

Understanding Formatting and Tables

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WebConnect - Format - Microsoft Internet Explorer

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Address http://connect.informata.com/Format.asp

format

1 libraries → 2 data → 3 format → results

Setup Log Out Help

Format of output

Type of output: Graph Table

Title:

Sort By: Asc Desc

Asc Desc

Asc Desc

Group By:

Data Type:

ChartFX 3.0

Graph Type:

Decimal:

Labels: Yes No

Show Legend: Yes No

back next

Done Internet

The Format Screen allows you to setup how you want your results displayed. When working with Tables, you can choose to utilize: **Title**, **Sort By**, **Group By**, and **Data Type**.

WebConnect - Format - Microsoft Internet Explorer

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Setup Log Out Help

Format of output

Type of output: Graph Table

Title:

Sort By: Asc Desc

Asc Desc

Asc Desc

Group By:

Data Type:

X-axis Title:

Y-axis Title:

Color Scheme:

Graph Type:

Decimal:

Labels: Yes No

Show Legend: Yes No

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For "Type of Output", click "Table".

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Setup Log Out Help

Format of output

Type of output: Graph Table

Title:

X-axis Title:

Y-axis Title:

Sort By: Asc Desc

Asc Desc

Asc Desc

Group By:

Data Type:

Color Scheme:

Graph Type:

Decimal:

Labels: Yes No

Show Legend: Yes No

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To give your table a title, type the title in this field.

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Setup Log Out Help

Format of output

Type of output: Graph Table

Title:

X-axis Title:

Y-axis Title:

Sort By: Asc Desc

Asc Desc

Asc Desc

Asc Desc

Color Scheme: ChartFX 3.0

Graph Type: Bar

Group By:

Decimal:

Labels: Yes No

Show Legend: Yes No

You may sort on variable elements selected in the "Data" section. To sort, click the drop down arrows next to the "Sort By" box, and choose a variable from the drop down menu. After selecting a variable, choose to sort it in Ascending or Descending order.

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format

1 libraries → 2 data → 3 format → results

Setup Format of output Log Out Help

Type of output: Graph Table

Title:

Sort By: Asc Desc
 Asc Desc
 Asc Desc

Group By:
Libraries
Data Elements
Regular

X-axis:
Y-axis:
Color:
Chart:

Graph Type:

Decimal:

Labels: Yes No
Show Legend: Yes No

back next

You may also choose to “Group By” either **Libraries**, **Data Elements**, or **Years** (if multiple years are selected). When viewing a table if you choose to Group By Libraries, the libraries selected will appear in a left hand column. (see next slide)

WebConnect - Graph - Microsoft Internet Explorer

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Setup Table of data elements selected Log Out Help

Total Book Circulation

	Total Book Circulation
Albemarle Regional Library	94,110
Alexander County Library	54,557
Appalachian Regional Library	547,562

Since you grouped by Libraries, the library names appear in the left hand column. You also added a Table Name called "Total Book Circulation".

back

WebConnect - Format - Microsoft Internet Explorer

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1 libraries → 2 data → 3 format → results

Setup Log Out Help

Format of output

Type of output: Graph Table

Title: Total Book Circulation

Sort By: {none} Asc Desc {none} Asc Desc {none} Asc Desc

Group By: Libraries Data Elements Regular

X-axis Title:

Y-axis Title:

Color Scheme: ChartFX 3.0

Graph Type: Bar

Decimal: 0

Labels: Yes No

Show Legend: Yes No

back next

You have added a Table Title called "Total Book Circulation". You will now change the Group By to "Data Elements", this will change your output results to display the data elements on the left hand side with the libraries displaying along the top row. (see next slide)

The screenshot shows a Microsoft Internet Explorer browser window titled "WebConnect - Graph - Microsoft Internet Explorer". The address bar shows "http://connect.informata.com/Graph.asp". The page features a navigation bar with "libraries", "data", "format", and "results" buttons. Below the navigation bar, there are links for "Setup", "Log Out", and "Help". The main content area displays a table titled "Total Book Circulation". The table has four columns: "Total Book Circulation", "Albemarle Regional Library", "Alexander County Library", and "Appalachian Regional Library". The first row of data shows circulation counts of 94,110, 54,557, and 547,562 respectively. A text box with arrows pointing to the table title and the first column contains the following text:

We have the Table Title called "Total Book Circulation", and since you grouped by Data Elements, it now displays in the left hand column.

