

EXCEL TIPS & TRICKS

PRESENTED BY SAMANTHA LONG





**THINGS TO
KEEP IN MIND**

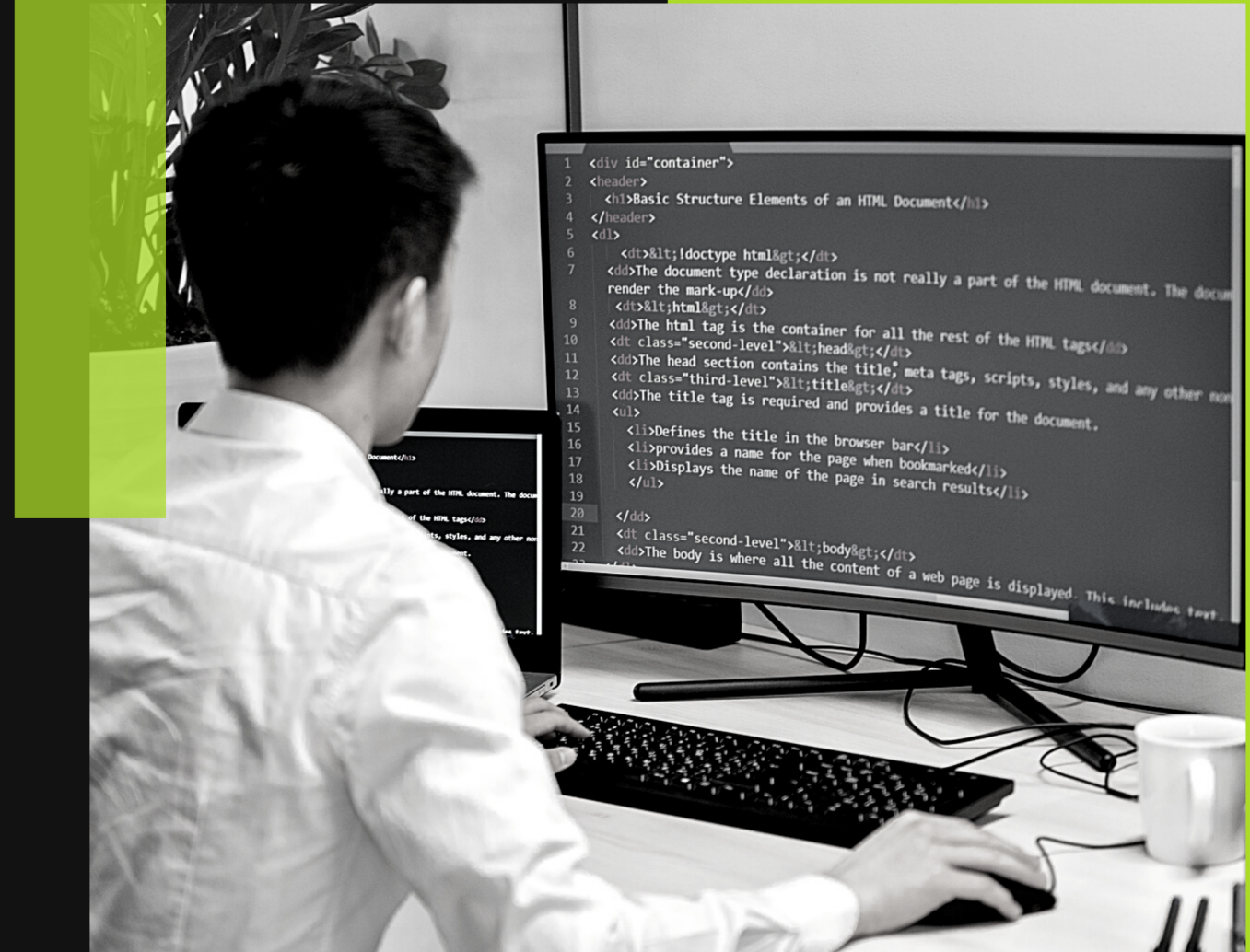
EXCEL...
THE GENERATOR OF
AUDIIBLE PROFANITY



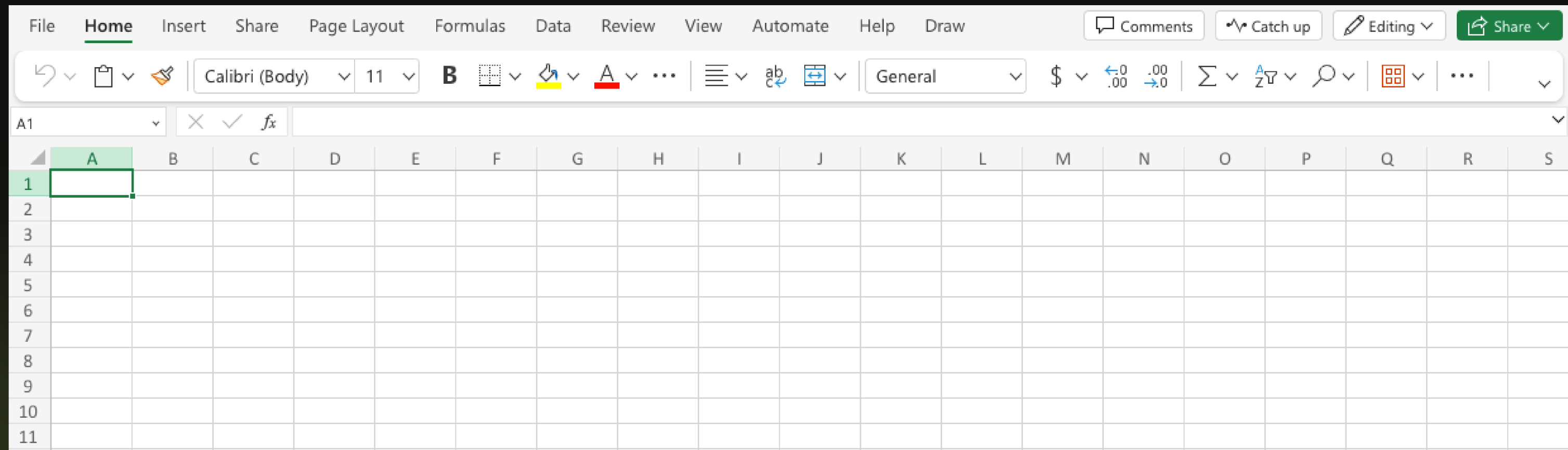
EXCEL FOR PARALEGALS

- Juror Research
- Document Production Logs
- Billing/Damages Summaries
- Class Actions
- Budgets
- Voluminous Data

ENDLESS
POSSIBILITIES

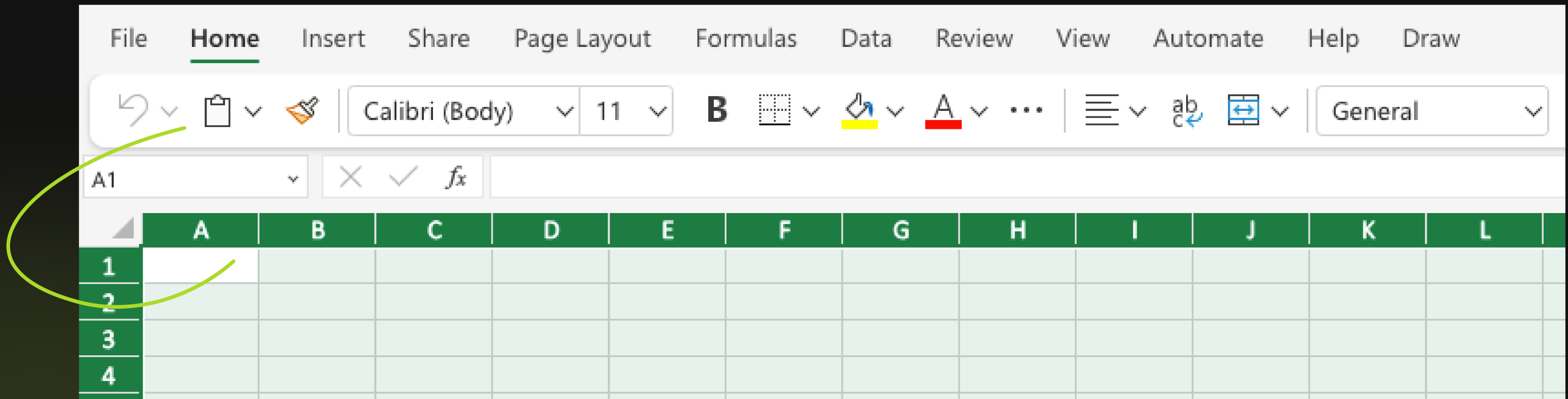


FORMATTING



SELECT ALL

Ctrl+A - OR - Select the Triangle in the Top Left Corner



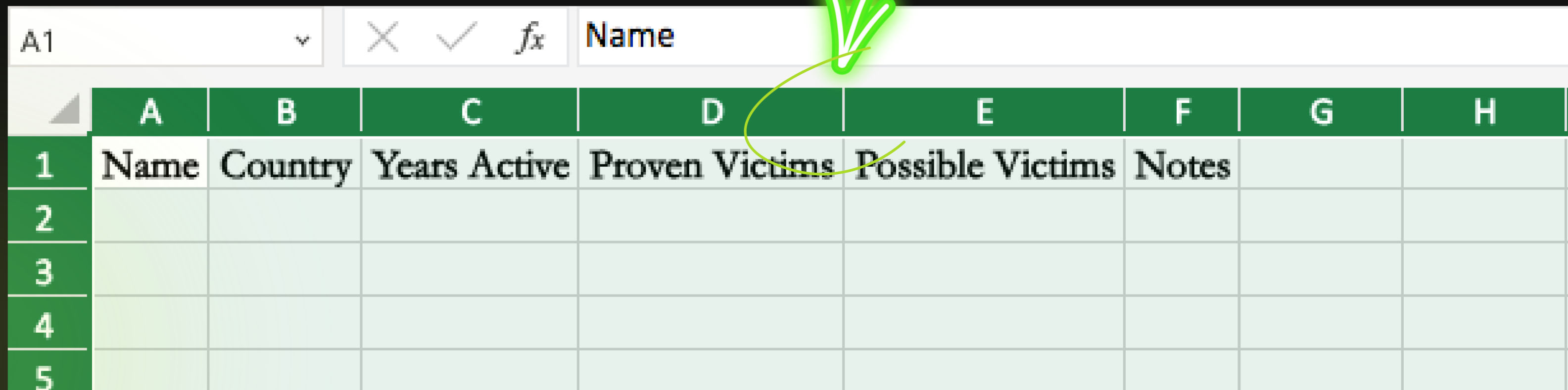
STYLE

	A	B	C	D	E	F	G	H
1	Name	Country	Years Active	Open Victissible	Victi	Notes		
2								
3								

- Legible Font - Apply to All Cells
- Header Row - Bold, Centered

AUTOFIT COLUMN WIDTH

- Select All
- Hover Over Line Dividing Columns
- Double Click



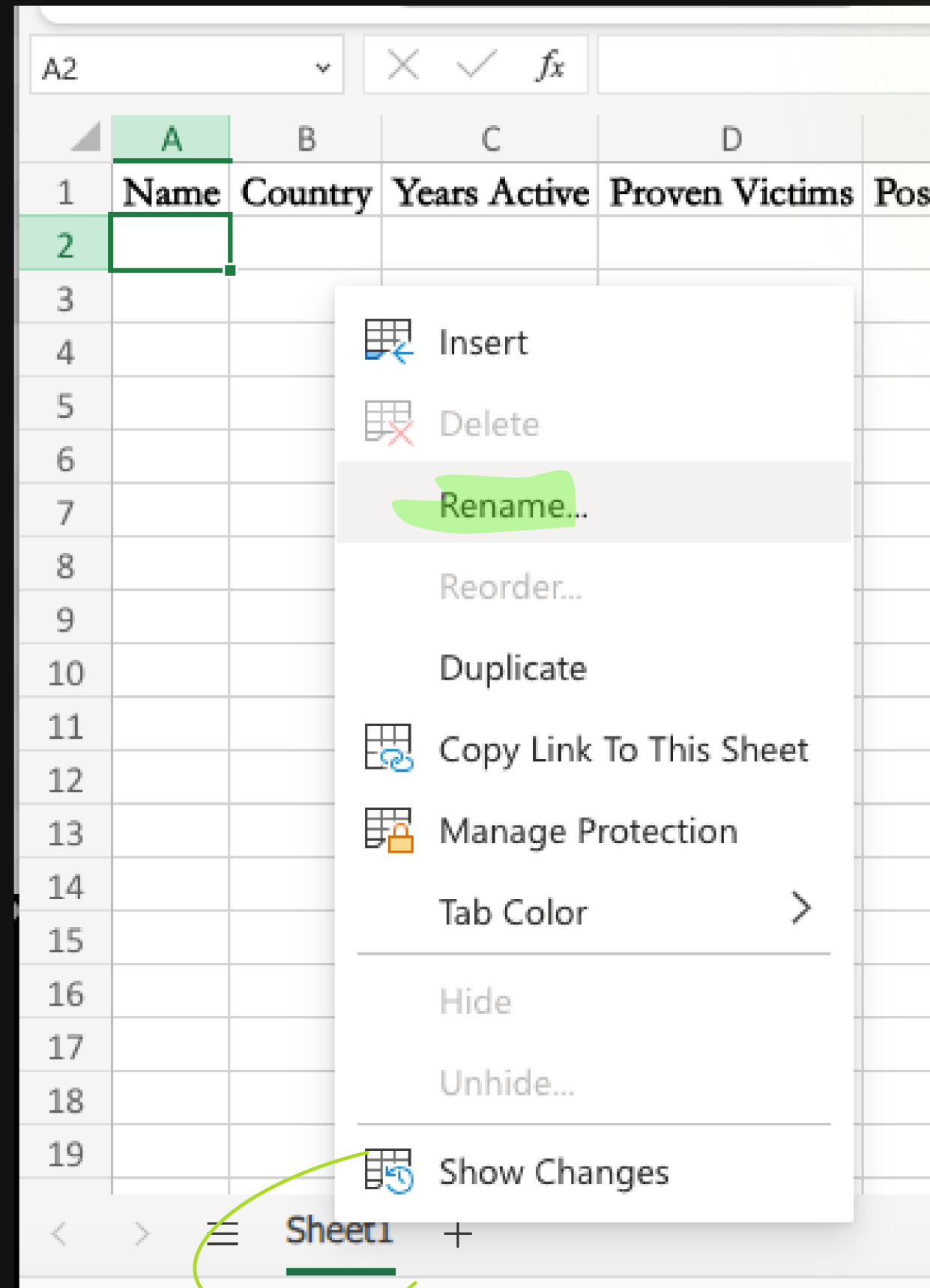
The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H
1	Name	Country	Years Active	Proven Victims	Possible Victims	Notes		
2								
3								
4								
5								

A green arrow points to the double-clicked line between columns D and E, indicating the autofit action.

