

Library Collection Analysis From Your ILS Using Microsoft Excel (and Access)

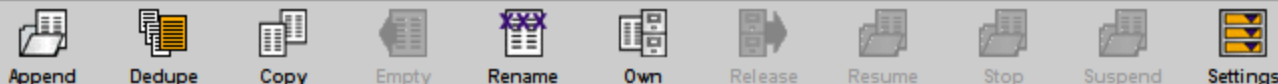
Gary Daught and Jack Weinbender

P. H. Welshimer Memorial Library
Milligan College, TN

The Task:

1. Extract data from ILS
2. Import data into Excel
3. Format data into the “first normal form”
4. Manipulate and represent data using a Pivot Table

Create Lists Functions



Review Files | Saved Searches | Saved Sorts | **Saved Lists** | Saved Exports

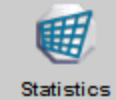
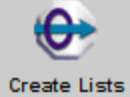
All | Search Records | Sort Records | List Records | Export Records | Show Records

Show Info

- Millennium
- Create Lists
- Statistics
- ASAA
- Coverage Edit
- Coverage Load
- Web Options
- Web Master
- Data Exchange

File	Name	Current Rec...	Max Records	Type	Status	Initials	Created [date/time]
86	Empty	0	500		empty		
87	Empty	0	500		empty		
330	Empty	0	2500		empty		
346	Empty	0	2500		empty		
303	Empty	0	2500		empty		
165	Empty	0	1000		empty		
329	Empty	0	2500		empty		
348	Empty	0	2500		empty		
168	Empty	0	1000		empty		
226	Empty	0	1000		empty		
172	Empty	0	1000		empty		
318	Empty	0	2500		empty		
227	Empty	0	1000		empty		
175	Empty	0	1000		empty		
302	Empty	0	2500		empty		
101	Empty	0	500		empty		
102	Empty	0	500		empty		
250	Empty	0	1000		empty		
480	Empty	0	25000		empty		
252	Empty	0	1000		empty		
308	Empty	0	2500		empty		
107	Empty	0	500		empty		
500	Empty	0	25000		empty		
258	Empty	0	1000		empty		
110	Empty	0	500		empty		
317	Empty	0	2500		empty		
154	Empty	0	1000		empty		

Create List



Boolean Search

Review File Name:

Store Record Type:

Range:

Term	Operator	Type	Field	Condition	Value A	Value B
1		ITEM	LOCATION	equal to	mir	

ITEM LOCATION equal to "mir "

Group
Ungroup
Insert Line
Append Line
Delete
Clear All

Search **Use Existing Search** **Retrieve Saved Query** **Save** **Save As** **Close**



records

[date/time]

Create Lists



Millennium



Create Lists



Statistics



ASAA



Coverage Edit



Coverage Load



Web Options



Web Master



Data Exchange

Boolean Search

Review File Name:

Store Record Type:

Range

Start

Stop

Term	Operator	Type	Field	Condition	Value A	Value B
1		ITEM	LOCATION	equal to	mir	

ITEM LOCATION equal to "mir "

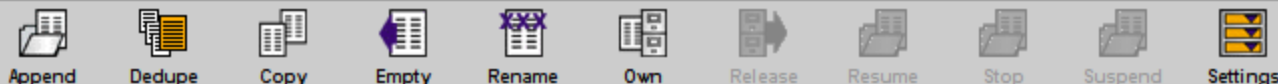
Search

Searching...

Cancel

- Group
- Ungroup
- Insert Line
- Append Line
- Delete
- Clear All

Create Lists Functions



Review Files | Saved Searches | Saved Sorts | Saved Lists | Saved Exports

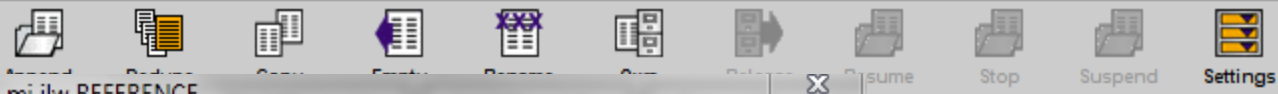
All | Search Records | Sort Records | List Records | **Export Records** | Show Records

