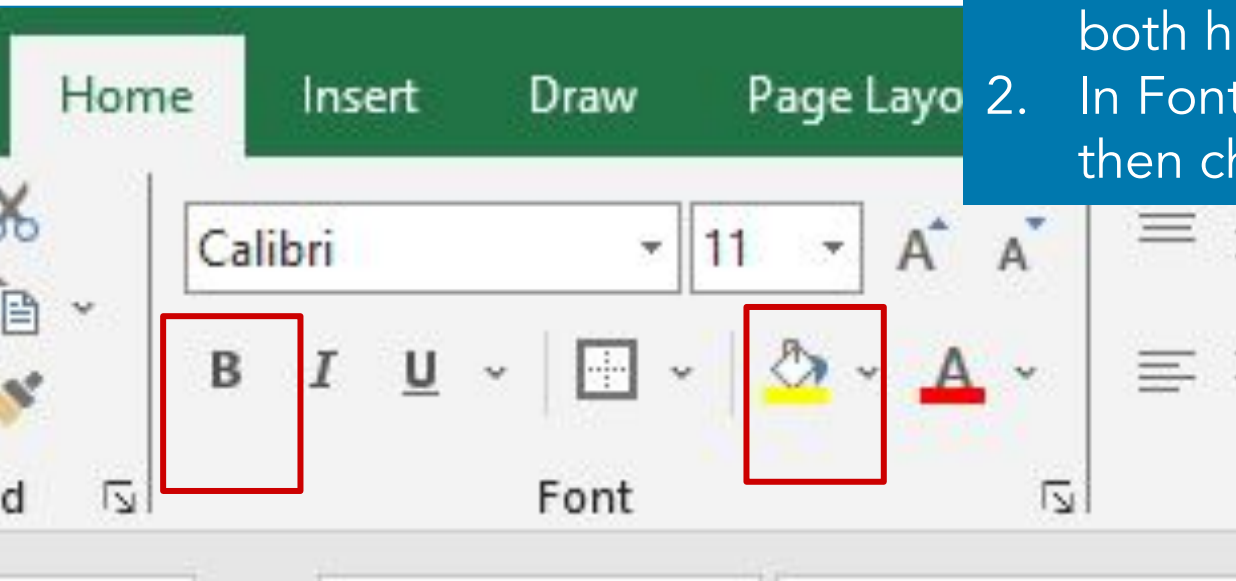
- 2. Choose border icon on Home ribbon
- 3. Select desired border

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total.
2021	30	22	25										77
2022	38	25	28	32	30	31	35	37	29	24	23	32	364
2023	28	20	25	26	27	21	25	27	26	25	23	24	297