RENAME SHEETS

- Right Click Sheet
- Select Rename



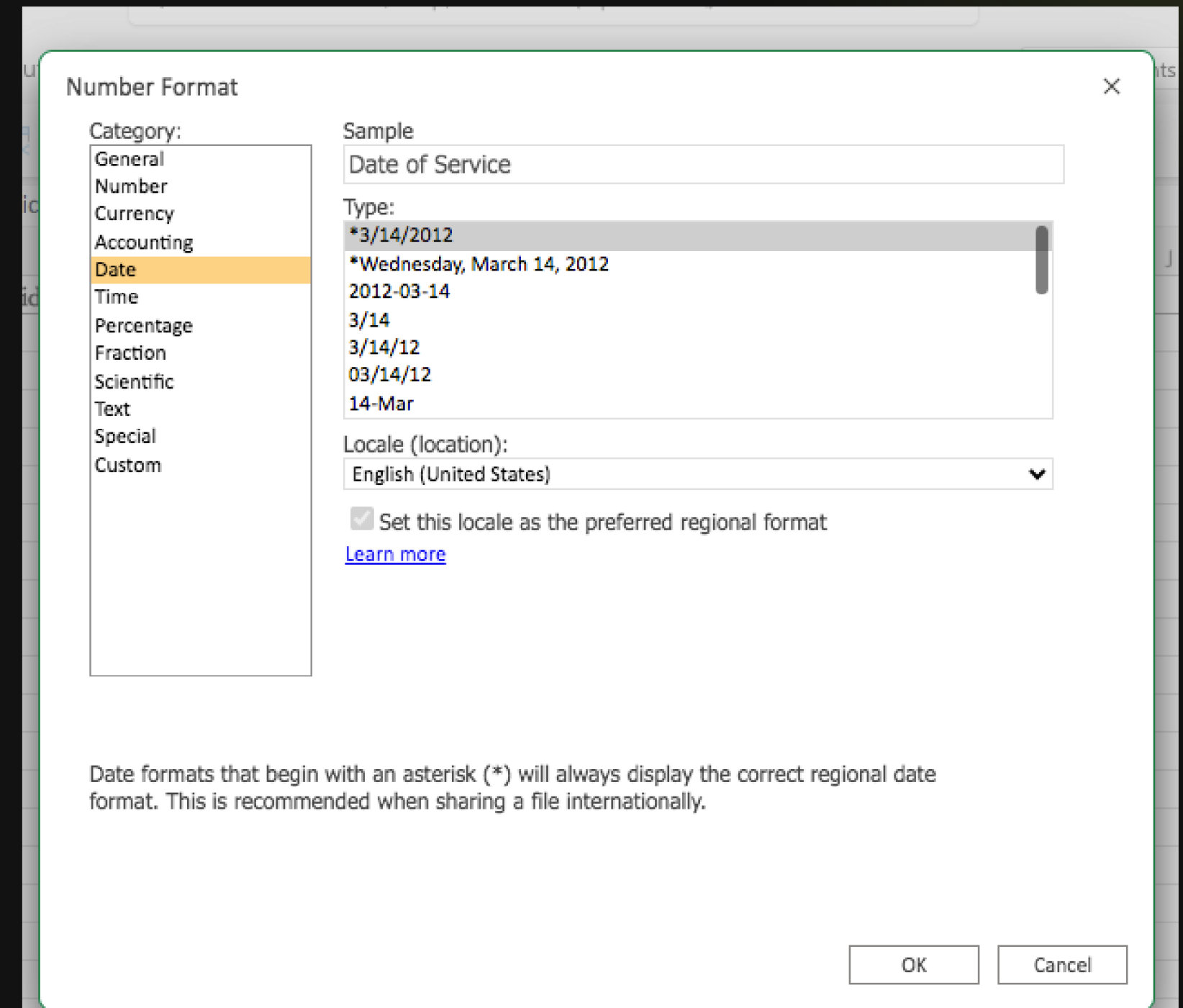
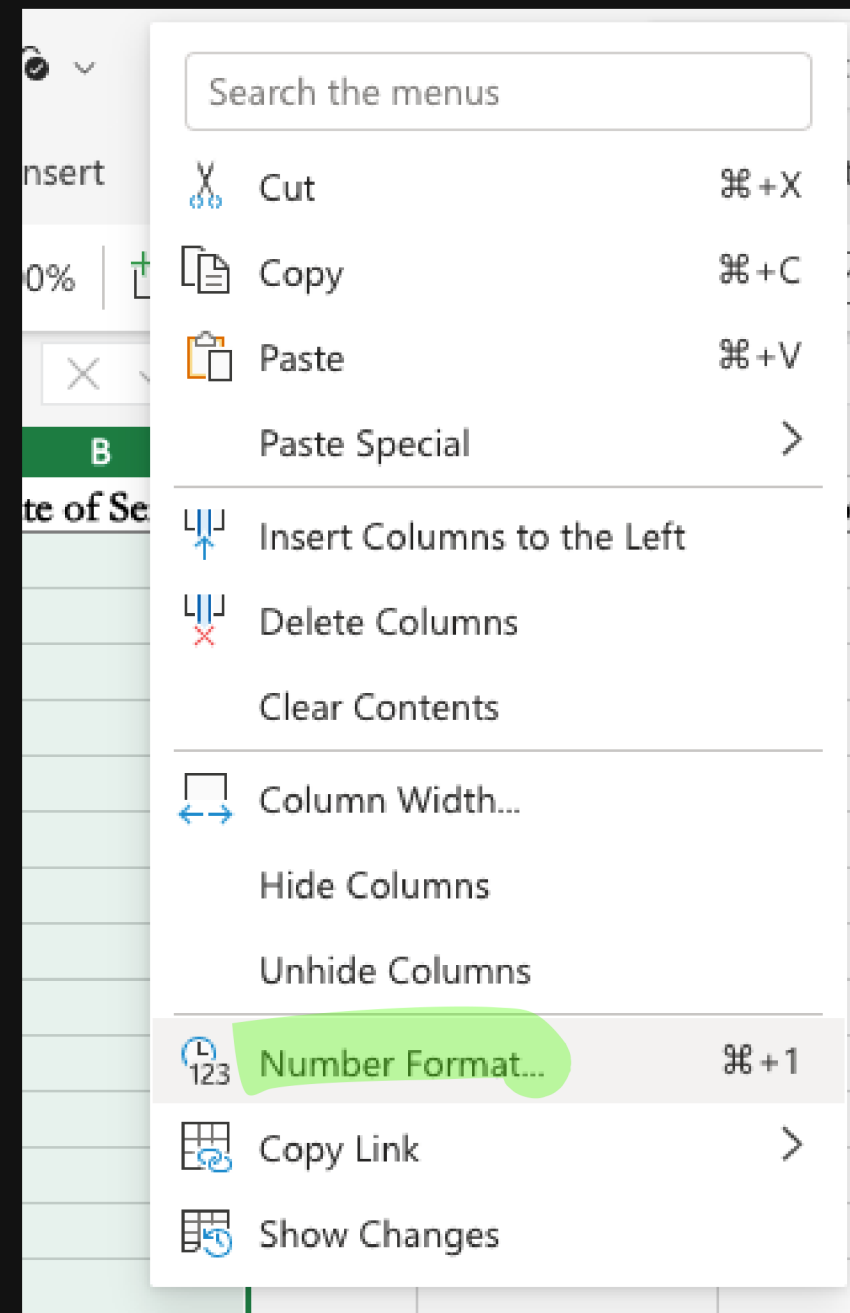
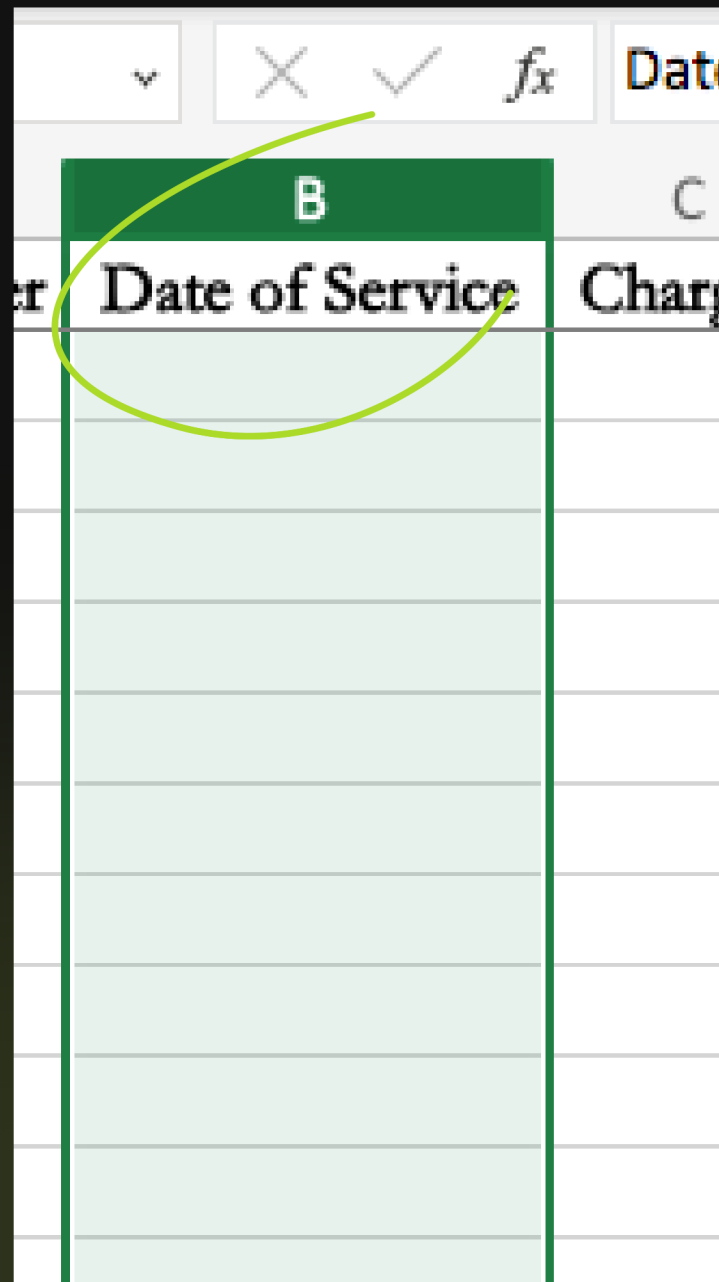
A2

X ✓ *fx*

	A	B	C	D	E	F	G
1	Name	Country	Years Active	Proven Victims	Possible Victims	Notes	
264							
265							
266							
267							
268							
269							
270							



NUMBER FORMATTING



NUMBER FORMATTING

	C	D	E	F	G
ice	Charges	Paid by Patient	Paid by Insurance	Adjustments	Outstanding Balances

Number Format

Category:
General
Number
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom

Sample
Charges

Decimal places: 2

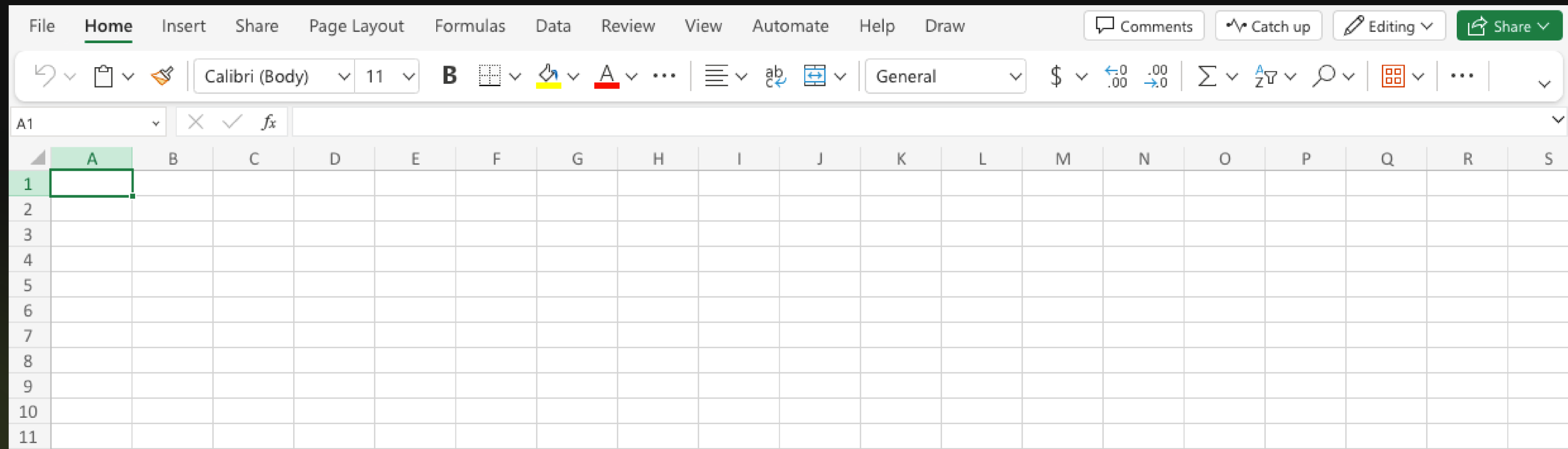
Symbol:
\$

Negative Numbers:
-\$1,234.10
\$1,234.10
(\$1,234.10)
(\$1,234.10)

Currency formats are used for general monetary values. Use Accounting formats to align decimal points in a column.