At the bottom of the page, there is a "back" button.

	Albemarle Regional Library	Alexander County Library	Appalachian Regional Library
Total Book Circulation	94,110	54,557	547,562

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format

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Setup Log Out Help

Format of output

Type of output: Graph Table

Title: Total Book Circulation

Sort By: {none} Asc Desc

Group By: Years

X-axis Title:

Y-axis Title:

Color Scheme: ChartFX 3.0

Graph Type: Bar

Decimal: 0

Labels: Yes No

Show Legend: Yes No

back next

If you have selected multiple years at the "Data" tab, "Years" will be displayed in the drop down menu for "Group By". If you choose to group by Years, the Years selected at the "Data" tab will display in the left hand column. (see next slide)

WebConnect - Graph - Microsoft Internet Explorer

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results

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Setup Log Out Help

Table of data elements selected

Total Book Circulation

	A. K. SMILEY PUBLIC LIBRARY	ALAMEDA COUNTY LIBRARY	ALAMEDA FREE LIBRARY	ALHAMBRA PUBLIC LIBRARY
2001	271,101	3,428,004	491,841	567,769
2000	269,790	3,146,666	457,163	557,104
1999	268,316	3,606,305	389,095	624,489

back

Since you selected to “Group By” Years, the Years now appear on the left hand column.

WebConnect - Format - Microsoft Internet Explorer

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format 1 libraries → 2 data → 3 format → results

Setup Log Out Help

Format of output

Type of output: Graph Table

Title:

X-axis Title:

Y-axis Title:

Sort By:

{none} Asc Desc

{none} Asc Desc

{none} Asc Desc

Group By:

Libraries

Data Type:

Regular

Standardized

Percentile

Regular

Rank

Labels: Yes No

Show Legend: Yes No

back next

The next option available to you is “Data Type”. You have the option to choose between, **Standardized**, **Percentile**, **Regular**, and **Rank**. The most commonly used is “Regular”. (see next slide)

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results

1 libraries → 2 data → 3 format → results

Setup Log Out Help

Table of data elements selected

	Total Book Circulation
Albemarle Regional Library	94,110
Alexander County Library	54,557
BHM Regional Library	182,756

Data Type of "Regular" will return a standard table that includes the data elements and libraries that have been selected.

back

WebConnect - Format - Microsoft Internet Explorer

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format

1 libraries → 2 data → 3 format → results

● Setup Format of output ● Log Out ● Help

Type of output: Graph Table

Title:

X-axis Title:

Y-axis Title:

Color Scheme:

Graph Type:

Sort By: Asc Desc

Asc Desc

Asc Desc

Group By:

Data Type:

Standardized

Percentile

Regular

Rank

Now select “Percentile”. Selecting “Percentile” will rank all the libraries selected into a percentile based on all the libraries in the selected database. To illustrate this data type, we will first look at the “Regular” Data Type. (see next slide)

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WebConnect - Graph - Microsoft Internet Explorer

Address <http://connect.informata.com/Graph.asp>

results

1 libraries → 2 data → 3 format → results

● Setup Table of data elements selected ● Log Out ● Help

	Total Circulation
Adams County Library System	526,760
Aguilar Public Library	300
Akron Public Library	8,131
Arapahoe Library District	2,532,850
Aurora Public Library	1,939,502
Baca County Public Library	9,630
Basalt Regional Library District	43,476
Bemis Public Library	287,824
Bent County Library District	20,617
Berthoud Public Library	45,309
Boulder Public Library	1,202,766
Burlington Public Library	48,000
Canon City Public Library	148,652
Carnegie Public Library	72,082
Clear Creek Library District	31,580
Conejos County Public Library	24,018
Cortez Public Library	85,341
Costilla County Public Library	5,249
Cotopaxi School Community Library	12,300
Craig-Moffat County Library	84,372
Dacona Public Library	6,167
Delta County Public Library District	210,010
Denver Public Library	10,996,792
Dolores County School Public Library	9,568

Here is a list of libraries within a particular database along with their corresponding Total Circulation figures. Take note of Araphoe Library District (2,532,850), and Aguilar Public Library (300).