Show Info

- Millennium
- Create Lists
- Statistics
- ASAA
- Coverage Edit
- Coverage Load
- Web Options
- Web Master
- Data Exchange

File	Name	Current Records	Max Records	Type	Status	Initi...	Created [date/time]
21	mks-310	500	500		complete	ircbs	09-10-2010 / 10:02'...
571	lwcphlwg	19578	250000		complete	lwcph	09-14-2010 / 14:36'...
44	MHC New Books September	194	500		complete	mhjb	10-01-2010 / 15:03'...
30	MHC Blocked Patrons	18	500	p	complete	mhkb	09-13-2010 / 14:40'...
191	MHC Student List	683	1000	p	complete	mhkb	08-02-2010 / 13:25'...
36	MHC Date Due	8	500	i	complete	mhkb	09-30-2010 / 13:13'...
27	MHC Current Periodicals	93	500		complete	mhkb	09-23-2010 / 09:26'...
35	MHC Money Owed - Renfro	52	500	p	complete	mhkb	09-30-2010 / 13:10'...
71	MHC lost & paid	4	500	i	complete	mhrm	10-04-2010 / 14:38'...
111	MHC Lost	22	500		complete	mhrm	10-04-2010 / 14:40'...
399	MHC Video/DVD	1151	5000		complete	mhrm	10-04-2010 / 14:42'...
401	mi jlw NEW	19	7500		complete	mijlw	10-04-2010 / 15:30'...
310	mi jlw CIRCS	622	2500		complete	mijlw	10-01-2010 / 11:11'...
329	mi jlw REFERENCE	2125	2500		complete	mijlw	10-04-2010 / 16:12'...
583	mi jlw ALL	237997	250000		complete	mijlw	10-04-2010 / 14:10'...
90	mi mks standing orders	7	500	b	complete	mimks	08-27-2010 / 13:03'...
153	mi 9/21 vjl no records attached	71	1000	b	complete	mivjl	09-21-2010 / 11:07'...
381	Montreat Circulation - Talley	3154	5000		complete	modt	10-01-2010 / 18:09'...
221	Montreat DVD Accession List - Talley	14	1000		complete	modt	09-28-2010 / 12:49'...
454	Montreat - Accession List - Talley	134	10000		complete	modt	10-04-2010 / 10:40'...
82	Montreat - Don - Checkln	156	500		complete	modt	09-02-2010 / 12:48'...
85	out-of-scope courses	46	500	r	complete	momm	10-01-2010 / 09:58'...
158	mo-dvdlst	301	1000		complete	monk	08-17-2010 / 09:26'...
152	mo-cdlist	620	1000		complete	monk	08-17-2010 / 11:01'...
37	Unnamed	1	500	p	complete	monk	08-26-2010 / 16:35'...
19	mv 9/2/10 dnm mc authors	45	500	b	complete	mvdnm	09-02-2010 / 15:02'...
18	mv 7/22/10 dnm bullfrog	8	500	b	complete	mvdnm	07-23-2010 / 09:11'...

Create Lists Functions



- Millennium
- Create Lists
- Statistics
- ASAA
- Coverage Edit
- Coverage Load
- Web Options
- Web Master
- Data Exchange

Review Files

All

File	Name
21	mks-sto
571	lwcphlwg
44	MHC New
30	MHC Block
191	MHC Stud
36	MHC Date
27	MHC Curre
35	MHC Mone
71	MHC lost &
111	MHC Lost
399	MHC Vide
401	mi jlw NEV
310	mi jlw CIR
329	mi jlw REF
583	mi jlw ALL
90	mi mks st
153	mi 9/21 vjl
381	Montreat (
221	Montreat D
454	Montreat -
82	Montreat -
85	out-of-sco
158	mo-dvdlst
152	mo-cdlist
37	Unnamed
19	mv 9/2/10 dnm mc authors
18	mv 7/22/10 dnm bullfrog

Export ITEM Information

Fields to be exported

Line	Type	Field
1		

Append

Insert

Delete

Field delimiter: ,

Text qualifier: "

Repeated field delimiter: ;