Bold and Shading

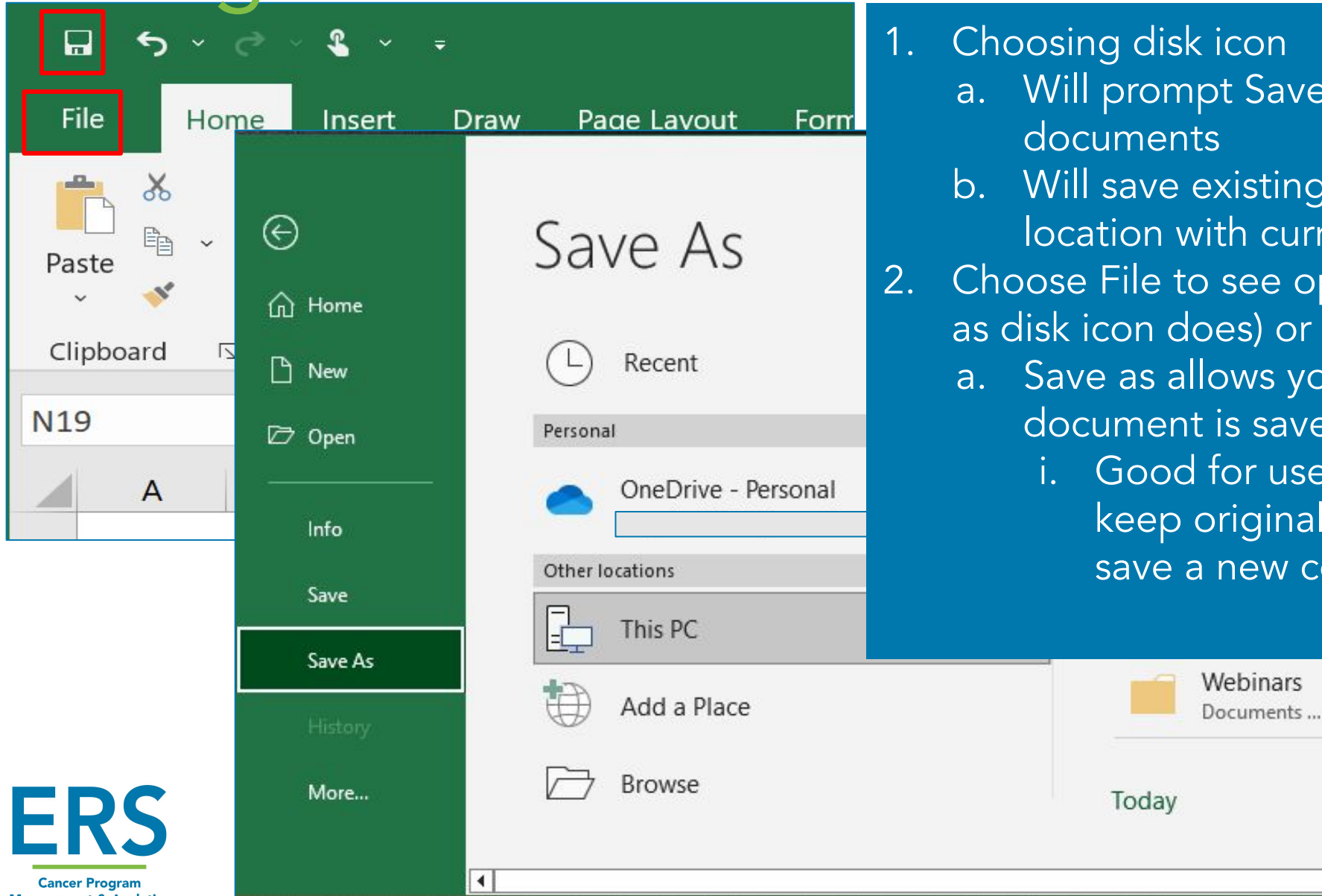
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total.
2	2021	30	22	25										77
3	2022	38	25	28	32	30	31	35	37	30	34	33	32	364
4	2023	28	20	25	26								24	297

1. Select header rows by clicking in B1 and dragging mouse to N1, release mouse button and hold down shift key then click on A2 and drag mouse to A4. This will select both header rows.
2. In Font section select Bold Icon and Fill Icon then choose fill color