WebConnect - Format - Microsoft Internet Explorer

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format

1 libraries → 2 data → 3 format → results

Setup Log Out Help

Format of output

Type of output: Graph Table

Title:

X-axis Title:

Sort By: Asc Desc

Y-axis Title:

Asc Desc

Asc Desc

Color Scheme:

Group By:

Decimal:

Data Type:

Labels: Yes No

Show Legend: Yes No

back next

You will now choose "Percentile".

WebConnect - Graph - Microsoft Internet Explorer

Address <http://connect.informata.com/Graph.asp>

results 1 libraries → 2 data → 3 format → results

Setup Log Out

Table of data elements selected

	Total Circulation
Adams County Library System	86
Aguilar Public Library	0
Akron Public Library	15
Arapahoe Library District	96
Aurora Public Library	94
Baca County Public Library	17
Basalt Regional Library District	51
Bemis Public Library	84
Bent County Library District	31
Berthoud Public Library	52
Boulder Public Library	92
Burlington Public Library	54
Canon City Public Library	75
Carnegie Public Library	56
Clear Creek Library District	43
Conejos County Public Library	37
Cortez Public Library	63
Costilla County Public Library	6
Cotopaxi School Community Library	23
Craig-Moffat County Library	62
Dacona Public Library	9
Delta County Public Library District	78
Denver Public Library	99
Dolores County School Public Library	16

Notice that each library now has a “percentile” associated with their Total Circulation. Again, this percentile is based on all the libraries within the dataset selected at “Setup”. Notice Aguilar Public Library (which was had a total circulation of 300); its percentile is (0). Which means it ranks in the very bottom percentile for the entire state. However if you look at Arapahoe Library District (which had a total circulation of 2,532,850), its percentile is (96). Which means that it ranks in the 96th percentile for the entire state

WebConnect - Graph - Microsoft Internet Explorer

Address <http://connect.informata.com/Graph.asp>

results

1 libraries → 2 data → 3 format → results

Setup | Table of data elements selected | Log Out | Help

	Total Circulation
Adams County Library System	86
Aguilar Public Library	
Akron Public Library	
Arapahoe Library District	
Aurora Public Library	
Baca County Public Library	
Basalt Regional Library District	
Bemis Public Library	
Bent County Library District	
Berthoud Public Library	
Boulder Public Library	
Burlington Public Library	54
Canon City Public Library	75
Carnegie Public Library	56
Clear Creek Library District	43
Conejos County Public Library	37
Cortez Public Library	63
Costilla County Public Library	6
Cotopaxi School Community Library	23
Craig-Moffat County Library	62
Dacona Public Library	9
Delta County Public Library District	78
Denver Public Library	99
Dolores County School Public Library	16

Percentile data is a broader way of expressing rank, but essentially expresses the same idea of position within a group. On large datasets like FSCS, percentile is often more meaningful than rank. For example, its more meaningful to know that a library is in the 74th percentile on collection expenditures than that it is ranked 2,238. However, on smaller datasets, rank might be a better number.

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format

1 libraries → 2 data → 3 format → results

Setup Log Out Help

Format of output

Type of output: Graph Table

Title:

X-axis Title:

Sort By: Asc Desc

Y-axis Title:

Asc Desc

Color Scheme:

Asc Desc

Graph Type:

Group By:

Decimal:

Data Type:

Labels: Yes No

Show Legend: Yes No

back next

Now select "Rank". Rank data shows what rank the regular value for that library is within that particular data element within the dataset selected at setup.