Maximum field length (0-1000): <none>

File: Browse

OK Apply Saved Export Save This Export Close

Records

Show Records

us	Initi...	Created [date/time]
te	ircbs	09-10-2010 / 10:02'...
te	lwcph	09-14-2010 / 14:36'...
te	mhjb	10-01-2010 / 15:03'...
te	mhkb	09-13-2010 / 14:40'...
te	mhkb	08-02-2010 / 13:25'...
te	mhkb	09-30-2010 / 13:13'...
te	mhkb	09-23-2010 / 09:26'...
te	mhkb	09-30-2010 / 13:10'...
te	mhrm	10-04-2010 / 14:38'...
te	mhrm	10-04-2010 / 14:40'...
te	mhrm	10-04-2010 / 14:42'...
te	mijlw	10-04-2010 / 15:30'...
te	mijlw	10-01-2010 / 11:11'...
te	mijlw	10-04-2010 / 16:12'...
te	mijlw	10-04-2010 / 14:10'...
te	mimks	08-27-2010 / 13:03'...
te	mivjl	09-21-2010 / 11:07'...
te	modt	10-01-2010 / 18:09'...
te	modt	09-28-2010 / 12:49'...
te	modt	10-04-2010 / 10:40'...
te	modt	09-02-2010 / 12:48'...
te	momm	10-01-2010 / 09:58'...
te	monk	08-17-2010 / 09:26'...
te	monk	08-17-2010 / 11:01'...
te	monk	08-26-2010 / 16:35'...
te	mv dnm	09-02-2010 / 15:02'...
te	mv dnm	07-23-2010 / 09:11'...

Create Lists Full

- Millennium
- Create Lists
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Retrieve Export

Line	Type	Field
1	ITEM	RECORD #
2	ITEM	LOCATION
3	ITEM	CALL #
4	BIBLIOGRAPHIC	Date One
5	BIBLIOGRAPHIC	TITLE

Field delimiter: ,
Text qualifier: "
Repeated field delimiter: ;
Maximum field length (0-1000): <none>

Export	Export Name
1	Montreat Talley Check Ins
2	Montreat Accession List - Talley
3	mcgrath gift
4	Montreat Circ - Talley
5	Milligan Item Record (mijlw)

Select Close

Suspend Settings

Show Records

Created [date/time]
09-10-2010 / 10:02'...
09-14-2010 / 14:36'...
10-01-2010 / 15:03'...
09-13-2010 / 14:40'...
08-02-2010 / 13:25'...
09-30-2010 / 13:13'...
09-23-2010 / 09:26'...
09-30-2010 / 13:10'...
10-04-2010 / 14:38'...
10-04-2010 / 14:40'...
10-04-2010 / 14:42'...
10-04-2010 / 15:30'...
10-01-2010 / 11:11'...
10-04-2010 / 16:12'...
10-04-2010 / 14:10'...
08-27-2010 / 13:03'...
09-21-2010 / 11:07'...
10-01-2010 / 18:09'...
09-28-2010 / 12:49'...
10-04-2010 / 10:40'...
09-02-2010 / 12:48'...
10-01-2010 / 09:58'...
08-17-2010 / 09:26'...
08-17-2010 / 11:01'...
08-26-2010 / 16:35'...
09-02-2010 / 15:02'...
07-23-2010 / 09:11'...

Create Lists Functions



- Millennium
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Review Files

All

File	Records	Created
21
571	lwcphlwg	...
44	MHC New	...
30	MHC Bloc	...
191	MHC Stud	...
36	MHC Date	...
27	MHC Curr	...
35	MHC Mon	...
71	MHC lost	...
111	MHC Lost	...
399	MHC Vide	...
401	mi jlw NE	...
310	mi jlw CIF	...
329	mi jlw RE	...
583	mi jlw ALI	...
90	mi mks s	...
153	mi 9/21 vj	...
381	Montreat	...
221	Montreat	...
454	Montreat	...
82	Montreat	...
85	out-of-sc	...
158	mo-dvdlis	...
152	mo-cdlist	...
37	Unnamed	...
19	mv 9/2/10 dnm mc authors	...
18	mv 7/22/10 dnm bullfrog	...

