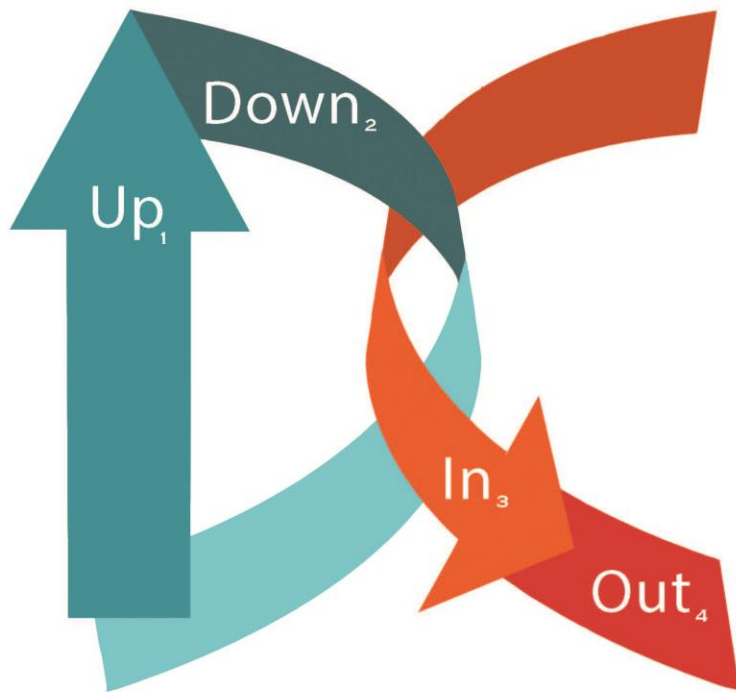


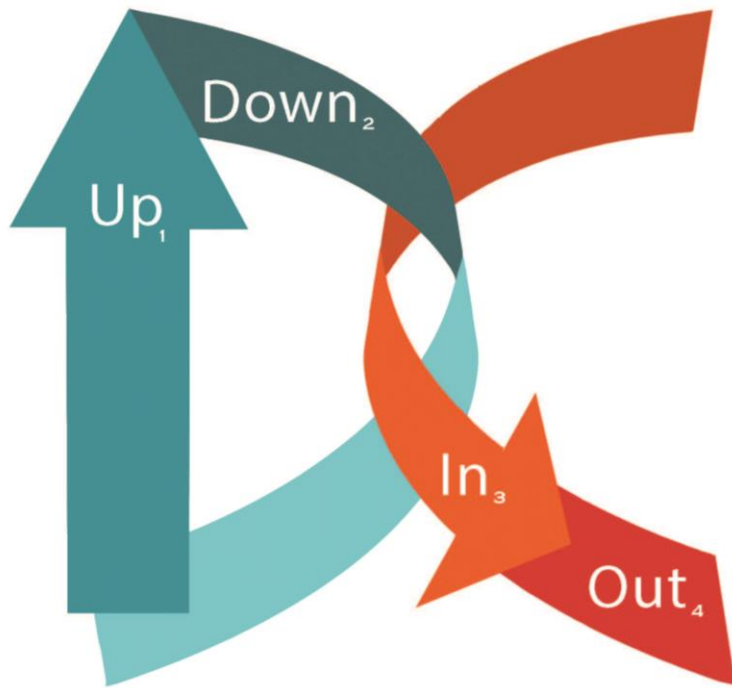
Texas ELMS



**Identifying Duplicates
to Find New Matches**

Combining Lists

CE Direct Certification and DC Students POS Lists

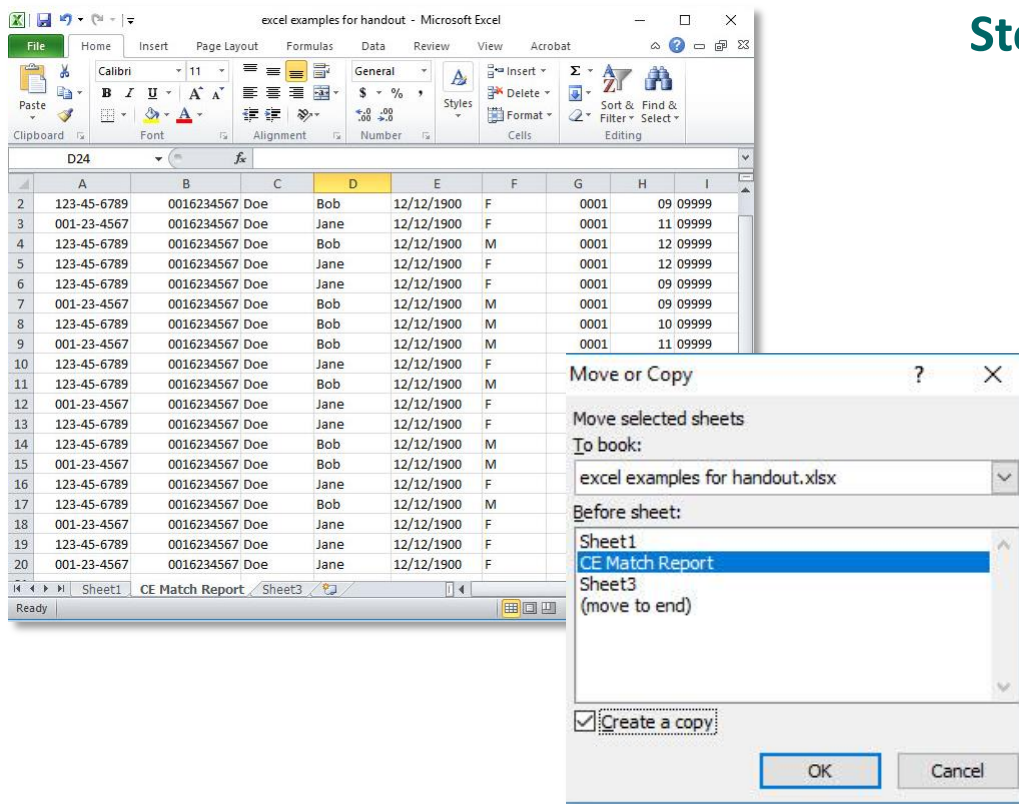


This unit includes step-by-step instructions on:

How to combine CE Direct Certification and DC students POS lists and find new matches using conditional formatting in Excel

CE Direct Certification List

Make a copy of CE Direct Certification Match List



The screenshot shows a Microsoft Excel window titled "excel examples for handout - Microsoft Excel". The spreadsheet contains a table with columns A through I. The data is as follows:

	A	B	C	D	E	F	G	H	I
2	123-45-6789	0016234567	Doe	Bob	12/12/1900	F	0001	09	09999
3	001-23-4567	0016234567	Doe	Jane	12/12/1900	F	0001	11	09999
4	123-45-6789	0016234567	Doe	Bob	12/12/1900	M	0001	12	09999