WebConnect - Graph - Microsoft Internet Explorer

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Address <http://connect.informatata.com/Graph.asp> Go Links

results

1 libraries → 2 data → 3 format → results

Setup Table of data elements selected Log Out Help

	Total Circulation
Adams County Library System	15
Aguilar Public Library	112
Akron Public Library	96
Arapahoe Library District	4
Aurora Public Library	6
Baca County Public Library	93
Basalt Regional Library District	55
Bemis Public Library	17
Bent County Library District	77
Berthoud Public Library	54
Boulder Public Library	8
Burlington Public Library	51
Canon City Public Library	28
Carnegie Public Library	49
Clear Creek Library District	64
Conejos County Public Library	71
Cortez Public Library	41
Costilla County Public Library	106
Cotopaxi School Community Library	86
Craig-Moffat County Library	42
Dacona Public Library	102
Delta County Public Library District	24
Denver Public Library	1
Dolores County School Public Library	94

Looking at the rank for this example, you will notice that *Adams County Library System* ranks 15th in the state. *Denver Public Library* ranks #1 in Total Circulation for this state.

WebConnect - Format - Microsoft Internet Explorer

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format

1 libraries → 2 data → 3 format → results

Setup Log Out Help

Format of output

Type of output: Graph Table

Title:

X-axis Title:

Sort By: Asc Desc

Asc Desc

Asc Desc

Group By:

Data Type:

Y-axis:

Color S:

ChartF:

Graph T:

Bar:

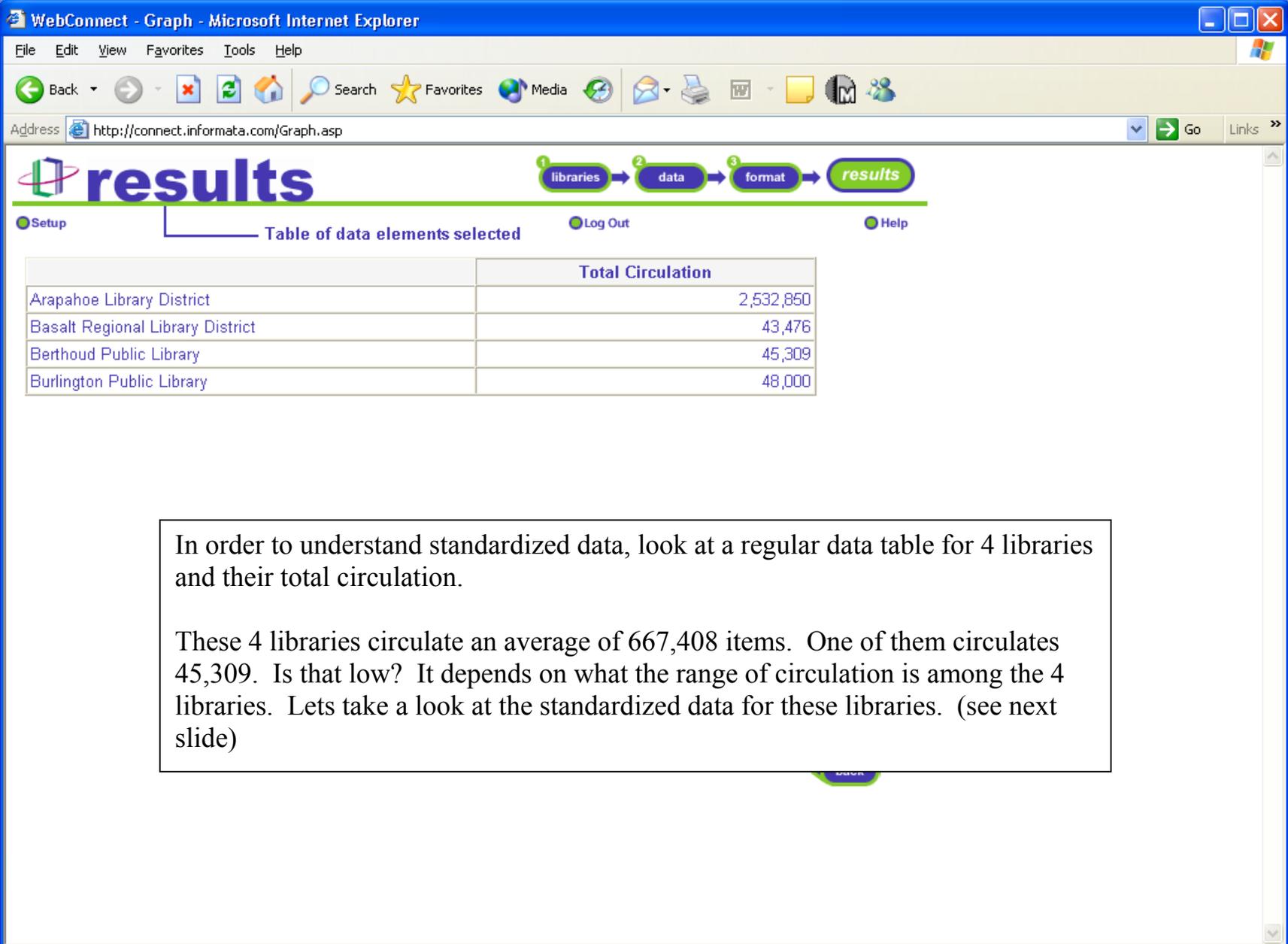
Decima:

Labels: Yes No

Show Legend: Yes No

back next

The last option for "Data Type" is Standardized. Although standardized data is usually for statisticians, it is still a very useful type of data. Standardized data tells how many standard deviations away from the average a particular value is.



WebConnect - Graph - Microsoft Internet Explorer

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Address <http://connect.informatata.com/Graph.asp> Go Links

results

1 libraries → 2 data → 3 format → results

● Setup ● Log Out ● Help

Table of data elements selected

	Total Circulation
Arapahoe Library District	2,532,860
Basalt Regional Library District	43,476
Berthoud Public Library	45,309
Burlington Public Library	48,000

In order to understand standardized data, look at a regular data table for 4 libraries and their total circulation.

These 4 libraries circulate an average of 667,408 items. One of them circulates 45,309. Is that low? It depends on what the range of circulation is among the 4 libraries. Lets take a look at the standardized data for these libraries. (see next slide)

WebConnect - Graph - Microsoft Internet Explorer

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results

1 libraries → 2 data → 3 format → results

Setup Table of data elements selected Log Out Help

	Total Circulation
Arapahoe Library District	1.85
Basalt Regional Library District	-0.26
Berthoud Public Library	-0.26
Burlington Public Library	-0.25

back

In this example, Arapahoe Library District is almost 2 standard deviations from the mean. By definition of standard deviation, 2/3 of all libraries will fall within 1 (plus or minus) of the mean. 95% of all libraries will fall within 2 of the mean. Any library with a value outside of 2, is very exceptional.

WebConnect - Graph - Microsoft Internet Explorer

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Address <http://connect.informatata.com/Graph.asp> Go Links

results

1 libraries → 2 data → 3 format → results

Setup Log Out Help

Table of data elements selected

	Total Circulation
Arapahoe Library District	1.85
Basalt Regional Library District	-0.26
Berthoud Public Library	-0.26
Burlington Public Library	-0.25

back

One of the best applications of standardized data is comparing two data types that normally are not comparable together. For example, you could look at Total Circulation and Circulation per Capita on the same chart to see if a particular library stands out on either of these measures and how far they stand out. Thus standardized data can help you quickly identify areas where a library stands out from others.

WebConnect - Format - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://connect.informata.com/Format.asp> Go Links >>

format

1 libraries 2 data 3 format results

Setup Log Out Help

Format of output

All the options on the right side of the "Format" page deal with formatting graphs and have no effect on Tables.