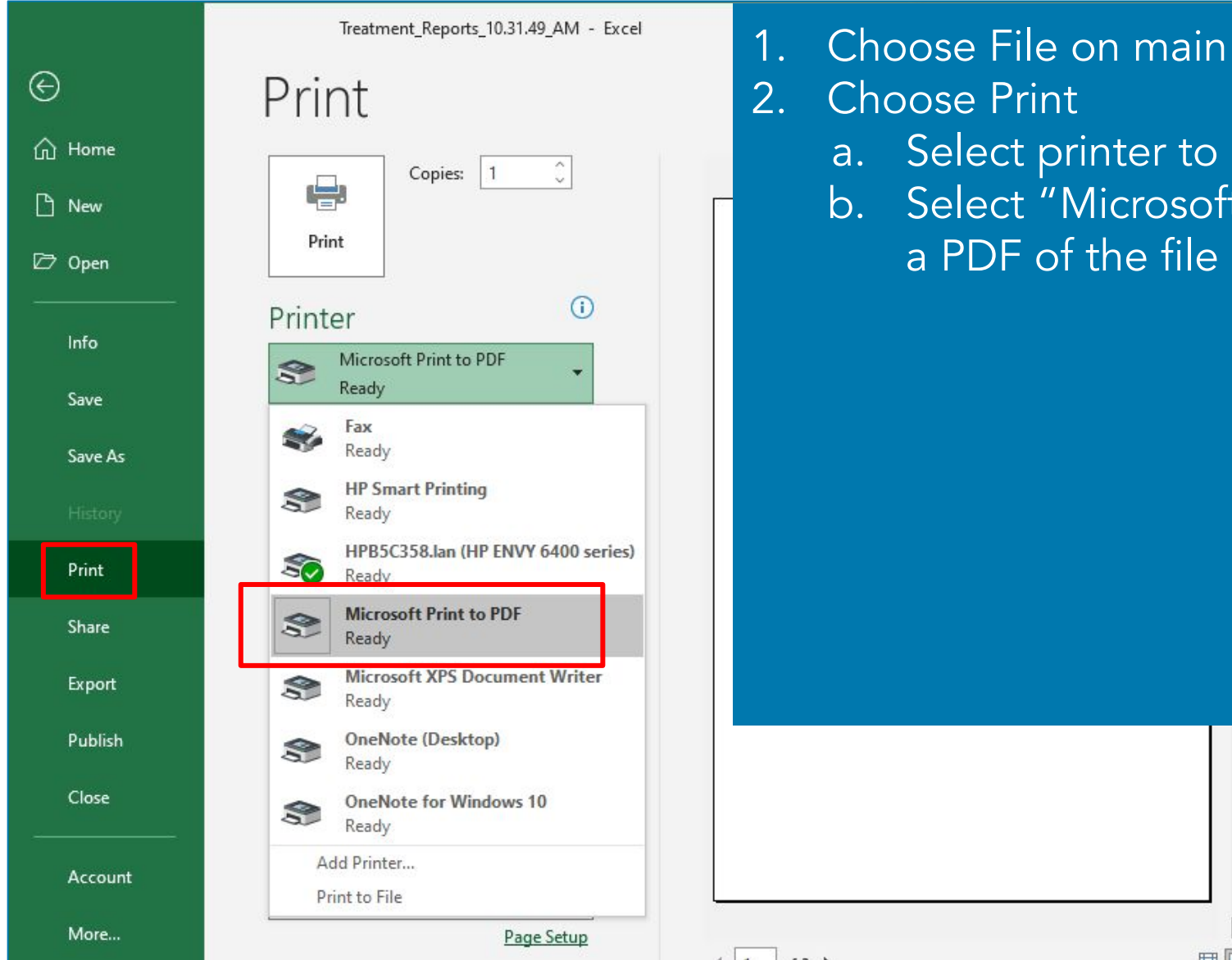
	A	B	C	D	E	F	G	H	I	J	K
1		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
2	2021	30	22	25							
3	2022	38	25	28	32	30	31	35	37	29	
4	2023	28	20	25	26	27	21	25	27	26	

Saving Data



1. Choosing disk icon
 - a. Will prompt Save pop-up for new documents
 - b. Will save existing documents in current location with current name
2. Choose File to see option to Save (functions as disk icon does) or Save As
 - a. Save as allows you to select where document is saved and what named.
 - i. Good for use if you would like to keep original document as well as save a new copy with changes.

Print



1. Choose File on main screen
2. Choose Print
 - a. Select printer to use
 - b. Select "Microsoft Print to PDF" to create a PDF of the file