5	123-45-6789	0016234567	Doe	Jane	12/12/1900	F	0001	12	09999
6	123-45-6789	0016234567	Doe	Jane	12/12/1900	F	0001	09	09999
7	001-23-4567	0016234567	Doe	Bob	12/12/1900	M	0001	09	09999
8	123-45-6789	0016234567	Doe	Bob	12/12/1900	M	0001	10	09999
9	001-23-4567	0016234567	Doe	Bob	12/12/1900	M	0001	11	09999
10	123-45-6789	0016234567	Doe	Jane	12/12/1900	F			
11	123-45-6789	0016234567	Doe	Bob	12/12/1900	M			
12	001-23-4567	0016234567	Doe	Jane	12/12/1900	F			
13	123-45-6789	0016234567	Doe	Jane	12/12/1900	F			
14	123-45-6789	0016234567	Doe	Bob	12/12/1900	M			
15	001-23-4567	0016234567	Doe	Bob	12/12/1900	M			
16	123-45-6789	0016234567	Doe	Jane	12/12/1900	F			
17	123-45-6789	0016234567	Doe	Bob	12/12/1900	M			
18	001-23-4567	0016234567	Doe	Jane	12/12/1900	F			
19	123-45-6789	0016234567	Doe	Jane	12/12/1900	F			
20	001-23-4567	0016234567	Doe	Jane	12/12/1900	F			

The "Move or Copy" dialog box is open, showing the following options:

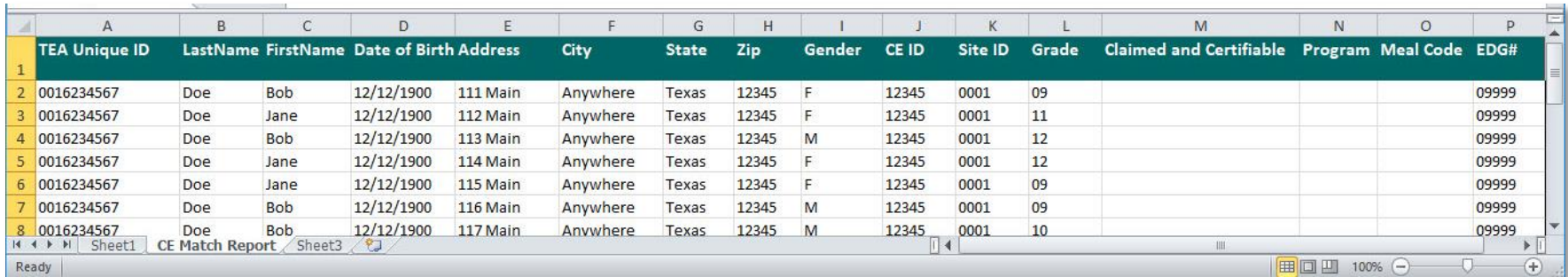
- Move selected sheets
- To book: excel examples for handout.xlsx
- Before sheet: Sheet1, **CE Match Report**, Sheet3 (move to end)
- Create a copy
- OK and Cancel buttons

Step One:

- Right-click on the spreadsheet tab CE Match Report
- Select Move or Copy
- In the dialogue box, under Before sheet:, select CE Match Report
- Click to check mark the Create a Copy box
- Click OK

POS Student List

Create an Excel Spreadsheet



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	TEA Unique ID	LastName	FirstName	Date of Birth	Address	City	State	Zip	Gender	CE ID	Site ID	Grade	Claimed and Certifiable	Program	Meal Code	EDG#
2	0016234567	Doe	Bob	12/12/1900	111 Main	Anywhere	Texas	12345	F	12345	0001	09				09999
3	0016234567	Doe	Jane	12/12/1900	112 Main	Anywhere	Texas	12345	F	12345	0001	11				09999
4	0016234567	Doe	Bob	12/12/1900	113 Main	Anywhere	Texas	12345	M	12345	0001	12				09999
5	0016234567	Doe	Jane	12/12/1900	114 Main	Anywhere	Texas	12345	F	12345	0001	12				09999
6	0016234567	Doe	Jane	12/12/1900	115 Main	Anywhere	Texas	12345	F	12345	0001	09				09999
7	0016234567	Doe	Bob	12/12/1900	116 Main	Anywhere	Texas	12345	M	12345	0001	09				09999
8	0016234567	Doe	Bob	12/12/1900	117 Main	Anywhere	Texas	12345	M	12345	0001	10				09999

Step Two

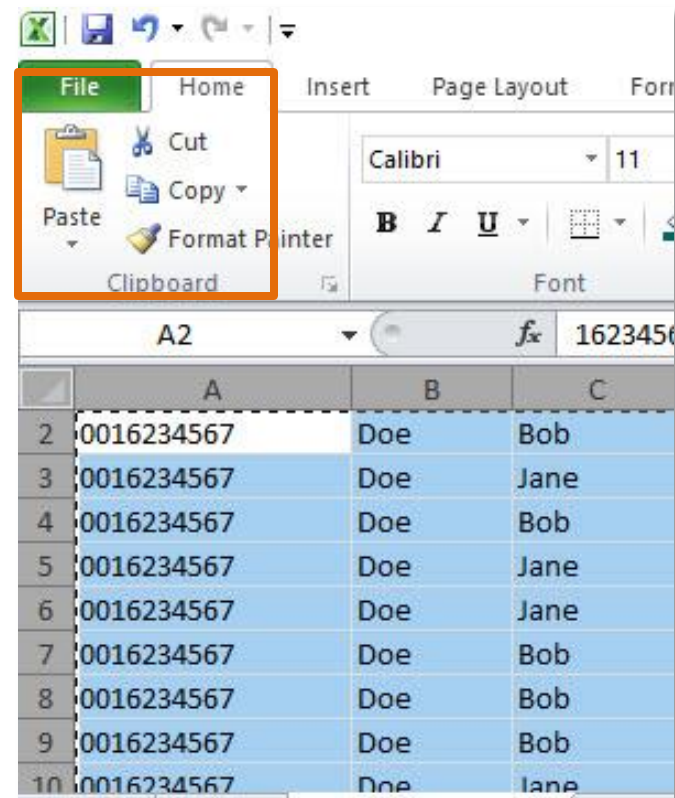
- Create an Excel spreadsheet with names of all DC, free and reduced-price students from POS
- Order your columns:
 - A. TEA Unique ID (can be blank)
 - B. Last Name
 - C. First Name
 - D. Date of Birth
 - E. Address (can be blank)
 - F. City (can be blank)
 - H. State (Can be blank)
 - I. Zip (can be blank)
 - J. Gender (can be blank)
 - K. CE ID (can be blank)
 - L. Site ID (can be blank)
 - M. Grade (can be blank)
 - N. Claimed and Certifiable Column (blank)
 - O. Program (blank)
 - P. Meal Code (can be blank)
 - Q. EDG# (can be blank)