OK Cancel

FORMULAS



ENTER DATA

	A	B	C	D	E	F	G	H
1	Provider	Date of Service	Charges	Paid by Patient	Paid by Insurance	Adjustments	Outstanding Balances	Notes
2	KU Med	12/31/2023	\$482.00	\$0.00	\$213.00	\$269.00		
3	Liberty Hospital	3/1/2023	\$1,235.00	\$0.00	\$700.00	\$535.00		
4	Menorah	2/5/2022	\$79,863.00	\$0.00	\$26,550.00	\$53,313.00		
5	Mosaic	1/5/2024	\$214.00	\$0.00	\$0.00	\$0.00		Bill does not reflect payments/adjustmen
6	Providence	10/6/2022	\$974.00	\$0.00	\$360.00	\$614.00		
7	Truman Med	9/17/2022	\$27,521.00	\$0.00	\$9,872.00	\$17,649.00		
8	TOTAL							
9								
10	Damages (Charges less Adjustments)							

FORMULAS

The screenshot shows an Excel spreadsheet with a formula bar at the top and a table below. The formula bar displays the formula `=c2-d2-e2-f2`, which is circled in green. The table has columns for Provider, Date of Service, Charges, Paid by Patient, Paid by Insurance, Adjustments, and Outstanding Balances. Row 2 is highlighted in green and contains data for 'KU Med'.

	A	B	C	D	E	F	G
1	Provider	Date of Service	Charges	Paid by Patient	Paid by Insurance	Adjustments	Outstanding Balances
2	KU Med	12/31/2023	\$482.00	\$0.00	\$213.00	\$269.00	=c2-d2-e2-f2
3	Liberty Hospital	2/1/2023	\$1,235.00	\$0.00	\$700.00	\$535.00	

DUPLICATE FORMULAS

- Copy Formula
- Select Remaining Cells
- Paste

Investments	Outstanding Balances
\$269.00	\$0.00
\$535.00	
3,313.00	
\$0.00	
\$614.00	
7,649.00	

DUPLICATE FORMULAS

G2 fx =C2-D2-E2-F2

	A	B	C	D	E	F	G
1	Provider	Date of Service	Charges	Paid by Patient	Paid by Insurance	Adjustments	Outstanding Balances
2	KU Med	12/31/2023	\$482.00	\$0.00	\$213.00	\$269.00	\$0.00
3	Liberty Hospital	3/1/2023	\$1,235.00	\$0.00	\$700.00	\$535.00	\$0.00
4	Menorah	2/5/2022	\$79,863.00	\$0.00	\$26,550.00	\$53,313.00	\$0.00

G7 fx =C7-D7-E7-F7

	A	B	C	D	E	F	G
1	Provider	Date of Service	Charges	Paid by Patient	Paid by Insurance	Adjustments	Outstanding Balances
2	KU Med	12/31/2023	\$482.00	\$0.00	\$213.00	\$269.00	\$0.00
3	Liberty Hospital	3/1/2023	\$1,235.00	\$0.00	\$700.00	\$535.00	\$0.00
4	Menorah	2/5/2022	\$79,863.00	\$0.00	\$26,550.00	\$53,313.00	\$0.00
5	Mosaic	1/5/2024	\$214.00	\$0.00	\$0.00	\$0.00	\$214.00
6	Providence	10/6/2022	\$974.00	\$0.00	\$360.00	\$614.00	\$0.00
7	Truman Med	9/17/2022	\$27,521.00	\$0.00	\$9,872.00	\$17,649.00	\$0.00

SUM FORMULA

- Select Cells to be Added - Do NOT Include the Cell You Would Like the Total to Populate
- Select Sum

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G
1	Provider	Date of Service	Charges	Paid by Patient	Paid by Insurance	Adjustments	Outstanding Bal
2	KU Med	12/31/2023	\$482.00	\$0.00	\$213.00	\$269.00	
3	Liberty Hospital	3/1/2023	\$1,235.00	\$0.00	\$700.00	\$535.00	
4	Menorah	2/5/2022	\$79,863.00	\$0.00	\$26,550.00	\$53,313.00	
5	Mosaic	1/5/2024	\$214.00	\$0.00	\$0.00	\$0.00	
6	Providence	10/6/2022	\$974.00	\$0.00	\$360.00	\$614.00	
7	Truman Med	9/17/2022	\$27,521.00	\$0.00	\$9,872.00	\$17,649.00	
8	TOTAL						

The 'Charges' column (C) is highlighted in green, and a green circle is drawn around the range C2:C7. The 'TOTAL' row (8) is highlighted in blue. The Excel ribbon shows the 'Formulas' tab selected, and the 'Sum' function is highlighted in the ribbon. A dropdown menu is open, showing the 'Sum' function selected.

SUM FORMULA

	A	B	C	
1	Provider	Date of Service	Charges	Pa
2	KU Med	12/31/2023	\$482.00	
3	Liberty Hospital	3/1/2023	\$1,235.00	
4	Menorah	2/5/2022	\$79,863.00	
5	Mosaic	1/5/2024	\$214.00	
6	Providence	10/6/2022	\$974.00	
7	Truman Med	9/17/2022	\$27,521.00	
8	TOTAL		\$110,289.00	
9				

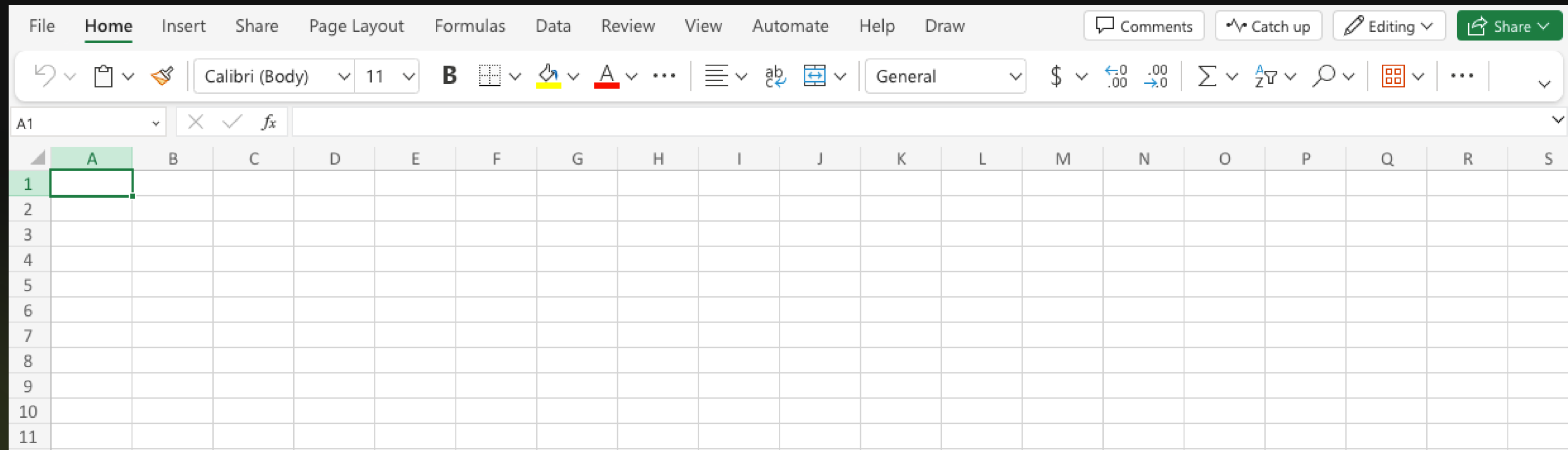
SUM FORMULA

	A	B	C	D	E	F	
1	Provider	Date of Service	Charges	Paid by Patient	Paid by Insurance	Adjustments	Outst
2	KU Med	12/31/2023	\$482.00	\$0.00	\$213.00	\$269.00	
3	Liberty Hospital	3/1/2023	\$1,235.00	\$0.00	\$700.00	\$535.00	
4	Menorah	2/5/2022	\$79,863.00	\$0.00	\$26,550.00	\$53,313.00	
5	Mosaic	1/5/2024	\$214.00	\$0.00	\$0.00	\$0.00	
6	Providence	10/6/2022	\$974.00	\$0.00	\$360.00	\$614.00	
7	Truman Med	9/17/2022	\$27,521.00	\$0.00	\$9,872.00	\$17,649.00	
8	TOTAL		\$110,289.00	\$0.00	\$37,695.00	\$72,380.00	
9							

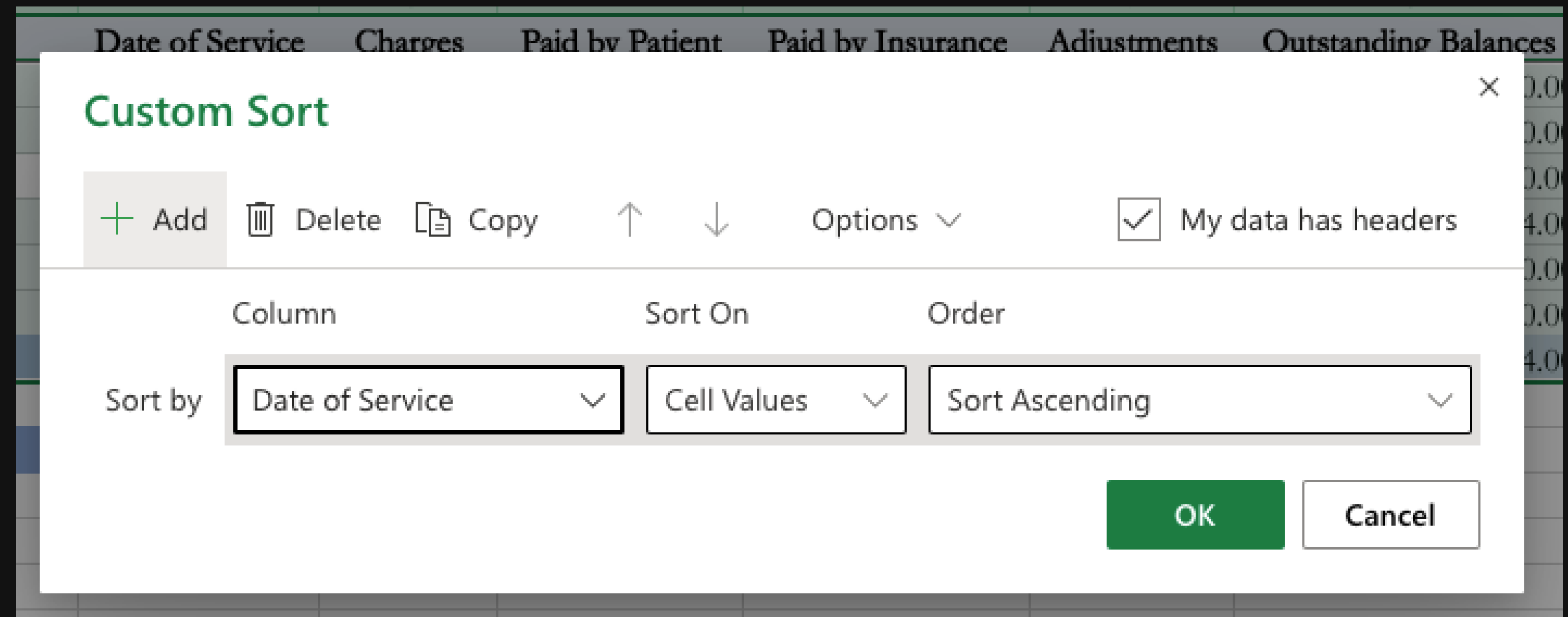
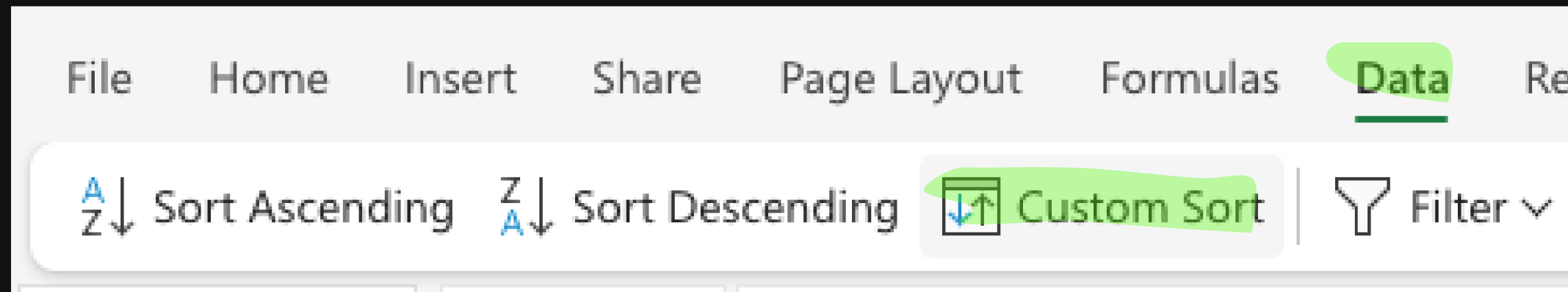
MORE FORMULAS