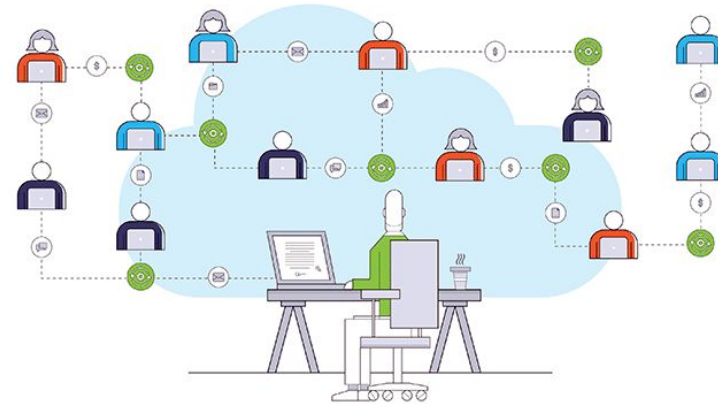
How to use for Registry

- Providing information for hospital administration



- Supporting registry staffing requests

- Managing workflow



Resource Time Documentation

Sep-23			Abstracts		Casefinding		Updated		Follow-up		Requests for		Meetings & Education		Other		Time Off	
Day	Date	Total Daily Hrs	#	Hrs	#	Hrs	#	Hrs	#	Hrs	#	Hrs	Type	Hrs	Activity	Hrs		Notes
Monday	9/4/2023	10	2	4	50	3									Running Reports	3		
Tuesday	9/5/2023	6	2	3			3	1					Tumor Board	2				
Wednesday	9/6/2023	7.5	2	3.5	50	4												
Thursday	9/7/2023	9	1	1.5					50	4.5			NAACCR	3				
Friday	9/8/2023	7.5	4	6.5			2	1										
Saturday	9/9/2023	0																
Sunday	9/10/2023	0																
		40																
Monday	9/11/2023																	
Tuesday	9/12/2023																	
Wednesday	9/13/2023																	
Thursday	9/14/2023																	
Friday	9/15/2023																	
Saturday	9/16/2023																	
Sunday	9/17/2023																	

Managing Workflow: Sorting

The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home'. The 'Sort & Filter' group on the ribbon is highlighted with a red box. A dropdown menu is open, showing options: 'Sort A to Z', 'Sort Z to A', 'Custom Sort...', and 'Filter'. The 'Sort' dialog box is also open, showing 'Sort by' set to 'Date of Birth', 'Sort On' set to 'Cell Values', and 'Order' set to 'Z to A'. The 'Sort' dialog box has a dropdown menu open for 'Sort On' with options: 'Cell Values', 'Cell Color', 'Font Color', and 'Conditional Formatting Icon'. The spreadsheet data is visible in the background, with columns 'Accession Nbr' and 'Date of Diagnosis'.

Accession Nbr	Date of Diagnosis
01201102731	
01201201477	
01201800110	
01202100031	
01202100088	
01202100046	
01202100030	
01202100033	
01202100018	
01202100029	
01202100021	

1. Select Data to manipulate
 - a. Green triangle - selects entire workbook
 - b. Individual column
2. Choose Sort & Filter Icon on toolbar
3. Sort A to Z or Z to A - If multiple columns are selected it will sort by the first column
4. Custom Sort
 - a. Allows you to choose one or multiple rows to sort by
 - b. Allows to sort by Cell value, cell color, font color or conditional formatting icon

Managing Workflow: Sorting

The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes options for Clipboard, Font, Alignment, Number, Styles, Cells, and Editing. The 'Sort & Filter' icon in the Editing group is highlighted with a red box. A dropdown menu is open, showing options like 'Sort A to Z', 'Sort Z to A', 'Custom Sort...', 'Filter', 'Clear', and 'Reapply'. The 'Filter' option is also highlighted with a red box. Below the ribbon, the 'Accession Nbr' filter dropdown in the header row is highlighted with a red box. A blue text box with white text provides the following steps:

1. Select Data by clicking green triangle
2. Choose Sort & Filter Icon on toolbar
3. Choose Filter (this adds filter ability to header row)
4. Choose down arrow in row you would like to use to sort and choose sorting method

	A	B	C	D	E	F	G	H	I
	Accession Nbr	Last Name	First Name	Security Nbr	Date of Bir	Code	Site	Site Code	Date of Diagnos
1									
2	0				945	50			
3	0				954	50			
4	0				949	61			
5	0				943	50			
6	0				975	50			
7	0				963	50			
8	0				962	50			
9	0				937	50			
10	0				974	50			
11	0				966	50			
12	01202100021	BREAST	WANDA	848024848	07/02/1940	50			

