

TIPS AND TRICKS - EXCEL COMPARISON FORMULA

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Bonnie Litton, NDSU

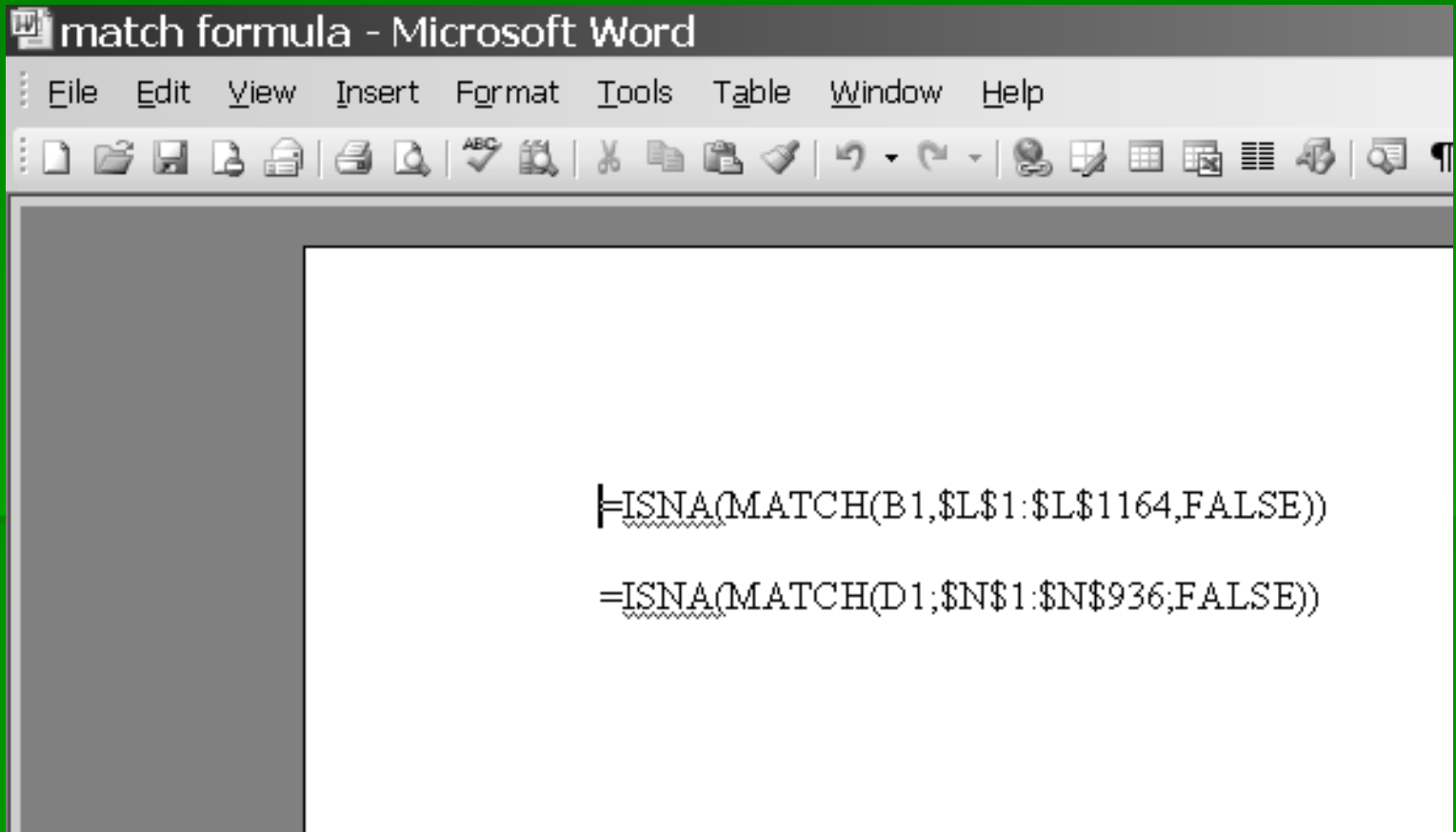
Applications . . .

- Compare two sets of data at any time to find new or missing items
- Always compare “apples to apples”

The Magic Formula

- =ISNA(MATCH(D1;\$N\$1:\$N\$936;FALSE))
- Or . . .
- =ISNA(MATCH(B1,\$L\$1:\$L\$1164,FALSE))

Tip: Save a word file on your desktop with these two formulas for easy access!



When using the compare formula always . . .

- Verify that the formatting in both data sets is the same
- Sort data in both sets in the same order
- Insert formula next to both data sets
- Compare the data twice to determine missing or new items from one set to the next

Steps Used with State Grant Lists

- Download new file from Sophie server and save to secure server with current date – for example SG 120808
- Open previous file saved to server and save with a new name – for example: Compare SG 110808 to 120808

Example:



Microsoft Excel - Compare SG 110808 to 120808

File Edit View Insert Format Tools Data Window Help

Σ A↓ Z↓

Reply with Changes... End Review...