Export ITEM Information

Fields to be exported

Line	Type	Field
1	ITEM	RECORD #
2	ITEM	LOCATION
3	ITEM	CALL #
4	BIBLIOGRAPHIC	
5	BIBLIOGRAPHIC	TITLE

Append

Insert

Delete

Field delimiter: ,

Text qualifier: "

Repeated field delimiter: ;

Maximum field length (0-1000): <none>

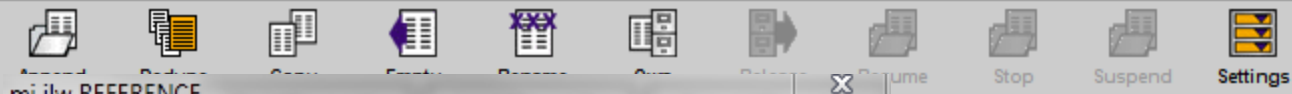
File: Browse

OK Apply Saved Export Save This Export Close

records Show Records

is	Initi...	Created [date/time]
e	ircbs	09-10-2010 / 10:02'...
e	lwcph	09-14-2010 / 14:36'...
e	mhjb	10-01-2010 / 15:03'...
e	mhkb	09-13-2010 / 14:40'...
e	mhkb	08-02-2010 / 13:25'...
e	mhkb	09-30-2010 / 13:13'...
e	mhkb	09-23-2010 / 09:26'...
e	mhkb	09-30-2010 / 13:10'...
e	mhrm	10-04-2010 / 14:38'...
e	mhrm	10-04-2010 / 14:40'...
e	mhrm	10-04-2010 / 14:42'...
e	mijlw	10-04-2010 / 15:30'...
e	mijlw	10-01-2010 / 11:11'...
e	mijlw	10-04-2010 / 16:12'...
e	mijlw	10-04-2010 / 14:10'...
e	mimks	08-27-2010 / 13:03'...
e	mivjl	09-21-2010 / 11:07'...
e	modt	10-01-2010 / 18:09'...
e	modt	09-28-2010 / 12:49'...
e	modt	10-04-2010 / 10:40'...
e	modt	09-02-2010 / 12:48'...
e	momm	10-01-2010 / 09:58'...
e	monk	08-17-2010 / 09:26'...
e	monk	08-17-2010 / 11:01'...
e	monk	08-26-2010 / 16:35'...
e	mv dnm	09-02-2010 / 15:02'...
e	mv dnm	07-23-2010 / 09:11'...

Create Lists Functions



- Millennium
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Select

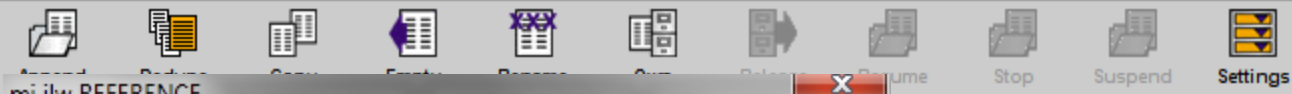
Data Fields	MARC21 Leader	MARC21 006	MARC21 007	MARC21 008
a1 Date Ent	a2 Pub Stat	a3 Dat Type	a4 Pub Stat	a5 Dat Type
b1 Dat Type	b2 Date One	b3 Date Two	b4 Country	b5 Illustr 1
c1 Illustr2	c2 Illustr3	c3 Illustr4	c4 Audience	c5 FormItem
d1 Content1	d2 Content2	d3 Content3	d4 Content4	d5 Govt Pub
e1 Conf Pub	e2 Festsch	e3 Index	e4 Undefine	e5 Lit Form
f1 Biog	f2 Undefine	f3 Audience	f4 Undefine	f5 FileType
g1 Undefine	g2 Govt Pub	g3 Undefine	g4 Relief1	g5 Relief2
h1 Relief3	h2 Relief4	h3 Projectn	h4 Undefine	h5 CartType
i1 Undefine	i2 Govt Pub	i3 FormItem	i4 Undefine	i5 Index
i1	i2	i3	i4	i5