Cleaning up data

- Removing Duplicates
- Look for Outliers
- Standardize the data
- Resolve missing data
- Review complete data set for accuracy

Cleaning Up - Remove duplicates

1. Select all data
2. Choose Data Tab
3. Choose Remove Duplicates
4. Choose Unselect All
5. Choose which fields should be used to match patients by checking them
6. Click OK

Last Name
First Name
SSN
Primary Site
Sequence

	Last Name	First Name	ssn	Date of Birth	Site Code
1					
2	COLON	AALIYAH	101010101	03/12/2009	18
3	URINARY	AARON	157004157	01/05/1941	67

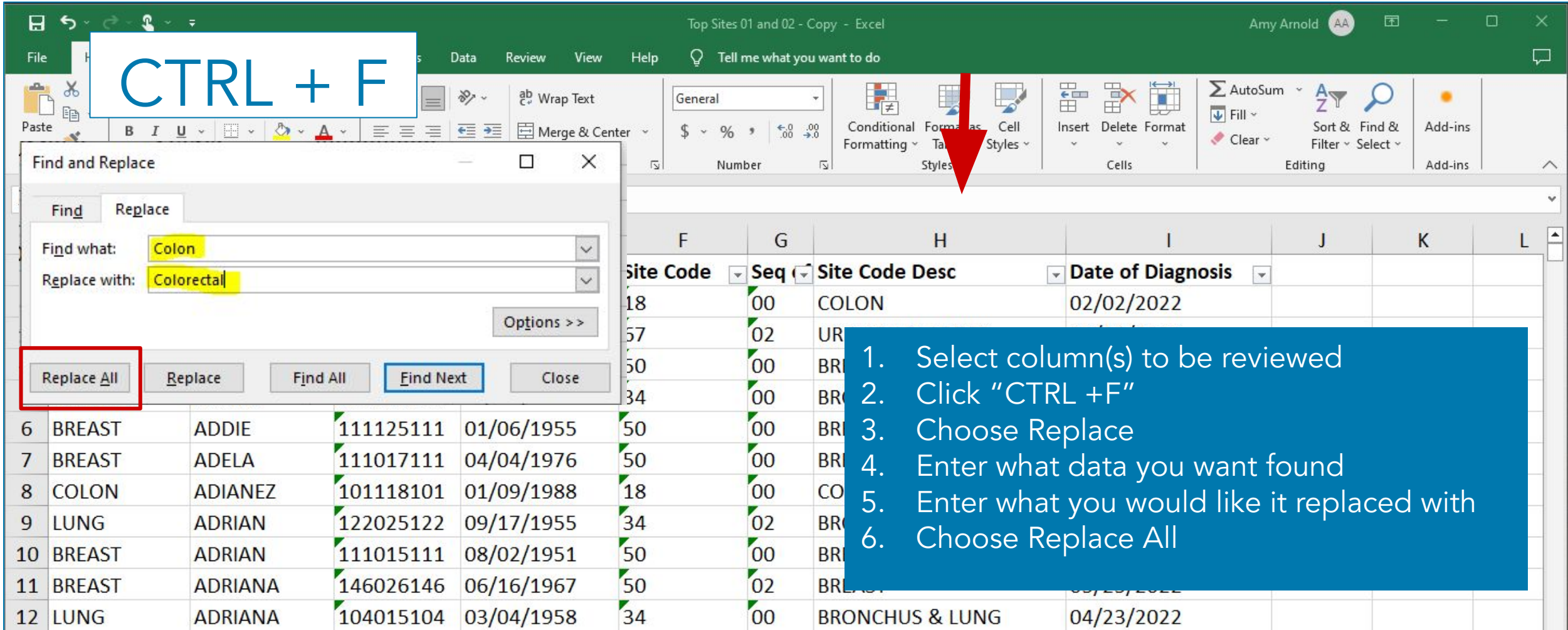
Cleaning Up - Look for outliers

1. Add filters
2. Select Down Arrow
3. Unselect All
4. Review Data for outliers
5. Select outliers with checkbox
6. Click OK
7. Review information and delete as needed