Combine Lists

Copy and Paste Students POS Lists

Step Three

- Copy the students' data from POS sheet
- Paste students' data into CE Direct Certification Match Report
- Shortcut Keys:
 - Pressing *CTRL + A* keys will select all
 - *CTRL + C* will copy
 - *CTRL + V* will paste



Insert a Table

Convert Spreadsheet to a Table

Step Four:

- Click any cell within the spreadsheet
- Click on the *Insert* tab
- Click on *Table* to open a dialogue window. Excel automatically selects all cells for the table, stopping at the first blank column and row.
- Make sure *My table has headers* is checked.
- Click OK

The screenshot shows the Microsoft Excel interface with the 'Create Table' dialog box open. The dialog box is titled 'Create Table' and contains the following text: 'Where is the data for your table?' followed by the range '=SAS1:SMS64'. Below this, there is a checked checkbox labeled 'My table has headers'. At the bottom of the dialog box are 'OK' and 'Cancel' buttons. Red circles with numbers 1 through 5 are overlaid on the image to indicate the steps: 1 points to the first blank cell in the table, 2 points to the 'Insert' tab, 3 points to the 'Table' button, 4 points to the data range input, and 5 points to the 'OK' button.

Unique Student ID	Last Name	First Name	DOB	Address	Gender	CEI	EDG #	Eligibility Date
16880801-1608	Acevedo	Kerry	02/09/02	Ap #469-9	F	099	091872999	8/1/2017
16650413-9749	Blake	Abraham	03/28/03	8887 Nibh	M	099	020284999	8/1/2017
16580430-5257	Callahan	Cole	03/11/00	850-8210 E	M	099	021684399	8/1/2017
16730714-9711	Cardenas	Hillary	04/14/00	Ap #219-4	F	099	060815999	8/1/2017
16690713-7969	Christen	Judah	09/11/99	686-795 Pr	M	09999	091497899	8/1/2017
16230711-1159	Davenport	Deacon	10/01/00	P.O. Box 4	M	09999	091526999	8/1/2017
16291030-1148	Day	Oren	02/16/00	P.O. Box 1	M	09999	082612499	8/1/2017
16890918-0567	Fields	Tucker	07/24/01	Ap #974-4	M	09999	062342399	8/1/2017
16950106-0470	Harvey	Darryl	08/17/03	433-4671 C	M	09999	060632999	8/1/2017
16521013-9555	Hyde	Aubrey	04/29/02	8545 Nonu	F	09999	030349499	8/1/2017
16610726-2203	Lewis	Pascale	08/23/02	Ap #266-6	M	09999	041766699	8/1/2017
16510720-7333	Marshall	Tad	05/14/00	Ap #350-3	M	09999	011649099	8/1/2017
16391208-5424	Noble	Ignacia	09/09/02	3146 Doloi	F	09999	030792399	8/1/2017
16280527-6223	Pratt	Dolan	03/17/01	P.O. Box 1	M	09999	123036999	8/1/2017
16640401-3705	Serrano	Lee	10/08/99	Ap #168-1	M	09999	032871099	8/1/2017
16131006-4355	Snider	Kermit	11/23/03	Ap #458-7	M	09999	072265499	8/1/2017
16441219-0045	Walker	Quynn	09/19/99	7194 Inter	F	09999	071523699	8/1/2017
16790704-4056	Alford	Erica	07/27/04	759-8803 N	F	09999	112838099	8/1/2017
16300230-7050	Ayers	Alden	01/29/05	864-7666 C	M	09999	121114299	8/1/2017
16370827-0495	Barker	Hiram	05/23/04	106 Incept	M	09999	010323499	8/1/2017
16870518-0522	Bryan	Eaton	02/04/04	9452 Lacus	M	09999	031255599	8/1/2017