How Records

Created [date/time]
0-2010 / 10:02'...
4-2010 / 14:36'...
1-2010 / 15:03'...
3-2010 / 14:40'...
2-2010 / 13:25'...
0-2010 / 13:13'...
3-2010 / 09:26'...
0-2010 / 13:10'...
4-2010 / 14:38'...
4-2010 / 14:40'...
4-2010 / 14:42'...
4-2010 / 15:30'...
1-2010 / 11:11'...
4-2010 / 16:12'...
4-2010 / 14:10'...
7-2010 / 13:03'...
1-2010 / 11:07'...
1-2010 / 18:09'...
8-2010 / 12:49'...
4-2010 / 10:40'...
2-2010 / 12:48'...
1-2010 / 09:58'...
e monk 08-17-2010 / 09:26'...
e monk 08-17-2010 / 11:01'...
37 Unnamed 1 500 p complete monk 08-26-2010 / 16:35'...
19 mv 9/2/10 dnm mc authors 45 500 b complete mvdnm 09-02-2010 / 15:02'...
18 mv 7/22/10 dnm bullfrog 8 500 b complete mvdnm 07-23-2010 / 09:11'...

	OK	Apply Saved Export	Save This Export	Close
158 mo-dvllis				
152 mo-cdlist				
37 Unnamed	1	500	p	complete
19 mv 9/2/10 dnm mc authors	45	500	b	complete
18 mv 7/22/10 dnm bullfrog	8	500	b	complete

Create Lists Functions



- Millennium
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Review Files

All

File	Records	Created
21
571	lwcphlwg	...
44	MHC New	...
30	MHC Bloc	...
191	MHC Stud	...
36	MHC Date	...
27	MHC Curr	...
35	MHC Mon	...
71	MHC lost	...
111	MHC Lost	...
399	MHC Vide	...
401	mi jlw NE	...
310	mi jlw CIF	...
329	mi jlw RE	...
583	mi jlw AL	...
90	mi mks s	...
153	mi 9/21 v	...
381	Montreat	...
221	Montreat	...
454	Montreat	...
82	Montreat	...
85	out-of-sc	...
158	mo-dvdlis	...
152	mo-cdlist	...
37	Unnamed	...
19	mv 9/2/10 dnm mc authors	...
18	mv 7/22/10 dnm bullfrog	...

mi jlw REFERENCE

Export ITEM Information

Fields to be exported

Line	Type	Field	
1	ITEM	RECORD #	Append
2	ITEM	LOCATION	
3	ITEM	CALL #	
4	BIBLIOGRAPHIC	Date One	Insert
5	b	TITLE	Delete

Choose Delimiter

Control character (1-127)

ASCII character

None

OK Cancel

Field delimiter: @

Repeated field delimiter: ;

Maximum field length (0-1000): <none>

File: C:\Users\jweinbender\Desktop\miref.txt Browse

OK Apply Saved Export Save This Export Close

records Show Records

is	Initi...	Created [date/time]
e	ircbs	09-10-2010 / 10:02'...
e	lwcph	09-14-2010 / 14:36'...
e	mhjb	10-01-2010 / 15:03'...
e	mhkb	09-13-2010 / 14:40'...
e	mhkb	08-02-2010 / 13:25'...
e	mhkb	09-30-2010 / 13:13'...
e	mhkb	09-23-2010 / 09:26'...
e	mhkb	09-30-2010 / 13:10'...
e	mhrm	10-04-2010 / 14:38'...
e	mhrm	10-04-2010 / 14:40'...
e	mhrm	10-04-2010 / 14:42'...
e	mijlw	10-04-2010 / 15:30'...
e	mijlw	10-01-2010 / 11:11'...
e	mijlw	10-04-2010 / 16:12'...
e	mijlw	10-04-2010 / 14:10'...
e	mimks	08-27-2010 / 13:03'...
e	mivjl	09-21-2010 / 11:07'...
e	modt	10-01-2010 / 18:09'...
e	modt	09-28-2010 / 12:49'...
e	modt	10-04-2010 / 10:40'...
e	modt	09-02-2010 / 12:48'...
e	momm	10-01-2010 / 09:58'...
e	monk	08-17-2010 / 09:26'...
e	monk	08-17-2010 / 11:01'...
e	monk	08-26-2010 / 16:35'...
e	mv dnm	09-02-2010 / 15:02'...
e	mv dnm	07-23-2010 / 09:11'...