	A	B	C	D	E	F	
1	Provider	Date of Service	Charges	Paid by Patient	Paid by Insurance	Adjustments	Outst
2	KU Med	12/31/2023	\$482.00	\$0.00	\$213.00	\$269.00	
3	Liberty Hospital	3/1/2023	\$1,235.00	\$0.00	\$700.00	\$535.00	
4	Menorah	2/5/2022	\$79,863.00	\$0.00	\$26,550.00	\$53,313.00	
5	Mosaic	1/5/2024	\$214.00	\$0.00	\$0.00	\$0.00	
6	Providence	10/6/2022	\$974.00	\$0.00	\$360.00	\$614.00	
7	Truman Med	9/17/2022	\$27,521.00	\$0.00	\$9,872.00	\$17,649.00	
8	TOTAL		\$110,289.00	\$0.00	\$37,695.00	\$72,380.00	
9							
10	Damages (Charges less Adjustments)	=c8-f8					
11							

SORTING



SORT DATA



SORT DATA

Custom Sort ×

+ Add 🗑️ Delete 📄 Copy ↑ ↓ Options ∨ My data has headers

	Column	Sort On	Order
Sort by	Date of Service ∨	Cell Values ∨	Sort Ascending ∨
Then by	Provider ∨	Cell Values ∨	Sort Ascending ∨

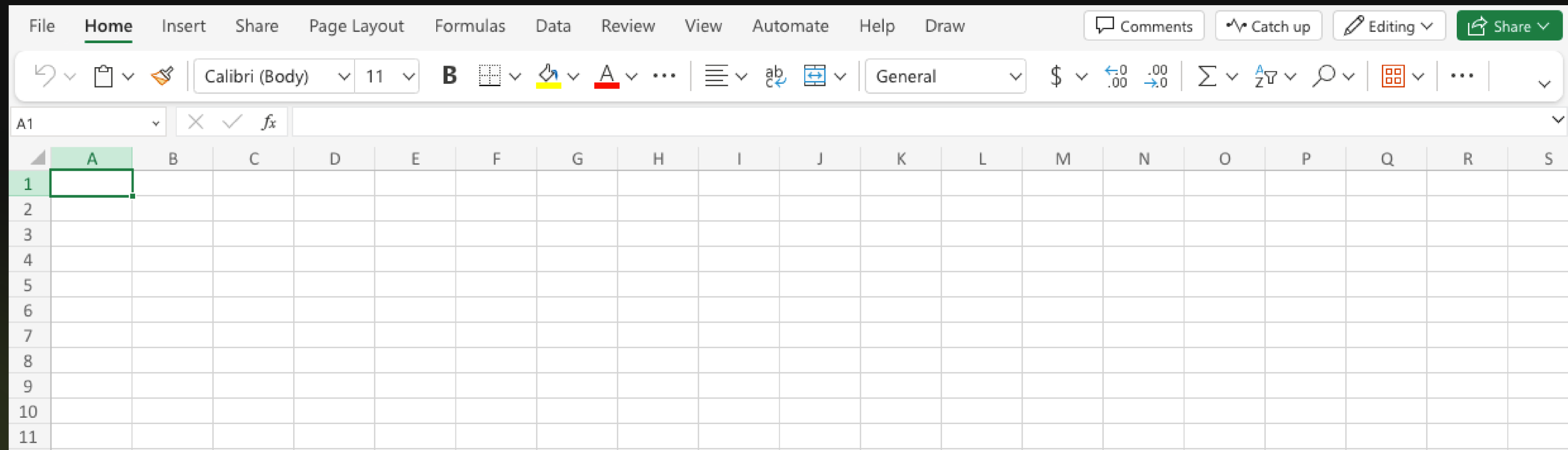
OK Cancel

SORT DATA



	A	B	C	D	E	F	G	H
1	Provider	Date of Service	Charges	Paid by Patient	Paid by Insurance	Adjustments	Outstanding Balances	Notes
2	Menorah	2/5/2022	\$79,863.00	\$0.00	\$26,550.00	\$53,313.00	\$0.00	
3	Truman Med	9/17/2022	\$27,521.00	\$0.00	\$9,872.00	\$17,649.00	\$0.00	
4	Providence	10/6/2022	\$974.00	\$0.00	\$360.00	\$614.00	\$0.00	
5	Liberty Hospital	3/1/2023	\$1,235.00	\$0.00	\$700.00	\$535.00	\$0.00	
6	KU Med	12/31/2023	\$482.00	\$0.00	\$213.00	\$269.00	\$0.00	
7	Mosaic	1/5/2024	\$214.00	\$0.00	\$0.00	\$0.00	\$214.00	Bill does not reflect payments/adjustme
8	TOTAL		\$110,289.00	\$0.00	\$37,695.00	\$72,380.00	\$214.00	
9								
10	Damages (Charges less Adjustments)	\$37,909.00						

FOOTNOTES



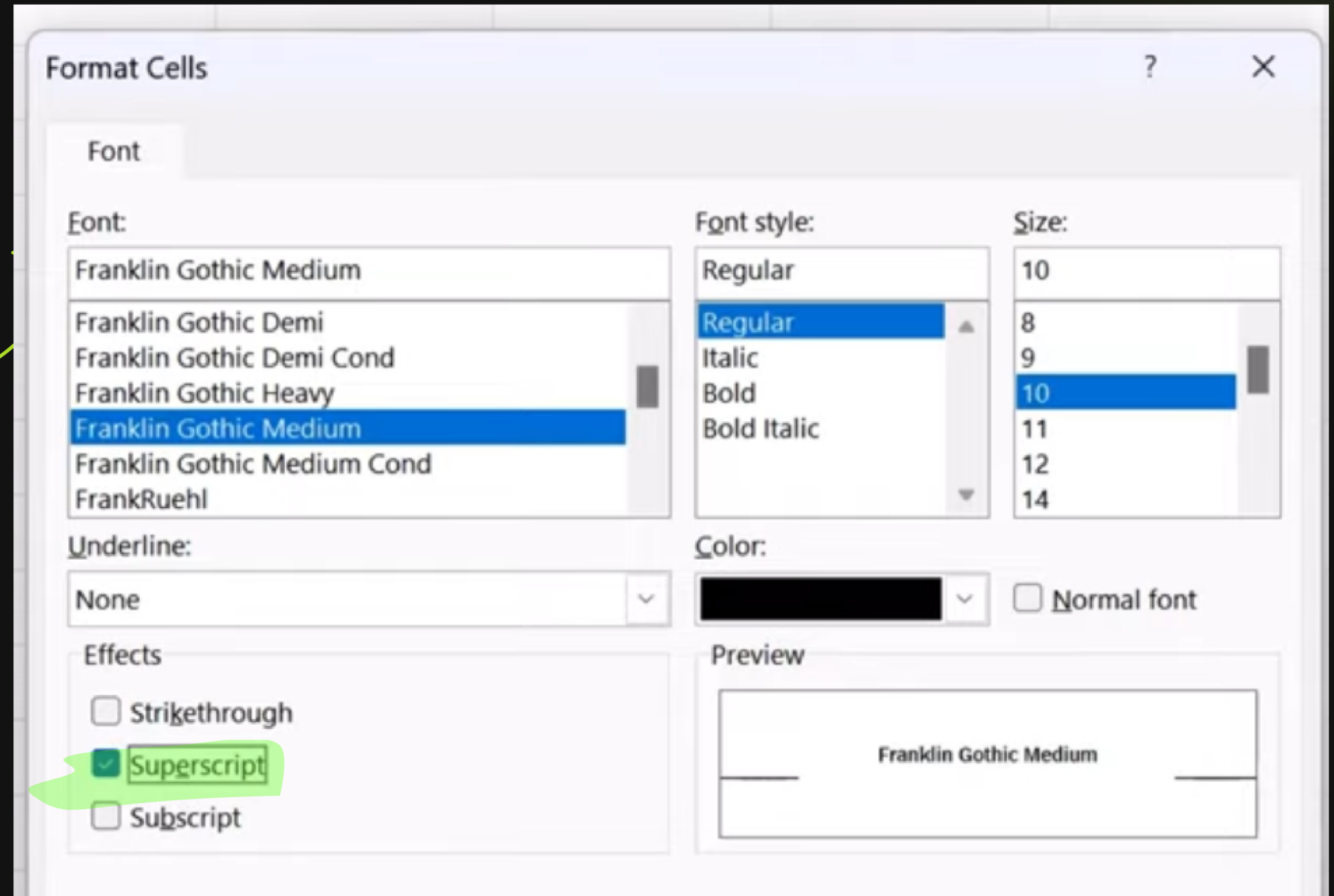
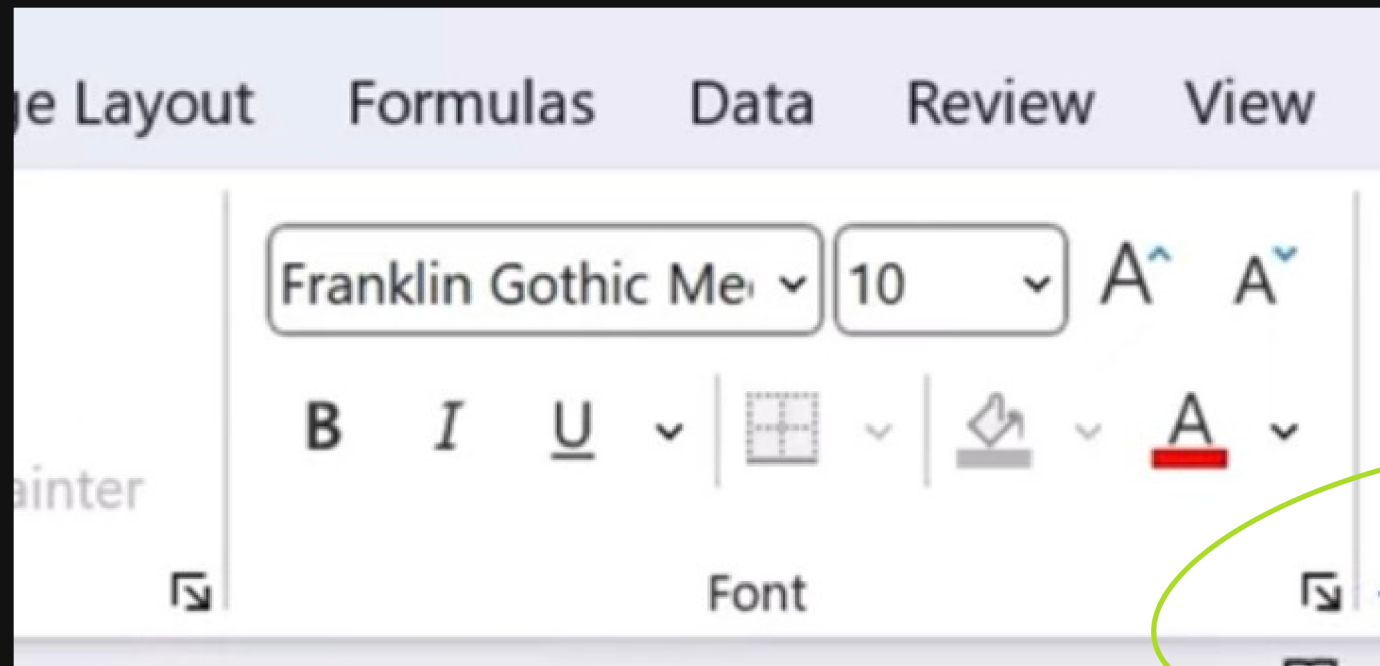
FOOTNOTES

- Add Footnote Number to End of Primary Entry
- Add Footnote Number to Beginning of Footnote Text
- Highlight/Select the Number

	A	
1	Provider	Date
2	Menorah	
3	Truman Med	
4	Providence	
5	Liberty Hospital	
6	KU Med	1
7	Mosaic	
8	TOTAL	
9		
10	Damages (Charges less Adjustments)	

9		
10	Damages ¹	
11		
12	¹ Charges less Adjustments	
13		

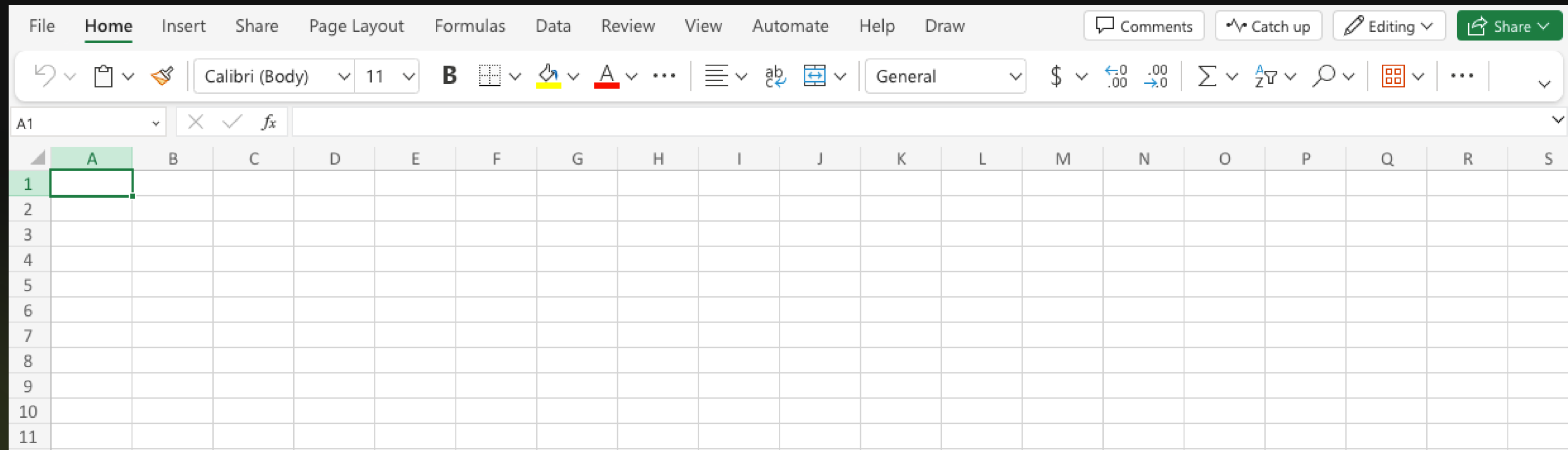
FOOTNOTES



FOOTNOTES

	A	B	C	D	E	F	G	H
1	Provider	Date of Service	Charges	Paid by Patient	Paid by Insurance	Adjustments	Outstanding Balances	Notes
2	Menorah	2/5/2022	\$79,863.00	\$0.00	\$26,550.00	\$53,313.00	\$0.00	
3	Truman Med	9/17/2022	\$27,521.00	\$0.00	\$9,872.00	\$17,649.00	\$0.00	
4	Providence	10/6/2022	\$974.00	\$0.00	\$360.00	\$614.00	\$0.00	
5	Liberty Hospital	3/1/2023	\$1,235.00	\$0.00	\$700.00	\$535.00	\$0.00	
6	KU Med	12/31/2023	\$482.00	\$0.00	\$213.00	\$269.00	\$0.00	
7	Mosaic	1/5/2024	\$214.00	\$0.00	\$0.00	\$0.00	\$214.00	Bill does not reflect payments/adjustme
8	TOTAL		\$110,289.00	\$0.00	\$37,695.00	\$72,380.00	\$214.00	
9								
10	Damages¹	\$37,909.00						
11								
12	¹ Charges less Adjustments							

PRINTING



PRINT FORMATTING

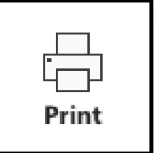
← Back to workbook Showing 1 - 3 (for a total of 3 pages)

Provider	Date of Service	Charges	Paid by Patient
Menorah	2/5/2022	\$79,863.00	\$0.00
Truman Med	9/17/2022	\$27,521.00	\$0.00
Providence	10/6/2022	\$974.00	\$0.00
Liberty Hospital	3/1/2023	\$1,235.00	\$0.00
KU Med	12/31/2023	\$482.00	\$0.00
Mosaic	1/5/2024	\$214.00	\$0.00
TOTAL		\$110,289.00	\$0.00

Damages	\$37,909.00
----------------	--------------------

Charges less Adjustments

Printer

 My local printer

Print from printers already installed on your device.