J35 fx

	A	B	C	D	E	F	G	H
23	Trick	Hat	X	123456812		ACCEPTED	6198	5/7/2008
24	Bear	Teddy	Y	123456813		ACCEPTED	0	5/7/2008
25	Pocket	Polly	Z	123456814		ACCEPTED	11461	5/7/2008
26	Wit	Nit	A	123456815		ACCEPTED	921	5/7/2008
27	Fern	Fuzzy	B	123456816		ACCEPTED	48	5/7/2008
28	Nelson	Nellie	C	123456817		NO RESPONSE	52	5/7/2008
29	Dan	Dapper	D	123456818		ACCEPTED	1010	5/7/2008
30	Mae	Manda	E	123456819		ACCEPTED	11976	6/17/2008
31	Pie	Muddy	F	123456820		ACCEPTED	11075	6/17/2008

Next . . .

- Open the newest SG file (120808)
- Copy new data; insert it into the Compare file; leave a column between two sets of data



Anderson	Andy	B	123456795		NO RESP	101	5/7/2008		Anderson	Andy	B	123456795
Arneson	Arne	R	123456806		ACCEPTED	5926	5/7/2008		Arneson	Arne	R	123456806
Bear	Teddy	Y	123456813		ACCEPTED	0	5/7/2008		Bird	Song	H	123456822
Bird	Song	H	123456822		NO RESP	100	5/7/2008		Bowl	Rose	W	123456811
Bowl	Rose	W	123456811		ACCEPTED	8711	5/7/2008		Brown	Brawny	B	123456790
Brown	Brawny	B	123456790		ACCEPTED	0	5/7/2008		Bug	Lady	E	123456788
Camper	Happy	E	123456829		ACCEPTED	3866	5/7/2008		Camper	Happy	E	123456829
Cane	Candy	M	123456827		ACCEPTED	8	5/7/2008		Cane	Candy	M	123456827
Card	Greeting	J	123456824		ACCEPTED	6319	5/7/2008		Card	Greeting	J	123456824
Cat	Snow	S	123456807		ACCEPTED	6393	5/7/2008		Cat	Snow	S	123456807
Cookie	Ginger	N	123456802		ACCEPTED	0	5/7/2008		Corn	Pop	K	123456825

Steps To Follow

- Check the **format** of columns you will compare
- **Sort** the data in both sets in same order (Social Security number)
- Insert **compare** formula to the right of each set of data

Check Format

	A	B	C	D	E	F	G	H
1	Anderson	Andy	B	123456795		NO RESP	101	5/7/2008
2	Arneson	Arne	R	123456806		ACCEPTED	5926	5/7/2008
3	Bear	Teddy	Y	123456813		ACCEPTED	0	5/7/2008
4	Bird	Song	H	123456822		NO RESP	100	5/7/2008
5	Bowl	Rose	W	123456811		ACCEPTED	8711	5/7/2008
6	Brown	Brawny	B	123456790		ACCEPTED	0	5/7/2008
7	Camper	Happy	E	123456829		ACCEPTED	3866	5/7/2008
8	Cane	Candy						
9	Card	Greeting						
10	Cat	Snow						
11	Cookie	Ginger						
12	Corn	Pop						
13	Dan	Dapper						
14	Doe	John						
15	Doll	Barbie						
16	Dragon	Snap						
17	Fern	Fuzzy						
18	Fritz	Nitz						
19	Green	Gary						
20	Gustafson	Gus						
21	Harrison	Harry						
22	Lamb	Lilly						
23	Larson	Lars						
24	Mae	Manda						
25	Moron	Oxy						
26	Nelson	Nellie						
27	Oliver	Ollie						
28	Olson	Ole						
29	Peterson	Peter						

Format Cells

? X

Number Alignment Font Border Patterns Protection

Category:

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

Sample: 123456795

General format cells have no specific number format.

OK Cancel

Sort Data



Larson	Lars	H	123456796	NO RESP	0	5/7/2008
Mae	Manda	E	123456819	ACCEPTED	11976	6/17/2008
Moron	Oxy	T	123456808	TRANSFE	5957	5/7/2008
Nelson	Nellie	C	123456817	NO RESP	52	5/7/2008
Oliver	Ollie	O	123456803	ACCEPTED	460	5/7/2008
Olson	Ole	P	123456804	ACCEPTED	8143	5/7/2008
Peterson				ACCEPTED	0	5/7/2008
Pie				ACCEPTED	11075	6/17/2008
Pocket				ACCEPTED	11461	5/7/2008
Rabbit				ACCEPTED	4	5/7/2008
Smith				ACCEPTED	11796	6/17/2008
Smith				ACCEPTED	6913	5/7/2008
Train				ACCEPTED	8308	5/7/2008
Trick				ACCEPTED	6198	5/7/2008
Truck				ACCEPTED	8803	5/7/2008
Waters				ACCEPTED	1534	5/7/2008
Wilson				ACCEPTED	5407	5/7/2008
Wit				ACCEPTED	921	5/7/2008

Sort [?] [X]

Sort by Column D

Ascending
 Descending

Then by _____

Ascending
 Descending

Then by _____

Ascending
 Descending

My data range has

Header row No header row

Options... OK Cancel

Insert the formula . . .