Create Lists Functions

mi jlw REFERENCE

- Millennium
- Create Lists
- Statistics
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- Coverage Load
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Review Files

All

File	
21	mks -> to
571	lwcphlwg
44	MHC New
30	MHC Bloc
191	MHC Stud
36	MHC Date
27	MHC Curr
35	MHC Mon
71	MHC lost
111	MHC Lost
399	MHC Vide
401	mi jlw NE
310	mi jlw CIF
329	mi jlw RE
583	mi jlw ALI
90	mi mks s
153	mi 9/21 vj
381	Montreat
221	Montreat
454	Montreat
82	Montreat
85	out-of-sc
158	mo-dvdlis
152	mo-cdlist
37	Unnamed
19	mv 9/2/10 dnm mc authors
18	mv 7/22/10 dnm bullfrog

Export ITEM Information

Fields to be exported

Line	Type	Field	
1	ITEM	RECORD #	Append Insert Delete
2	ITEM	LOCATION	
3	ITEM	CALL #	
4	BIBLIOGRAPHIC	Date One	
5	b	TITLE	

Field delimiter: @

Text qualifier: "

Repeated field delimiter: ;

Maximum field length (0-1000): <none>

File: C:\Users\jweinbender\Desktop\miref.txt

Browse

OK Apply Saved Export Save This Export Close

records Show Records

is	Initi...	Created [date/time]
e	ircbs	09-10-2010 / 10:02'...
e	lwcph	09-14-2010 / 14:36'...
e	mhjb	10-01-2010 / 15:03'...
e	mhkb	09-13-2010 / 14:40'...
e	mhkb	08-02-2010 / 13:25'...
e	mhkb	09-30-2010 / 13:13'...
e	mhkb	09-23-2010 / 09:26'...
e	mhkb	09-30-2010 / 13:10'...
e	mhrm	10-04-2010 / 14:38'...
e	mhrm	10-04-2010 / 14:40'...
e	mhrm	10-04-2010 / 14:42'...
e	mijlw	10-04-2010 / 15:30'...
e	mijlw	10-01-2010 / 11:11'...
e	mijlw	10-04-2010 / 16:12'...
e	mijlw	10-04-2010 / 14:10'...
e	mimks	08-27-2010 / 13:03'...
e	mivjl	09-21-2010 / 11:07'...
e	modt	10-01-2010 / 18:09'...
e	modt	09-28-2010 / 12:49'...
e	modt	10-04-2010 / 10:40'...
e	modt	09-02-2010 / 12:48'...
e	momm	10-01-2010 / 09:58'...
e	monk	08-17-2010 / 09:26'...
e	monk	08-17-2010 / 11:01'...
e	monk	08-26-2010 / 16:35'...
e	mv dnm	09-02-2010 / 15:02'...
e	mv dnm	07-23-2010 / 09:11'...

Create Lists Functions



- Millennium
- Create Lists
- Statistics
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File	...	Created [date/time]
21
571	lwo	...
44	MH	...
30	MH	...
191	MH	...
36	MH	...
27	MH	...
35	MH	...
71	MH	...
111	MH	...
399	MH	...
401	mi	...
310	mi	...
329	mi	...
583	mi	...
90	mi	...
153	mi	...
381	Mo	...
221	Mo	...
454	Montreat	...
82	Montreat	...
85	out-of-sc	...
158	mo-dvllis	...
152	mo-cdlist	...
37	Unnamed	1 500 p complete monk 08-26-2010 / 16:35'...
19	mv 9/2/10 dnm mc authors	45 500 b complete mvdnm 09-02-2010 / 15:02'...
18	mv 7/22/10 dnm bullfrog	8 500 b complete mvdnm 07-23-2010 / 09:11'...

mi jlw REFERENCE

Export ITEM Information

Fields to be exported

Choose output file

Save In: Desktop

- Computer
- Network
- Libraries
- jweinbender
- jweinbender
- Library
- screenshots

File Name: miref

Files of Type: Text Files (*.txt)