Page setup

Print: Active sheet

Ignore print area

Paper size: Letter (8.5"x11")

Orientation: Portrait

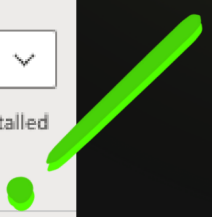
Page margins: Normal

Scaling: No scaling

Format options

Gridlines

Row and column headings

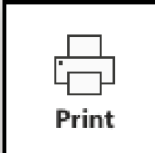


PRINT FORMATTING

Back to workbook Showing 1 - 3 (for a total of 3 pages)

Paid by Insurance	Adjustments	Outstanding Balances
\$26,550.00	\$53,313.00	\$0.00
\$9,872.00	\$17,649.00	\$0.00
\$360.00	\$614.00	\$0.00
\$700.00	\$535.00	\$0.00
\$213.00	\$269.00	\$0.00
\$0.00	\$0.00	\$214.00
\$37,695.00	\$72,380.00	\$214.00

Printer

 **Print** My local printer

Print from printers already installed on your device.

Page setup

Print
Active sheet

Ignore print area

Paper size
Letter (8.5"x11")

Orientation
Portrait

Page margins
Normal

Scaling
No scaling

Format options

Gridlines

Row and column headings



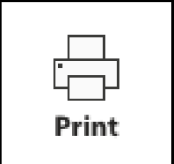
PRINT FORMATTING


Back to workbook Showing 1 - 3 (for a total of 3 pages)


Notes

Bill does not reflect payments/adjustments

Printer


 **Print**

 My local printer

 Print from printers already installed on your device.

Page setup

Print


 Active sheet ▼

Ignore print area


Paper size

Letter (8.5"x11") ▼


Orientation

 Portrait ▼

Page margins

 Normal ▼

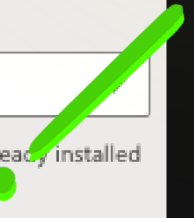
Scaling

 No scaling ▼

▼ **Format options**

Gridlines

Row and column headings



PRINT FORMATTING

Orientation

Portrait

Portrait

Landscape

Scaling

No scaling

Fit sheet on one page

Fit all columns on one page

Fit all rows on one page

No scaling

Normal
Top: 0.75" Bottom: 0.75"
Left: 0.7" Right: 0.7"

Wide
Top: 1" Bottom: 1"
Left: 1" Right: 1"

Narrow
Top: 0.75" Bottom: 0.75"
Left: 0.25" Right: 0.25"

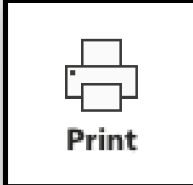
Normal


PRINT FORMATTING


← Back to workbook Showing 1 - 1 (for a total of 1 pages)

Provider	Date of Service	Charges	Paid by Patient	Paid by Insurance	Adjustments	Outstanding Balances	Notes
Menorah	2/5/2022	\$79,863.00	\$0.00	\$26,550.00	\$53,313.00	\$0.00	
Truman Med	9/17/2022	\$27,521.00	\$0.00	\$9,872.00	\$17,649.00	\$0.00	
Providence	10/6/2022	\$974.00	\$0.00	\$360.00	\$614.00	\$0.00	
Liberty Hospital	3/1/2023	\$1,235.00	\$0.00	\$700.00	\$535.00	\$0.00	
KU Med	12/31/2023	\$482.00	\$0.00	\$213.00	\$269.00	\$0.00	
Mosaic	1/5/2024	\$214.00	\$0.00	\$0.00	\$0.00	\$214.00	Bill does not reflect payments/adj
TOTAL		\$110,289.00	\$0.00	\$37,695.00	\$72,380.00	\$214.00	
Damages		\$37,909.00					

Charges less Adjustments


 **Print**

 My local printer ▼

 Print from printers already installed on your device.

Page setup

Print

 Active sheet ▼

Ignore print area

Paper size

Letter (8.5"x11") ▼


Orientation

Landscape ▼


Page margins

Narrow ▼

Scaling

 Fit all columns on one page ▼

▼ **Format options**



SUCCESS

PRINT FORMATTING

Provider	Date of Service	Charges	Paid by Patient	Paid by Insurance	Adjustments	Outstanding Balances	Notes
Menorah	2/5/2022	\$79,863.00	\$0.00	\$26,550.00	\$53,313.00	\$0.00	
Truman Med	9/17/2022	\$27,521.00	\$0.00	\$9,872.00	\$17,649.00	\$0.00	
Providence	10/6/2022	\$974.00	\$0.00	\$360.00	\$614.00	\$0.00	
Liberty Hospital	3/1/2023	\$1,235.00	\$0.00	\$700.00	\$535.00	\$0.00	
KU Med	12/31/2023	\$482.00	\$0.00	\$213.00	\$269.00	\$0.00	
Mosaic	1/5/2024	\$214.00	\$0.00	\$0.00	\$0.00	\$214.00	Bill does not reflect payments/ad
TOTAL		\$110,289.00	\$0.00	\$37,695.00	\$72,380.00	\$214.00	
Damages	\$37,909.00						
<i>Charges less Adjustments</i>							

Ignore print area

Paper size

Letter (8.5"x11")

Orientation

Landscape

Page margins

Narrow

Scaling

Fit all columns on one page

Format options

Gridlines

Row and column headings

Black and white

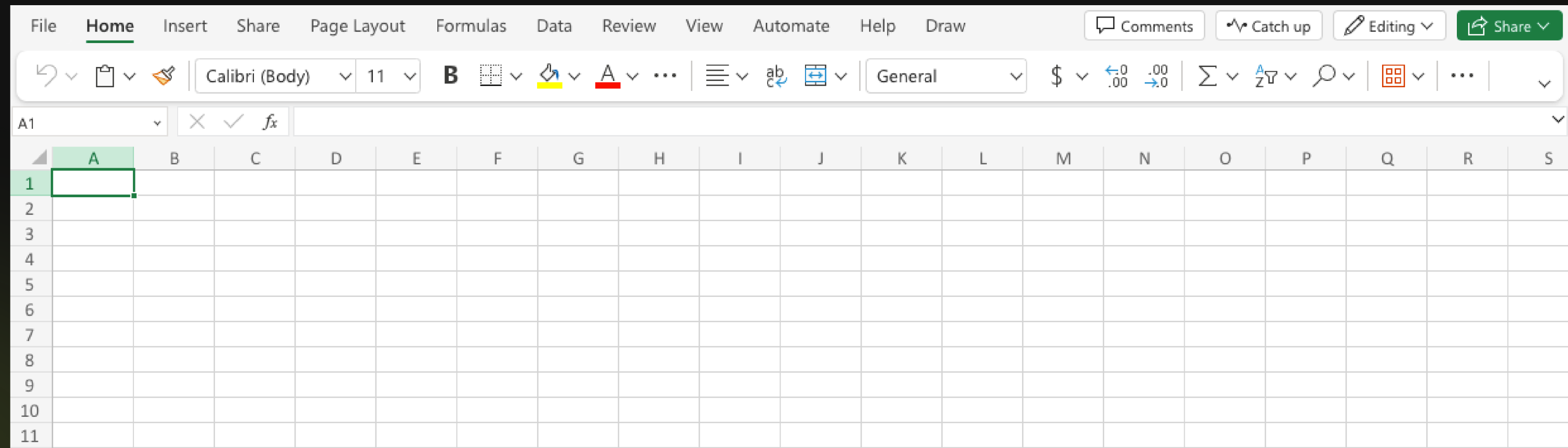
Center on page

Horizontally

Vertically

> Pages (Print total: 1)

LEVERAGING EXISTING DATA










COPYING ONLINE TABLES








	A	B	C	D	E	F	G
1	Name	Country	Years Active	Proven Victims	Possible Victims	Notes	
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

< > ≡ Billing Summary Serial Killers +

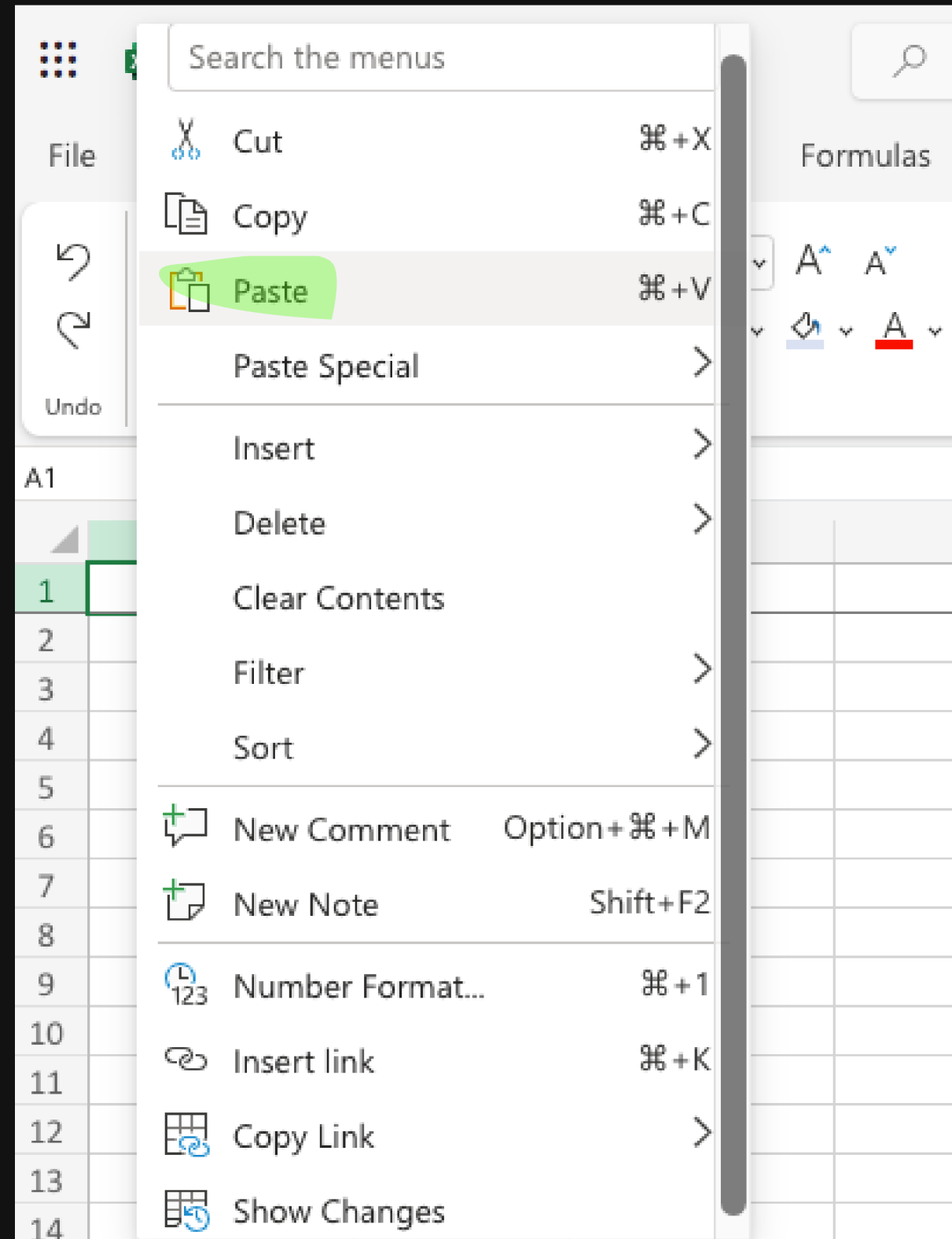
COPYING ONLINE TABLES

Name	Country	Years active	Proven victims	Possible victims	Notes
Luis Garavito	 Colombia  Ecuador ^[3]  Venezuela ^[3]	1992–1999 ^[3]	193	194–300+	Child-murderer, torture-killer, and rapist known as " <i>La Bestia</i> " ("The Beast"). Garavito confessed to killing 140 boys between six and sixteen years old, from October 1992 to April 1999 in Colombia and neighboring countries. ^[3] He is suspected of murdering over 300 victims, mostly street children . Garavito was originally sentenced to 1,853 years in prison, but this was later reduced to 22 years, after he led police to many of the bodies of his victims. ^{[4][5]} He was scheduled to become eligible for parole in 2023. ^[6] He died on October 12, 2023. ^[7]
Pedro López	 Colombia  Peru  Ecuador	1969–1980	110	300+	Child-murderer and rapist, known as "The Monster of the Andes ". López targeted young girls, between the ages of eight and twelve. Arrested in 1980 and convicted in 1983 of killing three young girls, but claimed to have killed hundreds. Despite being believed to be one of the most prolific serial killers of the twentieth century, he was released in the late 1990s. ^[8]
Javed Iqbal	 Pakistan	1998–1999	100	100	Child-murderer and rapist, known as "Kukri", Iqbal murdered 100 street children by strangling them and covering up his crimes by dissolving the bodies with acid. He was arrested in December 1999 after sending a letter to a newspaper, and was set to be executed in the manner described by the judge, who stated, "You will be strangled to death in front of the parents whose children you killed" and, "Your body will then be cut into 100 pieces and put in acid, the same way you killed the children." ^[9] However, he died in custody before he could be executed. ^[10]

