

## **MS Excel for Communicable Disease Work**

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## **EXCEL FOR CD NURSES**

- What is “Excel” ?
- Why is “Excel” an essential tool for CD Nurses?

## **EXCEL FOR CD NURSES**

### **The Spreadsheet**

- Before computers, accountants used spreadsheets as a ledger
- After computers, “computerized” ledgers demonstrated a versatility for keeping tabular records
- Today, electronic spreadsheets are commonplace in the workplace, education, & households – not just for accounting

## **EXCEL FOR CD NURSES**

### **Versions**

- Microsoft Excel is 27 years old!
- Updated 12 times
- Each update or “version” enhances the product with new features & capability
- New versions are almost universally compatible with older versions
- MS Excel 2010

## EXCEL FOR CD NURSES

### Structure and Format

- Workbook – a complete file; can be named & stored; contains several worksheets
- Worksheet – an individual page or sheet; selectable by the worksheet tab in the bottom of the workbook
- Tool bar or ribbon – provides icons or dropdown menus for choosing functions and options

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### Worksheets

**COLUMN:** vertical space on worksheet labeled with a letter, i.e. A, B, C or AB

**ROW:** horizontal space on worksheet labeled with a number, i.e. 1, 2, 3, or 467

**CELL:** the space defined by the intersection of a column and a row and described by the column letter and row number, i.e. D:63 or AH:2

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### Formatting

Columns and Rows – size is selectable

Cells

Fonts, Fills and Borders

Merging and Wrapping

Categories

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### Cell Category

Excel allows cells to be designated for specific types of information and applies rules based on that category.

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### Common Cell Categories

- **General**- any information is acceptable may include text numbers or symbols
  - **Number**- must be numeric, number of decimals or use of commas can be designated
- **Percent**- must be numeric, number of decimals can be designated and will appear with % sign

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### Dates

Cells can be designated for dates or time, several formats can be selected for display

Stored as the number of days since January 1 1900 so that they can used in calculations

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### Range

Describes a number of contiguous cells by the lowest column and row number to the highest column and row of the contiguous block of cells

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### What can MS Excel do to data?

- **Text to Columns** - separate text into columns
- **Sort** - put rows or columns in alphabetical or numeric order
- **Remove Duplicates** - remove duplicates in a column
- **COUNT IF** - count the # of times a condition is found in a range
- **SUM** – add the values in a range

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### What else can Excel do?

Macros – Excel will record a number of steps such as formatting columns or fonts and sorting or counting. When asked, the macro will repeat those steps.

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Logical Operations – By writing a “formula” Excel can make comparisons or perform calculations to provide outputs which are not in the original data

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### Excel for Communicable Disease Work

- NC EDSS Reports Export to Excel

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### Using Excel for Communicable Disease Work

- Outbreak Workbook
  - Summary
  - Line List
  - Epi Curve
  - \*Attaching Files to NC EDSS