Save Cancel

File: C:\Users\jweinbender\Desktop\miref.txt

OK Apply Saved Export Save This Export Close

Create Lists Functions

mi jlw REFERENCE

- Millennium
- Create Lists
- Statistics
- ASAA
- Coverage Edit
- Coverage Load
- Web Options
- Web Master
- Data Exchange

Review Files

All

File	Description
21	mks - 3 to
571	lwcphlwg
44	MHC New
30	MHC Bloc
191	MHC Stud
36	MHC Date
27	MHC Curr
35	MHC Mon
71	MHC lost
111	MHC Lost
399	MHC Vide
401	mi jlw NE
310	mi jlw CIF
329	mi jlw RE
583	mi jlw ALI
90	mi mks s
153	mi 9/21 vj
381	Montreat
221	Montreat
454	Montreat
82	Montreat
85	out-of-sc
158	mo-dvdlis
152	mo-cdlist
37	Unnamed
19	mv 9/2/10 dnm mc authors
18	mv 7/22/10 dnm bullfrog

Export ITEM Information

Fields to be exported

Line	Type	Field	
1	ITEM	RECORD #	Append
2	ITEM	LOCATION	
3	ITEM	CALL #	
4	BIBLIOGRAPHIC	Date One	Insert
5	b	TITLE	Delete

Field delimiter: @

Text qualifier: "

Repeated field delimiter: ;

Maximum field length (0-1000): <none>

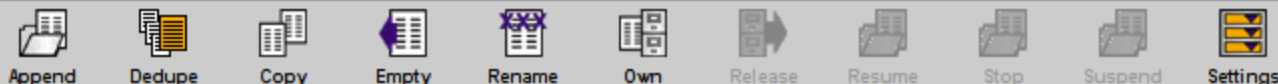
File: C:\Users\jweinbender\Desktop\miref.txt Browse

OK Apply Saved Export Save This Export Close

records Show Records

is	Initi...	Created [date/time]
e	ircbs	09-10-2010 / 10:02'...
e	lwcph	09-14-2010 / 14:36'...
e	mhjb	10-01-2010 / 15:03'...
e	mhkb	09-13-2010 / 14:40'...
e	mhkb	08-02-2010 / 13:25'...
e	mhkb	09-30-2010 / 13:13'...
e	mhkb	09-23-2010 / 09:26'...
e	mhkb	09-30-2010 / 13:10'...
e	mhrm	10-04-2010 / 14:38'...
e	mhrm	10-04-2010 / 14:40'...
e	mhrm	10-04-2010 / 14:42'...
e	mijlw	10-04-2010 / 15:30'...
e	mijlw	10-01-2010 / 11:11'...
e	mijlw	10-04-2010 / 16:12'...
e	mijlw	10-04-2010 / 14:10'...
e	mimks	08-27-2010 / 13:03'...
e	mivjl	09-21-2010 / 11:07'...
e	modt	10-01-2010 / 18:09'...
e	modt	09-28-2010 / 12:49'...
e	modt	10-04-2010 / 10:40'...
e	modt	09-02-2010 / 12:48'...
e	momm	10-01-2010 / 09:58'...
e	monk	08-17-2010 / 09:26'...
e	monk	08-17-2010 / 11:01'...
e	monk	08-26-2010 / 16:35'...
e	mv dnm	09-02-2010 / 15:02'...
e	mv dnm	07-23-2010 / 09:11'...

Create Lists Functions



Review Files | Saved Searches | Saved Sorts | Saved Lists | Saved Exports

All | Search Records | Sort Records | List Records | Export Records | Show Records