COPYING ONLINE TABLES

Name	Country	Years active	Proven victims	Possible victims	Notes
Luis Garavito	 Colombia  Ecuador ^[3]  Venezuela ^[3]	1992–1999 ^[3]	193	194–300+	Child-murderer, torture-killer, and rapist known as " <i>La Bestia</i> " ("The Beast"). Garavito confessed to killing 140 boys between six and sixteen years old, from October 1992 to April 1999 in Colombia and neighboring countries. ^[3] He is suspected of murdering over 300 victims, mostly street children . Garavito was originally sentenced to 1,853 years in prison, but this was later reduced to 22 years, after he led police to many of the bodies of his victims. ^{[4][5]} He was scheduled to become eligible for parole in 2023. ^[6] He died on October 12, 2023. ^[7]
Pedro López	 Colombia  Peru  Ecuador	1969–1980	110	300+	Child-murderer and rapist, known as "The Monster of the Andes ". López targeted young girls, between the ages of eight and twelve. Arrested in 1980 and convicted in 1983 of killing three young girls, but claimed to have killed hundreds. Despite being believed to be one of the most prolific serial killers of the twentieth century, he was released in the late 1990s. ^[8]
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COPYING ONLINE TABLES



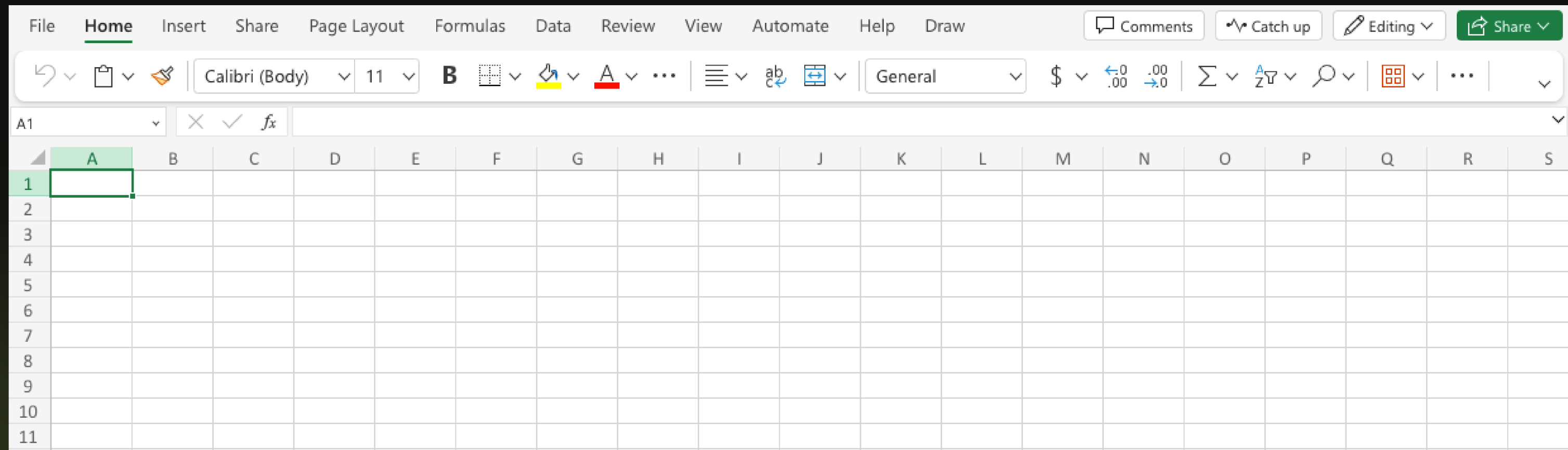
COPYING ONLINE TABLES

	A	B	C	D	E	F	G
1	Name	Country	Years active	Proven victims	Possible victims	Notes	
2	Luis Garavito	Colombia Ecuador Venezuela ^[3]	1992–1999 ^[3]	193	194–300+	become eligible for parole in 2023. ^[6] He died on October 12, 2023. ^[7]	
						have killed	

COPYING ONLINE TABLES

	A	B	C	D	E	F
1	Name	Country	Years Active	Proven Victims	Possible Victims	Notes
2	Luis Garavito	Colombia Ecuador ^[3] Venezuela ^[3]	1992–1999 ^[3]	193	194–300+	Child-murderer, torture-killer, and rapist known as <i>"La Bestia"</i> ("The Beast"). Garavito confessed to killing 140 boys between six and sixteen years old, from October 1992 to April 1999 in Colombia and neighboring countries. ^[3] He is suspected of murdering over 300 victims, mostly street children. Garavito was originally sentenced to 1,853 years in prison, but this was later reduced to 22 years, after he led police to many of the bodies of his victims. ^{[4][5]} He was scheduled to become eligible for parole in 2023. ^[6] He died on October 12, 2023. ^[7]
3	Pedro López	Colombia Peru Ecuador	1969–1980	110	300+	Child-murderer and rapist, known as "The Monster of the Andes". López targeted young girls, between the ages of eight and twelve. Arrested in 1980 and convicted in 1983 of killing three young girls, but claimed to have killed hundreds. Despite being believed to be one of the most prolific serial killers of the twentieth century, he was released in the late 1990s. ^[8]
						Child-murderer and rapist, known as "Kukri", Iqbal murdered 100 street children by

FILTERS





FILTERS

The screenshot shows the Microsoft Excel interface with the **Data** tab selected on the ribbon. The **Filter** button is circled in green. A green arrow points to the **Country** column header in the table below.


	A	B	C	D	E	
1	Name	Country	Years Active	Proven Victims	Possible Victims	
2	Luis Garavito	Colombia	1992–1999	193	194–300+	Child-murderer, torture-killer, and rapist. Garavito confessed to killing 140 boys between October 1992 to April 1999 in Colombia, suspected of murdering over 300 victims, originally sentenced to 1,853 years in prison, after he led police to many of the bodies. He became eligible for parole in 2023. ^[6] He
3	Pedro López	Colombia	1969–1980	110	300+	Child-murderer and rapist, known as "El Niño" for strangling young girls, between the ages of eight and 12, in 1983 of killing three young girls, but claimed to be one of the most prolific serial killers. He was released in the late 1990s. ^[8]
						Child-murderer and rapist, known as "El Niño" for strangling them and covering up his crimes. He was arrested in December 1999 after sending


FILTERS


 Sort A to Z

 Sort Z to A

Sort By Color

 Custom Sort

 Sheet View >

 Clear Filter from 'Country'

Text Filters >

Select All

Afghanistan

Belgian Congo


Brazil

China

Colombia

Egypt

Apply

 Clear Filter from 'Country'

Text Filters >

Morocco

Ottoman Empire

Pakistan

Russia


South Africa

Soviet Union

United States

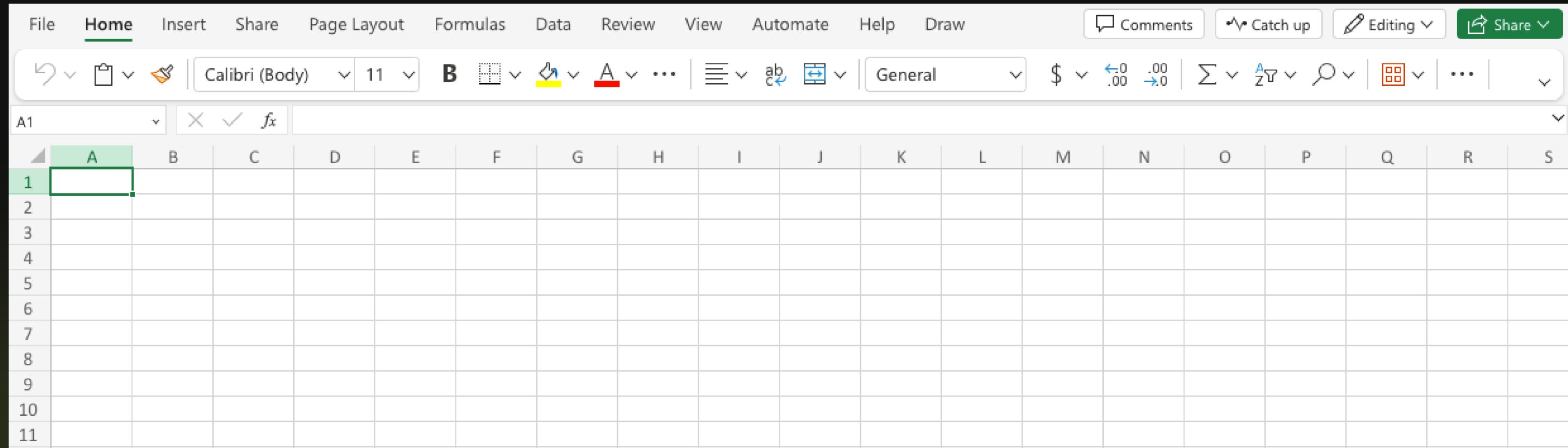
Apply

FILTERS



	A	B	C	D	E	F
1	Name	Country	Years Active	Proven Victims	Possible Victims	Notes
12	Samuel Little	United States	1970–2005	60	93	Little was convicted of killing three women, but later investigations linked 31 other murders to him. He is now thought to be America's most prolific serial killer. He claimed he killed as many as 93 victims total, three above his initial confession of 90; the FBI later confirmed a total of 60 murders linked to Little. The investigations into his crimes are ongoing. ^{[24][25]}
18	Gary Ridgway	United States	1982–2000	49	71–90+	Ridgway was a truck painter who confessed to killing 71 women. He was also known as The "Green River Killer". He almost exclusively targeted sex workers from Seattle. Ridgway was suspected of killing over 90 victims; he confessed to 71, and was convicted of 49. ^[30] He was sentenced to life without parole. ^[31]
30	John Wayne Gacy	United States	1972–1978	33	34–45+	Gacy is known to have murdered a minimum of 33 teenage boys and young men between 1972 and 1978, 26 of whom he buried in the crawl space of his Chicago home. He was known as the "Killer Clown", due to the fact he often entertained children at social events dressed in a self devised clown costume. Executed by lethal injection in 1994. ^[41]
34						

CONDITIONAL FORMATTING

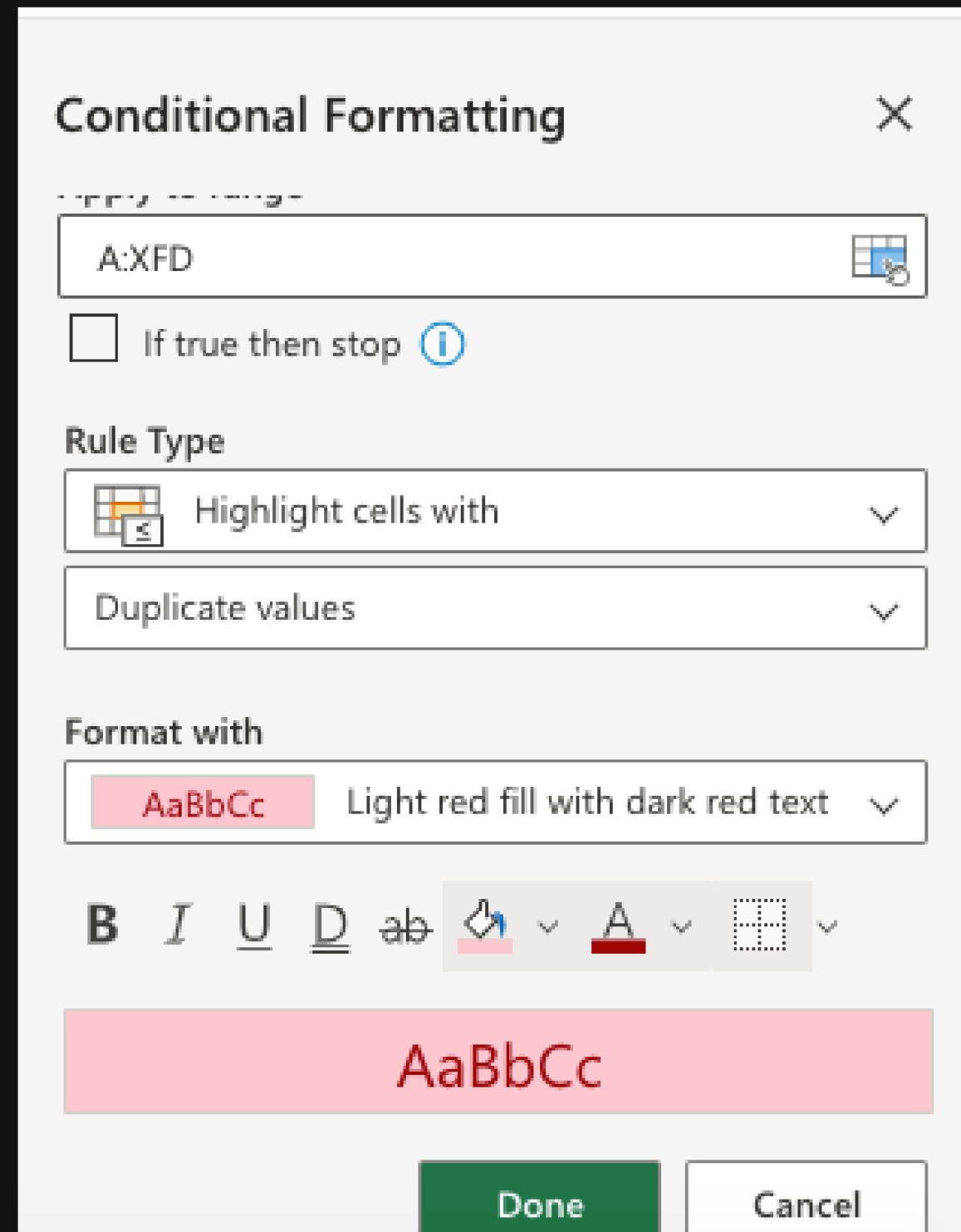


IDENTIFYING DUPLICATES

The screenshot shows the Microsoft Excel interface with the 'Conditional Formatting' menu open. The 'Duplicate Values...' option is highlighted with a green arrow. The spreadsheet below shows a table with columns for Name, Country, Years Active, Proven Victims, and Possible Victims. The first row contains the name 'Luis Garavito' and the value '193' in the 'Proven Victims' column.