X-axis Title:

Y-axis Title:

Color Scheme: ChartFX 3.0

Graph Type: Bar

Decimal: 0

Labels: Yes No

Show Legend: Yes No

back next

WebConnect - Graph - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://connect.informata.com/Graph.asp> Go Links

results 1 libraries 2 data 3 format results

Setup Log Out Help

Table of data elements selected

	Total Circulation
Adams County Library System	526,760
Aguilar Public Library	300
Akron Public Library	8,131
Arapahoe Library District	2,532,860
Aurora Public Library	1,939,502
Baca County Public Library	9,630
Basalt Regional Library District	43,476
Bemis Public Library	287,824
Bent County Library District	20,617
Berthoud Public Library	45,309
Boulder Public Library	1,202,766
Burlington Public Library	48,000
Canon City Public Library	148,652
Carnegie Public Library	72,082
Clear Creek Library District	31,580
Conejos County Public Library	24,018
Cortez Public Library	85,341
Costilla County Public Library	5,249
Cotopaxi School Community Library	12,300
Craig-Moffat County Library	84,372
Dacona Public Library	6,167
Delta County Public Library District	210,010
Denver Public Library	10,996,792
Dolores County School Public Library	9,568

To copy your table into an Excel worksheet, do the following:

1. Click in the top left hand column (which will be blank)
2. While holding down the SHIFT key, either “Page Down” or scroll down to the end of the block that you want to transfer to Excel
3. While continuing to hold down your SHIFT key, click behind the “last” digit within the last cell. This will highlight the entire block.

WebConnect - Graph - Microsoft Internet Explorer

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Address <http://connect.informatata.com/Graph.asp> Go Links >>

results

1 libraries → 2 data → 3 format → results

Setup Table of data elements selected Log Out Help

	Total Circulation
Adams County Library System	526,760
Aguilar Public Library	300
Akron Public Library	3,131
Arapahoe Library District	2,532,850
Aurora Public Library	1,939,502
Baca County Public Library	9,630
Basalt Regional Library District	43,476
Bemis Public Library	287,824
Bent County Library District	20,617
Berthoud Public Library	45,309
Boulder Public Library	1,202,766
Burlington Public Library	48,000
Canon City Public Library	148,652
Carnegie Public Library	72,082
Clear Creek Library District	31,580
Conejos County Public Library	24,018
Cortez Public Library	35,341
Costilla County Public Library	5,249
Cotopaxi School Community Library	12,300
Craig-Moffat County Library	34,372
Dacona Public Library	3,167
Delta County Public Library District	210,010
Denver Public Library	10,996,792
Dolores County School Public Library	9,568

Holding down the SHIFT key click behind the last digit in the cell (in this example it's an eight)
This will highlight the entire block.