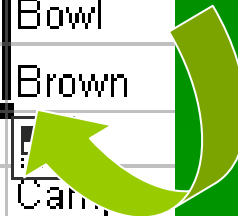
fx =ISNA(MATCH(D1;\$M\$1:\$M\$39;FALSE))											
B	C	D	E	F	G	H	I	J	K	L	M
dy	B	123456795		NO RESP	101	5/7/2008	FALSE	Anderson	Andy	B	123456795
e	R	123456806		ACCEPT	5926	5/7/2008		Arneson	Arne	R	123456806
dy	Y	123456813		ACCEPT	0	5/7/2008		Bird	Song	H	123456822
ng	H	123456822		NO RESP	100	5/7/2008		Bowl	Rose	W	123456811
se	W	123456811		ACCEPT	8711	5/7/2008		Brown	Brawny	B	123456790
wpy	B	123456790		ACCEPT	0	5/7/2008		Bug	Lady	F	123456798

- Insert the formula to the right of older data
- Adjust formula to match columns of data you will compare (columns D and M)

Next . . .

- Drag corner of formula cell downward to copy it next to all rows of the first set of data

G	H	I	J
101	5/7/2008	FALSE	Anderson
5926	5/7/2008	FALSE	Arneson
0	5/7/2008	TRUE	Bird
100	5/7/2008	FALSE	Bowl
8711	5/7/2008	FALSE	Brown
0	5/7/2008		Brown
3866	5/7/2008		Can
8	5/7/2008		Cane
6319	5/7/2008		Card



Continue . . .

- Copy formula to the right of the top row of newest data

	M	N	O	P	Q	R	
	123456795		NO RESP	101	5/7/2008	FALSE	
	123456806		ACCEPTED	5926	5/7/2008		
	123456822		NO RESP	100	5/7/2008		
	123456811		ACCEPTED	8711	5/7/2008		
	123456790		ACCEPTED	0	5/7/2008		
	123456788		ACCEPTED	3088	5/7/2008		


- Adjust formula to match columns to compare

M	N	O	P	Q	R	S	T	U	V
123456795		NO RESP	101	5/7/2008	=ISNA(MATCH(M1,\$D\$1:\$D\$40,FALSE))				
123456806		ACCEPTED	5926	5/7/2008					
123456822		NO RESP	100	5/7/2008					
123456844		ACCEPTED	8744	5/7/2008					

Continue . . .

- Drag corner of cell downward through all rows of new data

	P	Q	R	S
P	101	5/7/2008	FALSE	
E	5926	5/7/2008	FALSE	
P	100	5/7/2008	FALSE	
E	8711	5/7/2008	FALSE	
E	0	5/7/2008	FALSE	
E	3088	5/7/2008	TRUE	
E	3866	5/7/2008	FALSE	
E	8	5/7/2008		
E	6319	5/7/2008		



The Results . . .

- Sort first set of data by “True/False” results

The screenshot shows an Excel spreadsheet with a Sort dialog box open. The dialog box is titled "Sort" and has the following settings:

- Sort by: Column I
- Ascending (selected)
- Descending
- Then by: (empty)
- Ascending (selected)
- Descending
- Then by: (empty)
- Ascending (selected)
- Descending
- My data range has: Header row, No header row
- Buttons: Options..., OK, Cancel

The spreadsheet data is as follows:

	E	F	G	H	I
795		NO RESP	101	5/7/2008	FALSE
806		ACCEPTED	5926	5/7/2008	FALSE
813		AC			
822		NO			
811		AC			
790		AC			
829		AC			
827		AC			
824		AC			
807		AC			
802		AC			
825		AC			
818		AC			
794		AC			
810		AC			

A yellow arrow points to the "FALSE" value in cell I795.

The results. . .

- All your “True” responses should be the values that are on one set of data, but not the other.

08	FALSE	Wilson	Will	G	123456821		ACCEPTTE	5407	5/7/2008	FALSE
08	FALSE	Wit	Nit	A	123456815		ACCEPTTE	921	5/7/2008	FALSE
08	TRUE	Bug	Lady	E	123456788		ACCEPTTE	3088	5/7/2008	TRUE
08	TRUE	Matt	Door	C	123456830		ACCEPTTE	9816	5/7/2008	TRUE
08	TRUE	Pie	Apple	G	123456780		ACCEPTTE	7045	5/7/2008	TRUE
08	TRUE									



State Grant Indications . . .

- For state grant purposes, the “True” responses on first data set have been dropped by the state for the new list and the “True” responses on the second list are the newest names added.

Review of Basic Steps:

- Check formatting in both data sets to be sure they are the same
- Sort data from the two sources in the same order
- Insert formula next to both data sets
- Compare the data twice to determine missing or new items from one set to the next

Questions . . . ?

Contact:

Bonnie.Litton@ndsu.edu

701.231.7536