A	B	C	D	E	
Name	Country	Years Active	Proven Victims	Possible Victims	
Luis Garavito	Colombia	1992–1999	193	194–300+	Child-murderer, t Garavito confess October 1992 to suspected of mur originally sentenc after he led polic become eligible f
					Child-murderer a young girls, betwe 1983 of killing th 1983 of killing th 1983 of killing th

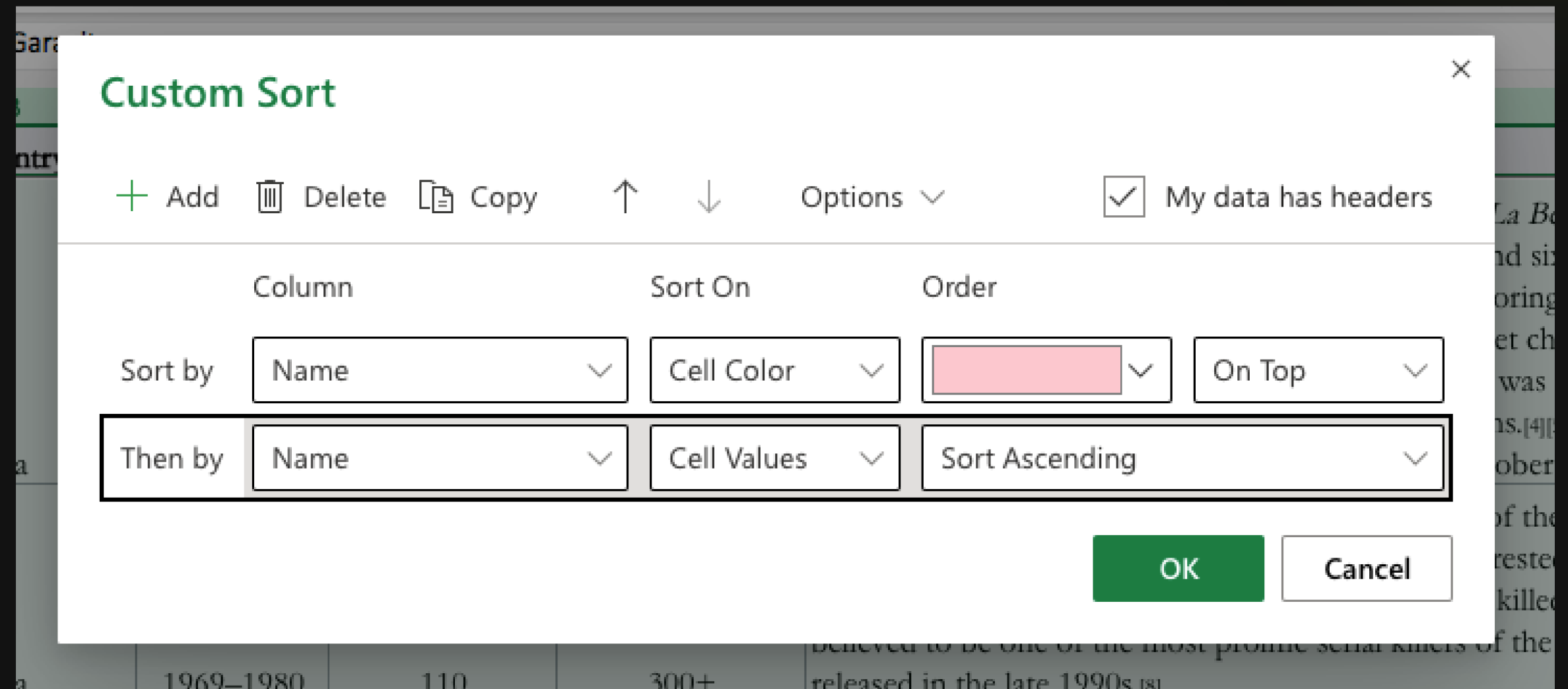
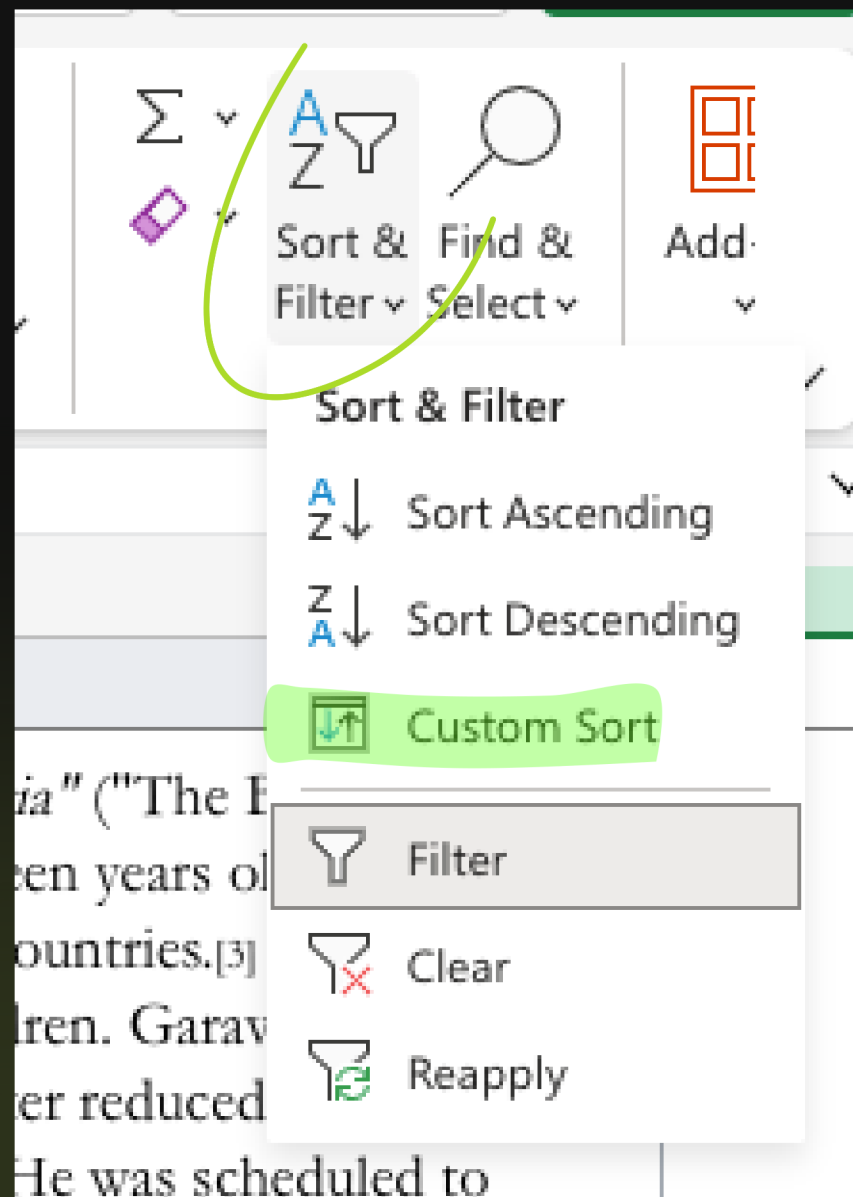
IDENTIFYING DUPLICATES



IDENTIFYING DUPLICATES

	A	B	C	D	E	F
1	Name	Country <input type="checkbox"/>	Years Active	Proven Victims	Possible Victims	Notes
	Hoshang Amini	Iran	1954–1962	67	67	wells.[21]
10	Yang Xinhai	China	1999–2003	67	67	Known as the "Monster Killer". Yang would enter victims' homes at night and kill using axes, meat cleavers, hammers, and shovels. He was executed by gunshot in 2004.[22]
11	Abul Djabar	Afghanistan	1970 and earlier	65	300+	Killed 65 men and boys by strangling them with turbans while raping them. Suspected of over 300 murders. Sentenced to death and hanged on October 21, 1970.[23]
12	Samuel Little	United States	1970–2005	60	93	Little was convicted of killing three women, but later investigations linked 31 other murders to him. He is now thought to be America's most prolific serial killer. He claimed he killed as many as 93 victims total, three above his initial confession of 90; the FBI later confirmed a total of 60 murders linked to Little. The investigations into his crimes are ongoing.[24][25]
13	William Unek	Belgian Congo	1954–1957	57	57	Unek was a police constable who murdered 21 people with an axe in less than two hours before fleeing. Three years later, Unek, armed with rifle and axe, murdered 36 more people in the village of Malampaka before being mortally wounded by police with a smoke bomb that caught fire.[26]

IDENTIFYING DUPLICATES



IDENTIFYING DUPLICATES

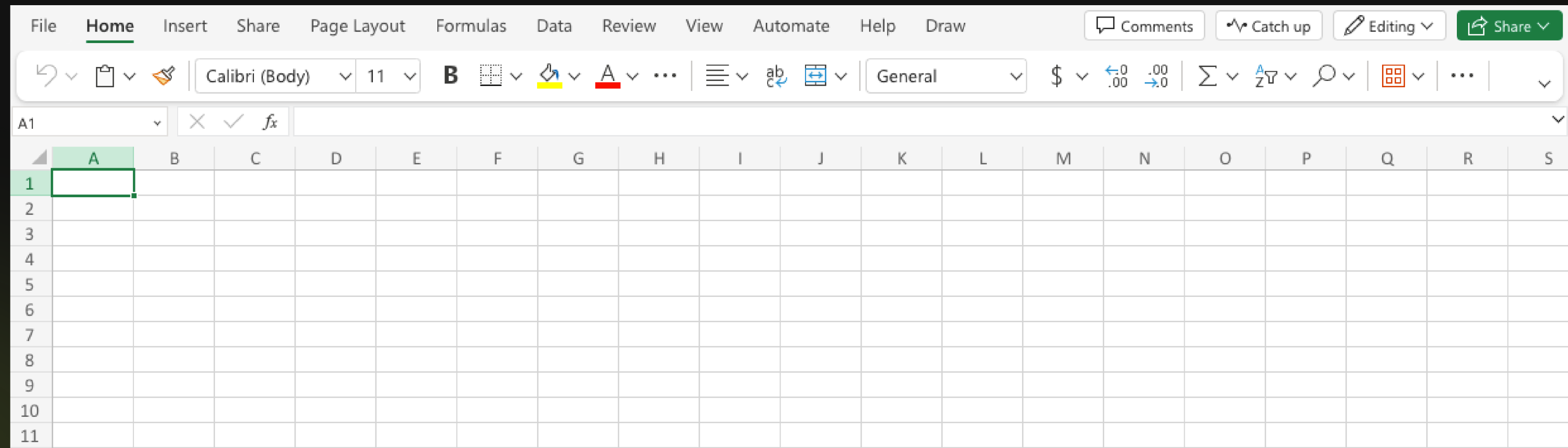
	A	B	C	D	E	F	G
1	Name	Country <input type="text"/>	Years Active	Proven Victims	Possible Victims	Notes	
2	Gary Ridgway	United States	1982–2000	49	71–90+	as The "Green River Killer". He almost exclusively targeted sex workers from Seattle. Ridgway was suspected of killing over 90 victims; he confessed to 71, and was convicted of 49.[30] He was sentenced to life without parole.[31]	
3	Gary Ridgway	United States	1982–2000	49	71–90+	Ridgway was a truck painter who confessed to killing 71 women. He was also known as The "Green River Killer". He almost exclusively targeted sex workers from Seattle. Ridgway was suspected of killing over 90 victims; he confessed to 71, and was convicted of 49.[30] He was sentenced to life without parole.[31]	
4	John Wayne Gacy	United States	1972–1978	33	34–45+	Gacy is known to have murdered a minimum of 33 teenage boys and young men between 1972 and 1978, 26 of whom he buried in the crawl space of his Chicago home. He was known as the "Killer Clown", due to the fact he often entertained children at social events dressed in a self devised clown costume. Executed by lethal injection in 1994.[41]	
5						Gacy is known to have murdered a minimum of 33 teenage boys and young men between 1972 and 1978, 26 of whom he buried in the crawl space of his Chicago home. He was known as the "Killer Clown", due to the fact he often entertained children at social events dressed in a self devised clown costume.	