WebConnect - Graph - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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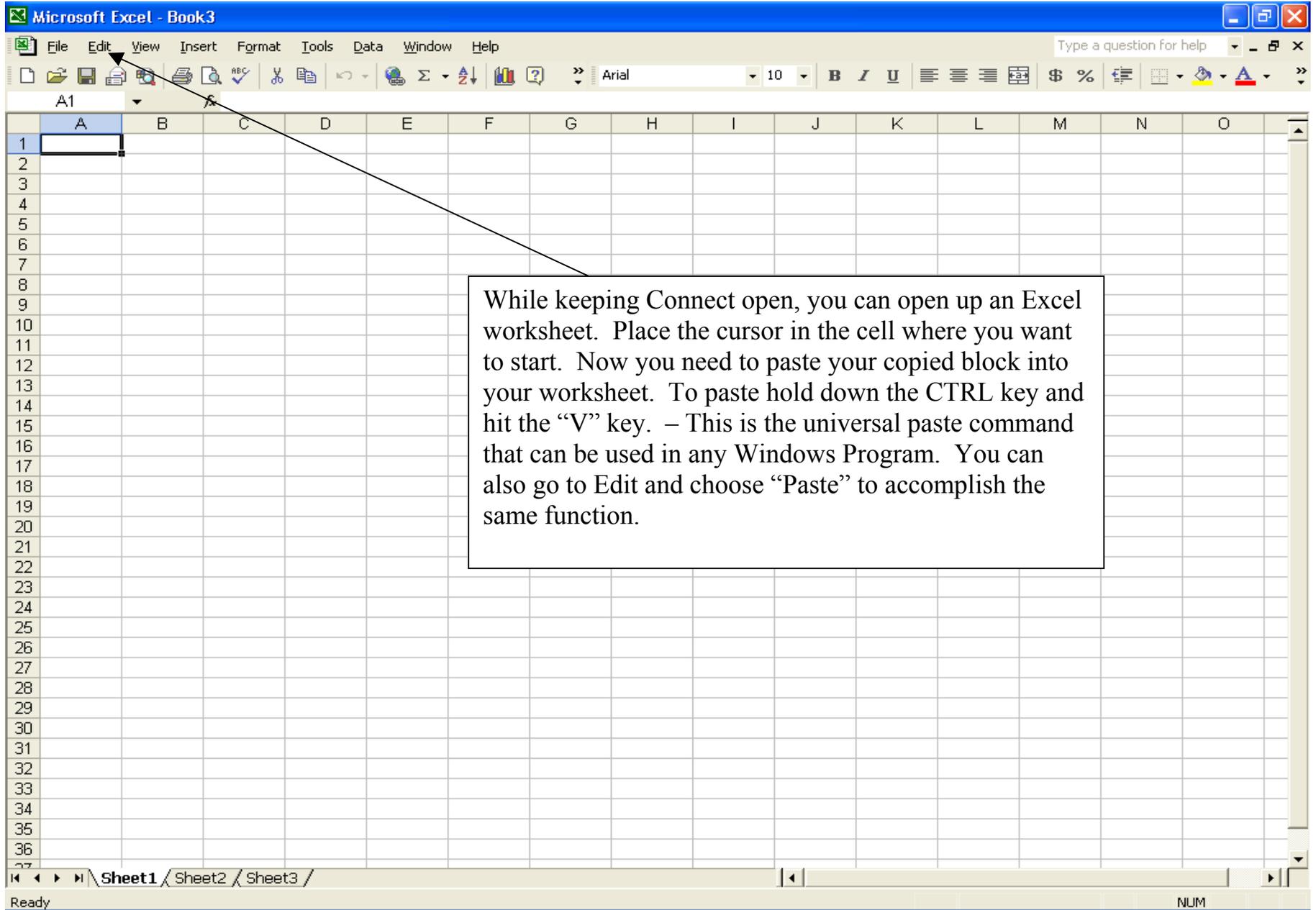
results 1 libraries → 2 data → 3 format → results

Setup Log Out Help

Table of data elements selected

	Total Circulation
Adams County Library System	526,760
Aguilar Public Library	300
Akron Public Library	3,131
Arapahoe Library District	2,532,860
Aurora Public Library	1,939,502
Baca County Public Library	9,630
Basalt Regional Library District	43,476
Bemis Public Library	287,824
Bent County Library District	20,617
Berthoud Public Library	45,309
Boulder Public Library	1,202,766
Burlington Public Library	48,000
Canon City Public Library	148,652
Carnegie Public Library	72,082
Clear Creek Library District	31,580
Conejos County Public Library	24,018
Cortez Public Library	35,341
Costilla County Public Library	5,249
Cotopaxi School Community Library	12,300
Craig-Moffat County Library	34,372
Dacona Public Library	3,167
Delta County Public Library District	210,010
Denver Public Library	10,996,792
Dolores County School Public Library	9,568

Now you need to copy this block, so you can paste it into Excel. To copy hold down the CTRL key and hit the "C" key. – This is the universal copy command that can be used in any Windows Program.



The image shows a screenshot of the Microsoft Excel application window titled "Microsoft Excel - Book3". The window displays a standard Excel interface with a menu bar (File, Edit, View, Insert, Format, Tools, Data, Window, Help) and a toolbar. The main area is a worksheet with columns labeled A through O and rows numbered 1 through 37. Cell A1 is currently selected, indicated by a black border and a small cursor. A text box with a black border is overlaid on the worksheet, containing the following text:

While keeping Connect open, you can open up an Excel worksheet. Place the cursor in the cell where you want to start. Now you need to paste your copied block into your worksheet. To paste hold down the CTRL key and hit the "V" key. – This is the universal paste command that can be used in any Windows Program. You can also go to Edit and choose "Paste" to accomplish the same function.