	B	C	D	E	F	G	H	I
						Seq	Site Code Desc	Date of I
1	La					00	COLON	02/02/20
2	CO					02	URINARY BLADDER	04/14/20
3	UR					00	BREAST	02/20/20
4	NU					00	BRONCHUS & LUNG	02/23/20
5	NU					00	BREAST	08/16/20
6	BR					00	BREAST	11/16/20
7	BR					00	COLON	11/29/20
8	CO					02	BRONCHUS & LUNG	02/24/20
9	LU					00	BREAST	01/28/20
10	BR					02	BREAST	05/25/20
11	BREAST	ADRIANA	146026146	06/16/1967	50	02	BREAST	05/25/20
12	LUNG	ADRIANA	104015104	03/04/1958	34	00	BRONCHUS & LUNG	04/23/20

Cleaning Up - Standardize Data

CTRL + F



Find and Replace dialog box settings:

- Find what: Colon
- Replace with: Colorectal
- Buttons: Replace All, Replace, Find All, Find Next, Close

Excel Data Table:

Site Code	Seq	Site Code Desc	Date of Diagnosis
18	00	COLON	02/02/2022
57	02	UR	
50	00	BR	
34	00	BR	
50	00	BR	
50	00	BR	
18	00	CO	
34	02	BR	
50	00	BR	
50	02	BR	
34	00	BRONCHUS & LUNG	04/23/2022

1. Select column(s) to be reviewed
2. Click "CTRL + F"
3. Choose Replace
4. Enter what data you want found
5. Enter what you would like it replaced with
6. Choose Replace All

Create a Chart

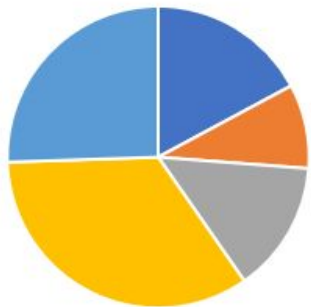
Primary Site	
Colon	304
Breast	160
Lung/Bronc-Small Cell	250
Prostate	605
Bladder	452

1. Select Data
2. Choose quick analysis Icon
3. Select Charts
4. Select type of chart you would like to see

Formatting **Charts** Totals Tables Sparklines

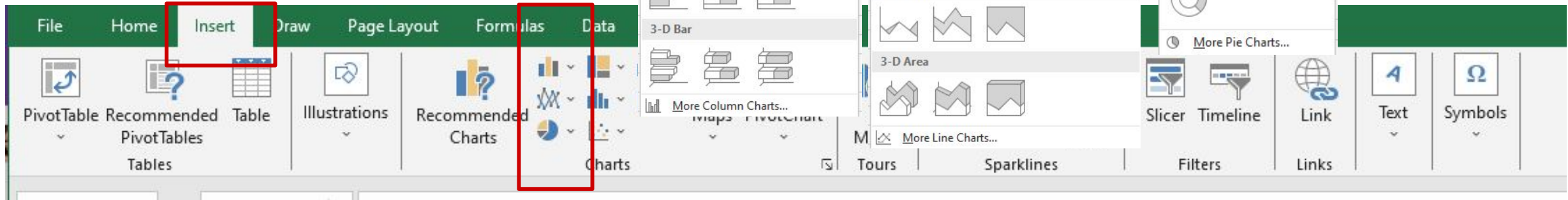
Clustered... Pie Clustered... More...

Recommended Charts help you visualize data.



■ Colon ■ Breast ■ Lung/Bronc-Small Cell ■ Prostate ■ Bladder

Create a Chart



1		
2	Primary Site	
3	Colon	304
4	Breast	160
5	Lung/Bronc-Small Cell	250
6	Prostate	605
7	Bladder	452
8		
9		

1. Select Data
2. Choose Insert Tab
3. Choose icon for type of chart (Bar, Line, Pie, etc)
4. Choose exact chart you would like to see
5. Come back to this spot if you decide you would rather see a different chart



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