IDENTIFYING DUPLICATES

	A	B	C	D	E	F
1	Name	Country <input type="checkbox"/>	Years Active	Proven Victims	Possible Victims	Notes
2	Gary Ridgway	United States	1982–2000	49	71–90+	Ridgway was a truck painter who confessed to killing 71 women. He was also known as The "Green River Killer". He almost exclusively targeted sex workers from Seattle. Ridgway was suspected of killing over 90 victims; he confessed to 71, and was convicted of 49. ^[30] He was sentenced to life without parole. ^[31]
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Little was reported on killing these women, but later investigations linked 31 other

NARROWING OF EXISTING DATA



PINPOINTING DATA

A	B	C	D	E
Name	Country	Victims		Possible Victims
Abul Djabar	Afghanistan			300+
Ahmad Suradji	Indonesia			42
Alexander Pichushkin	Russia			60
Ali Asghar Borujerdi	Ottoman Empire			33

A context menu is open over the table, listing actions: Insert, Delete, Rename..., Reorder..., Duplicate (highlighted), Copy Link To This Sheet, Manage Protection, Tab Color, Hide, Unhide..., and Show Changes. The 'Serial Killers' tab is highlighted in the bottom navigation bar.

PINPOINTING DATA

Font

12

Sort A to Z

Sort Z to A

Sort By Color

Custom Sort

Sheet View

Clear Filter from 'Country'

Text Filters

Search

Morocco

Ottoman Empire

Pakistan

Russia

South Africa

Soviet Union

United States

Apply

	A	B	C	D	
1	Name	Country	Years Active	Proven Victims	P
	Abul Djabar	Afghanistan	earlier	65	
	Muhammad Suradji	Indonesia	1986–1997	42	
	Alexander Pichushkin	Russia	1992–2006	49	

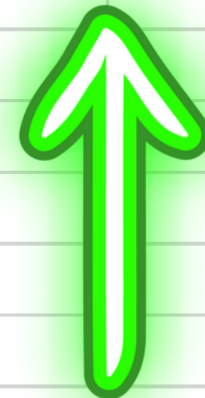
PINPOINTING DATA

Select Rows of Irrelevant Data > Delete Rows > Switch Filter

	A	B	C	D	E	F
1	Name	Country	Years Active	Proven Victims	Possible Victims	Notes
30	Vera Renczi	Kingdom of Romania	1920–1930	35	~35	little information about Renczi and her crimes, because personal information (criminal history, academic records, etc.) were not cataloged as well as they are today, making some criminologists believe she was a figure of Romanian folklore, rather than an actual person.[39]
31	Wang Qiang	China	1995–2003	45	60+	Wang killed 45 and raped 10 from 1995 to 2003.[33] He was executed by firing squad in 2005.
32	William Unek	Belgian Congo	1954–1957	57	57	Unek was a police constable who murdered 21 people with an axe in less than two hours before fleeing. Three years later, Unek, armed with rifle and axe, murdered 36 more people in the village of Malampaka before being mortally wounded by police with a smoke bomb that caught fire.[26]
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34						

PINPOINTING DATA

	A	B	C	D	E
1	Name	Country	Years Active	Proven Victims	Possible Victims
5					
6					
7					
8					
9					
10					
11					



Formulas Data Review View

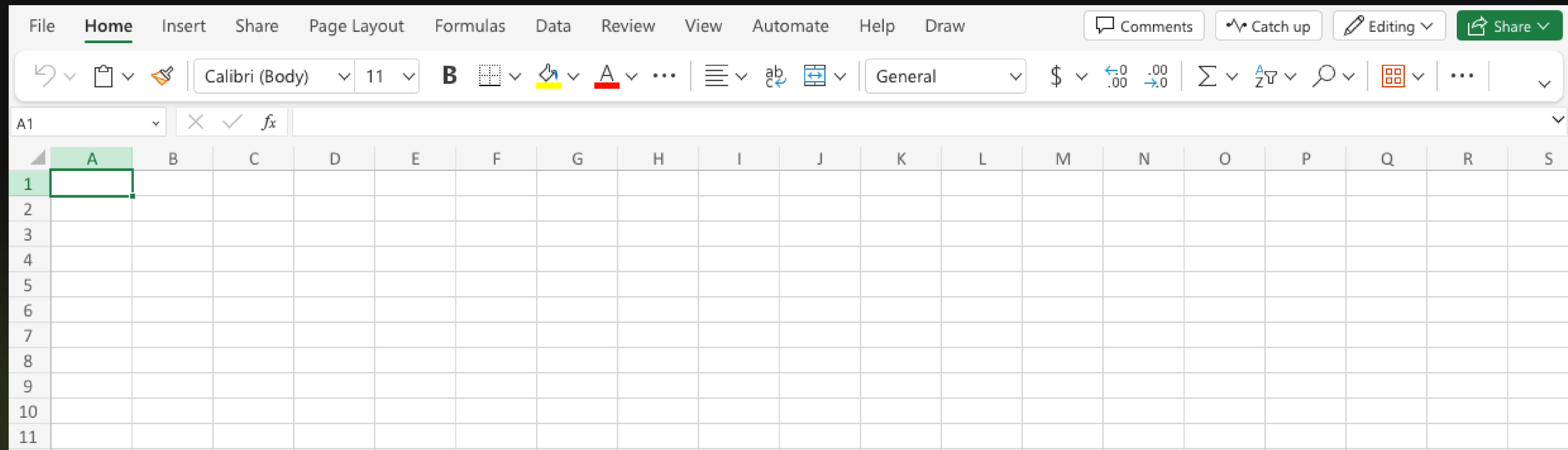
- Sort A to Z
- Sort Z to A
- Sort By Color
- Custom Sort
- Sheet View
- Clear Filter from 'Country'
- Text Filters
 - Search
 - Select All
 - United States

Apply

PINPOINTING DATA

	A	B	C	D	E	F
1	Name	Country <input type="checkbox"/>	Years Active	Proven Victims	Possible Victims	Notes
2	Gary Ridgway	United States	1982–2000	49	71–90+	Ridgway was a truck painter who confessed to killing 71 women. He was also known as The "Green River Killer". He almost exclusively targeted sex workers from Seattle. Ridgway was suspected of killing over 90 victims; he confessed to 71, and was convicted of 49. ^[30] He was sentenced to life without parole. ^[31]
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5						

DROP-DOWNS



IN-CELL DROP-DOWN LISTS

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The ribbon includes options like 'Data Types', 'Sort & Filter', and 'Data Tools'. A table is displayed with columns: Name, Country, Years Active, Proven Victims, Possible Victims, and Notes. The 'Proven Victims' column has a drop-down menu open, showing 'More Than 45' as the selected option. A green arrow points to the selected option in the drop-down menu.

	A	B	C	D	E	F	
1	Name	Country	Years Active	Proven Victims	More Than 45 Proven Victims	Possible Victims	Notes
2	Gary Ridgway	United States	1982–2000	49		71–90+	Ridgway was a truck painter who confessed to killing 71 women. He was known as The "Green River Killer". He almost exclusively targeted sex workers. Ridgway was suspected of killing over 90 victims; he confessed to 71 victims and was convicted of 49.[30] He was sentenced to life without parole.[31]
3	John Wayne Gacy	United States	1972–1978	33		34–45+	Gacy is known to have murdered a minimum of 33 teenage boys and young girls between 1972 and 1978, 26 of whom he buried in the crawl space of his Chicago home. He was known as the "Killer Clown", due to the fact he entertained children at social events dressed in a self-devised clown costume. Executed by lethal injection in 1994.[41]
4	Samuel Little	United States	1970–2005	60		93	Little was convicted of killing three women, but later investigations linked more murders to him. He is now thought to be America's most prolific serial killer. He claimed he killed as many as 93 victims total, three above his initial confession. The FBI later confirmed a total of 60 murders linked to Little. The investigation of his crimes are ongoing.[24][25]

IN-CELL DROP-DOWN LISTS



Data Validation ×

Settings Input Message Error Alert

Allow

List ▾

Data

Between ▾

Source

Yes, No 📊

Select from range or enter items separated by commas (example: cat,dog,bird)

Ignore blank

In-cell drop-down

Clear All Apply Cancel

IN-CELL DROP-DOWN LISTS

	A	B	C	D	E	F
1	Name	Country <input type="text" value="v"/>	Years Active	Proven Victims	More Than 45 Proven Victims	Possible Vic
2	Gary Ridgway	United States	1982–2000	49		71–90+
3					Yes No	

IN-CELL DROP-DOWN LISTS

	A	B	C	D	E	F	G
1	Name	Country <input type="text" value="v"/>	Years Active	Proven Victims	More Than 45 Proven Victims	Possible Victims	Possible Victims Minimum
	Samuel Little	United States	1970–2005	60	Yes	93	
5							
6							
7	30+						
8	40+						
9	50+						
10	60+						
11	70+						
12	80+						
13	90+						
14	100+						
15	110+						
16	120+						

IN-CELL DROP-DOWN LISTS

The screenshot shows the Microsoft Excel interface with a 'Data Validation' dialog box open. The dialog has three tabs: 'Settings', 'Input Message', and 'Error Alert'. The 'Settings' tab is active. Under 'Allow', the dropdown is set to 'List'. Under 'Data', the dropdown is set to 'Between'. Under 'Source', the text box contains '=\$A\$7:\$A\$16'. Below the text box, there is a note: 'Select from range or enter items separated by commas (example: cat,dog,bird)'. There are two checked checkboxes: 'Ignore blank' and 'In-cell drop-down'. At the bottom of the dialog are three buttons: 'Clear All', 'Apply', and 'Cancel'. In the background, a spreadsheet is visible with columns 'Name', 'Country', and 'Years Active'. The 'Country' column has a drop-down arrow. A green oval highlights the 'Name' column in the spreadsheet, and a green arrow points from this oval to the 'List' option in the 'Allow' dropdown of the dialog.

	A	B	C
1	Name	Country	Years Active
2	Samuel Little	United States	1970–2005
5			
6			
7	30+		
8	40+		
9	50+		
10	60+		
11	70+		
12	80+		
13	90+		
14	100+		
15	110+		
16	120+		
17			

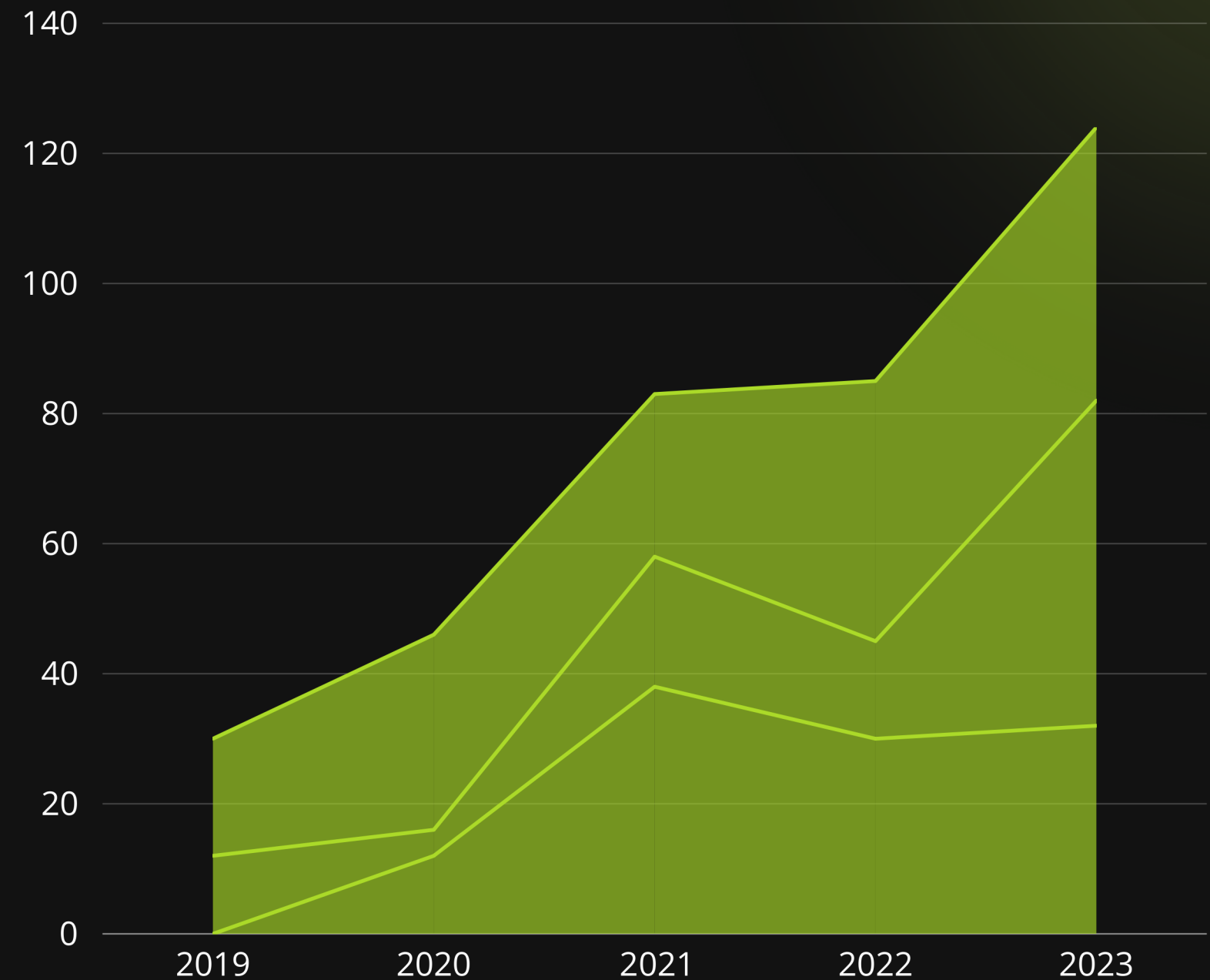
IN-CELL DROP-DOWN LISTS

	G	
Victims	Possible Victims Minimum	
+		Ridgw as The Ridgw convic
+	30+	acy
	40+	twe
	50+	: Ch
	60+	tert
+	70+	ecu
	80+	tle
	90+	urde
	100+	ime
		e FI
		his cri

SAVE OFTEN



GIVE YOURSELF
GRACE



It's a Learning Process



THANK YOU

EXCEL TIPS & TRICKS