The text box is positioned over the lower right portion of the worksheet, with a thin black line pointing from the top-left corner of the box to the 'Edit' menu item in the menu bar. The status bar at the bottom of the window shows "Ready" on the left and "NUM" on the right. The sheet tabs at the bottom indicate "Sheet1 / Sheet2 / Sheet3 /".

Microsoft Excel - Book3

File Edit View Insert Format Tools Data Window Help

Type a question for help

Arial 10 B I U

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1		Total Circulation													
2	Adams Co	526,760													
3	Aguilar Pu	300													
4	Akron Pub	8,131													
5	Arapahoe	2,532,850													
6	Aurora Pub	1,939,502													
7	Baca Cour	9,630													
8	Basalt Reg	43,476													
9	Bemis Pub	287,824													
10	Bent Coun	20,617													
11	Berthoud P	45,309													
12	Boulder Pu	1,202,766													
13	Burlington	48,000													
14	Canon City	148,652													
15	Carnegie F	72,082													
16	Clear Cree	31,580													
17	Conejos C	24,018													
18	Cortez Pub	85,341													
19	Costilla Co	5,249													
20	Cotopaxi S	12,300													
21	Craig-Moffa	84,372													
22	Dacona Pu	6,167													
23	Delta Cour	210,010													
24	Denver Pu	#####													
25	Dolores Co	9,568													
26	Dolores Lib	46,500													
27	Douglas P	2,012,329													
28	Durango P	271,267													
29	Eagle Vall	216,350													
30	East Chey	9,729													
31	East Morg	76,106													
32	East Routt	280,073													
33	Eisenhowe	231,412													
34	Elbert Cou	47,678													
35	Frontiero	189,878													

This will paste the results from your Connect table into the appropriate columns in your Excel worksheet. You can then use Excel commands to format, sum, average, graph, etc..

Sheet1 / Sheet2 / Sheet3 /

Ready Sum=39110357 NUM

Microsoft Excel - Book3

File Edit View Insert Format Tools Data Window Help

Type a question for help

A1

		B	C	D	E	F	G	H	I	J	K
1		Total Circulation									
2	Adams County Library System	526,760									
3	Aguilar Public Library	900									
4	Akron Public Library	8,131									
5	Arapahoe Library District	2,532,850									
6	Aurora Public Library	1,939,502									
7	Baca County Public Library	9,630									
8	Basalt Regional Library District	43,476									
9	Bemis Public Library	287,824									
10	Bent County Library District	20,617									
11	Berthoud Public Library	45,309									
12	Boulder Public Library	1,202,766									
13	Burlington Public Library	48,000									
14	Canon City Public Library	148,652									
15	Carnegie Public Library	72,082									
16	Clear Creek Library District	31,580									
17	Conejos County Public Library	24,018									
18	Cortez Public Library	85,341									
19	Costilla County Public Library	5,249									
20	Cotopaxi School Community Library	12,300									
21	Craig-Moffat County Library	84,372									
22	Dacona Public Library	6,167									
23	Delta County Public Library District	210,010									
24	Denver Public Library	10,996,792									
25	Dolores County School Public Library	9,568									
26	Dolores Library District	46,500									
27	Douglas Public Library District	2,012,329									
28	Durango Public Library	271,267									
29	Eagle Valley Library District	216,350									
30	East Cheyenne County Library District	9,729									
31	East Morgan County Library district	76,106									
32	East Routt Library District	280,073									
33	Eisenhower Public Library	231,412									
34	Elbert County Library	47,678									
35	Front Range Public Library	199,976									

Sheet1 / Sheet2 / Sheet3

Ready NUM

You then may choose to save your spreadsheet in Excel for future reference.