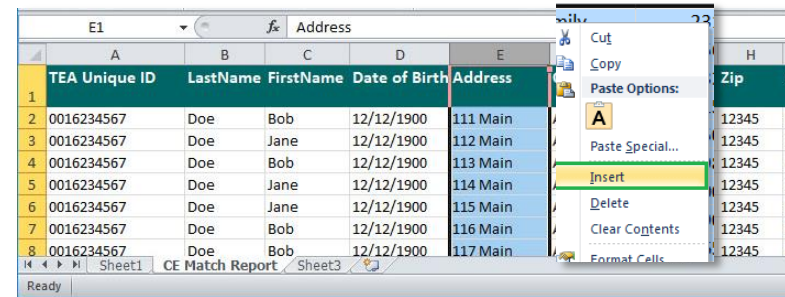
Add a Column

Insert a column and enter a new formula

Step Five

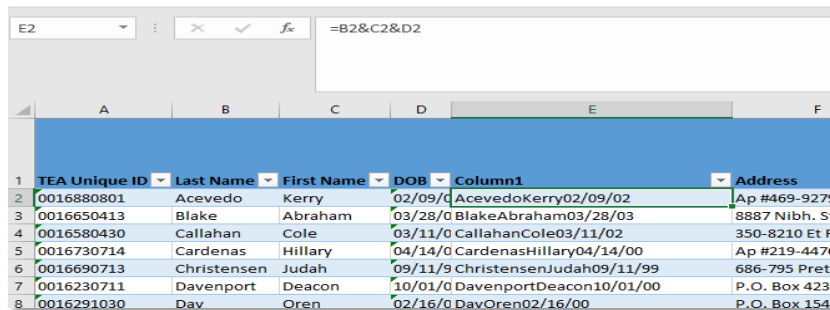
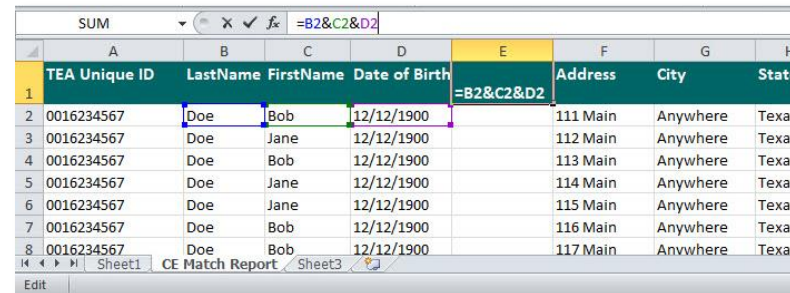
Insert a column after the *Date of Birth* column

- Right-click *column D*
- Select *insert*



Step Six

- Select the first cell of the first row in the new column
- Enter the formula:
 - **=B2&C2&D2**



TEA Unique ID	Last Name	First Name	DOB	Column1	Address
0016880801	Acevedo	Kerry	02/09/00	AcevedoKerry02/09/00	Ap #469-9279
0016650413	Blake	Abraham	03/28/03	BlakeAbraham03/28/03	8887 Nibh. St.
0016580430	Callahan	Cole	03/11/00	CallahanCole03/11/00	350-8210 Et R
0016730714	Cardenas	Hillary	04/14/00	CardenasHillary04/14/00	Ap #219-4476
0016690713	Christensen	Judah	09/11/99	ChristensenJudah09/11/99	686-795 Preti
0016230711	Davenport	Deacon	10/01/00	DavenportDeacon10/01/00	P.O. Box 423,
0016291030	Dav	Oren	02/16/00	DavOren02/16/00	P.O. Box 154,

The result of step 6 will be a column with the students' last name, first name, and DOB combined.

Duplicate Values

Use conditional formatting to duplicate values

Step Seven

- Select the new column (column E)
- From the home tab, select *Conditional Formatting*
- Select *Highlight Cells Rules*
- Click *Duplicate Values*
- In the dialogue box, ensure *duplicate values with light red fill with dark red text* is selected
- Click *OK*

The screenshot shows the Excel interface with the 'Duplicate Values' dialog box open. The dialog box has 'Format cells that contain:' set to 'Duplicate' and 'values with' set to 'Light Red Fill with Dark Red Text'. The background spreadsheet shows a table with columns: TEA Unique ID, Last Name, First Name, DOB, Column1, and Address. The 'Column1' column contains values like 'AcevedoKerry02/09/02', 'BlakeAbraham03/28/03', etc. The 'Conditional Formatting' task pane on the right shows 'Duplicate Values...' selected under 'Highlight Cells Rules'.

TEA Unique ID	Last Name	First Name	DOB	Column1	Address	City
0016880801	Acevedo	Kerry	02/09/02	AcevedoKerry02/09/02	Ap #469-9279 Ipsum A	Leeannv TX
0016650413	Blake	Abraham	03/28/03	BlakeAbraham03/28/03	8887 Nibh. St.	Leeannv TX
0016580430	Callahan	Cole	03/11/02	CallahanCole03/11/02	350-8210 Et Road	Leeannv TX
0016730714	Cardenas	Hillary	04/14/00	CardenasHillary04/14/00	Ap #219-4476 Nec Stre	Leeannv TX
0016690713	Christensen	Judah	09/11/99	ChristensenJudah09/11/99	686-795 Pretium Stree	Leeannv TX
0016230711	Davenport	Deacon	10/01/00	DavenportDeacon10/01/00	P.O. Box 423, 4106 Sag	Leeannv TX
0016291030	Day	Oren	02/16/00	DayOren02/16/00	P.O. Box 154, 8761 Eu	Leeannv TX
0016890918	Fields	Tucker	07/24/01	FieldsTucker07/24/01	Ap #974-4635 Erat St.	Leeannv TX
0016950106	Harvey	Darryl	08/17/03	HarveyDarryl08/17/03	433-4671 Commodo R	Leeannv TX
0016521013	Hyde	Aubrey	04/29/02	HydeAubrey04/29/02	8545 Nonummy Rd.	Leeannv TX
0016610726	Lewis	Pascale	08/23/02	LewisPascale08/23/02	Ap #266-696 Egestas A	Leeannv TX
0016510720	Marshall	Tad	05/14/00	MarshallTad05/14/00	Ap #350-3294 Sem. Av	Leeannv TX

Filter for New Matches

Finding New Matches

Step Eight

- Select the new column (column E)
- Select *Filter by color*
- Click *No Fill*

Results: The cells within that column without a color fill are the unique values because the filter eliminated the duplicates.

TEA Unique ID	Last Name	First Name	DOB	Column1	Address
0016880801	Acevedo	Kerry		Ap #469-9279 Ipsum A	
0016650413	Blake	Abraham		8887 Nibh. St.	
0016580430	Callahan	Cole		350-8210 Et Road	
0016730714	Cardenas	Hillary		Ap #219-4476 Nec Street	
0016690713	Christensen	Judah		686-795 Pretium Street	
0016230711	Davenport	Deacon			
0016291030	Day	Oren			
0016890918	Fields	Tucker			
0016950106	Harvey	Darryl			
0016521013	Hyde	Aubrey			
0016610726	Lewis	Pascale			
0016510720	Marshall	Tad			
0016391208	Noble	Ignacia			
0016280527	Pratt	Dolan			
0016421225	Moreno	Lucas	05/11/0	MorenoLucas05/11/08	
0016690723	Peck	MacKenzie	03/07/0	PeckMacKenzie03/07/07	
0016731220	Reese	Veronica	04/10/1	ReeseVeronica04/10/12	
0016501115	Reyes	Ivor	11/02/1	ReyesIvor11/02/10	
0016040809	Robinson	Flynn	02/21/0	RobinsonFlynn02/21/08	
0016380605	Saunders	Quinn	12/23/1	SaundersQuinn12/23/10	
0016480227	Shepherd	Hayley	09/19/0	ShepherdHayley09/19/08	
0016420321	Simpson	Breanna	02/17/1	SimpsonBreanna02/17/12	
0016690523	Stephenson	Vladimir	10/05/1	StephensonVladimir10/05/10	
0016610505	Suarez	Phelan	09/12/0	SuarezPhelan09/12/06	
0016880224	Vasquez	Imani	07/31/1	VasquezImani07/31/12	
0016570304	Whitehead	Aladdin	04/26/1	WhiteheadAladdin04/26/12	
0016050711	Zamora	Ignacia	03/22/0	ZamoraIgnacia03/22/08	