Show Info

File	Name	Current Records	Max Records	Type	Status	Initi...	Created [date/time]
21	mks-310	500	500		complete	ircbs	09-10-2010 / 10:02'...
571	lwcphlwg	19578	250000	i	complete	lwcph	09-14-2010 / 14:36'...
44	MHC New Books September	194	500		complete	mhjb	10-01-2010 / 15:03'...
30	MHC Blocked Patrons	18	500	p	complete	mhkb	09-13-2010 / 14:40'...
191	MHC Student List				complete	mhkb	08-02-2010 / 13:25'...
36	MHC Date Due				complete	mhkb	09-30-2010 / 13:13'...
27	MHC Current Periodicals				complete	mhkb	09-23-2010 / 09:26'...
35	MHC Money Owed - Rem				complete	mhkb	09-30-2010 / 13:10'...
71	MHC lost & paid				complete	mhrm	10-04-2010 / 14:38'...
111	MHC Lost				complete	mhrm	10-04-2010 / 14:40'...
399	MHC Video/DVD				complete	mhrm	10-04-2010 / 14:42'...
401	mi jlw NEW				complete	mijlw	10-04-2010 / 15:30'...
310	mi jlw CIRCS	622	2500	i	complete	mijlw	10-01-2010 / 11:11'...
329	mi jlw REFERENCE	2125	2500	i	complete	mijlw	10-04-2010 / 16:12'...
583	mi jlw ALL	237997	250000	i	complete	mijlw	10-04-2010 / 14:10'...
90	mi mks standing orders	7	500	b	complete	mimks	08-27-2010 / 13:03'...
153	mi 9/21 vjl no records attached	71	1000	b	complete	mivjl	09-21-2010 / 11:07'...
381	Montreat Circulation - Talley	3154	5000	i	complete	modt	10-01-2010 / 18:09'...
221	Montreat DVD Accession List - Talley	14	1000	i	complete	modt	09-28-2010 / 12:49'...
454	Montreat - Accession List - Talley	134	10000	i	complete	modt	10-04-2010 / 10:40'...
82	Montreat - Don - Checkln	156	500	i	complete	modt	09-02-2010 / 12:48'...
85	out-of-scope courses	46	500	r	complete	momm	10-01-2010 / 09:58'...
158	mo-dvdlst	301	1000	i	complete	monk	08-17-2010 / 09:26'...
152	mo-cdlist	620	1000	i	complete	monk	08-17-2010 / 11:01'...
37	Unnamed	1	500	p	complete	monk	08-26-2010 / 16:35'...
19	mv 9/2/10 dnm mc authors	45	500	b	complete	mvdnm	09-02-2010 / 15:02'...
18	mv 7/22/10 dnm bullfrog	8	500	b	complete	mvdnm	07-23-2010 / 09:11'...

Exporting

Exporting records
Press Cancel to stop exporting.

- Millennium
- Create Lists
- Statistics
- ASAA
- Coverage Edit
- Coverage Load
- Web Options
- Web Master
- Data Exchange

File Home Insert Page Layout Formulas **Data** Review View

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 Bold Italic Underline Font Color Background Color

General Conditional Formatting Insert Delete Format

Format as Table Cell Styles Sort & Filter Find & Select

A1													
1													
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File Home Insert Page Layout Formulas Data Review View

Get External Data Refresh All Connections Properties Edit Links Connections

Sort Filter Clear Reapply Advanced Sort & Filter

Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Data Tools

Group Ungroup Subtotal Outline

	A	B	C	D	E	F	G	H	I	J	K	L	M
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File Home Insert Page Layout Formulas Data Review View

Get External Data Refresh All Edit Links Connections Sort Filter Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal Outline

From Access From Web From Text From Other Sources Existing Connections

	A	B	C	D	E	F	G	H	I	J	K	L	M
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23													

File Home Insert Page Layout Formulas Data Review View

Get External Data Refresh All Connections Properties Edit Links Sort Filter Clear Reapply Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal

Import Text File

Desktop Search Desktop

Organize New folder

Favorites Desktop Downloads Dropbox jweinbender Library Recent Places

Libraries Documents Music Pictures Videos Computer

Computer System Folder
Network System Folder
screenshots File folder
jweinbender Shortcut 569 bytes
Library Shortcut 662 bytes
miref Text Document 288 KB

File name: miref Text Files

Tools Import Cancel

A1

	A
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M

File Home Insert Page Layout Formulas Data Review View

Get External Data Refresh All Properties Edit Links Connections Sort Filter Clear Reapply Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal Outline

A1

fx

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Fixed Width.

If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

- Delimited - Characters such as commas or tabs separate each field.
- Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row:

1

File origin:

Windows (ANSI)

Preview of file C:\Users\jweinbender\Desktop\miref.txt.

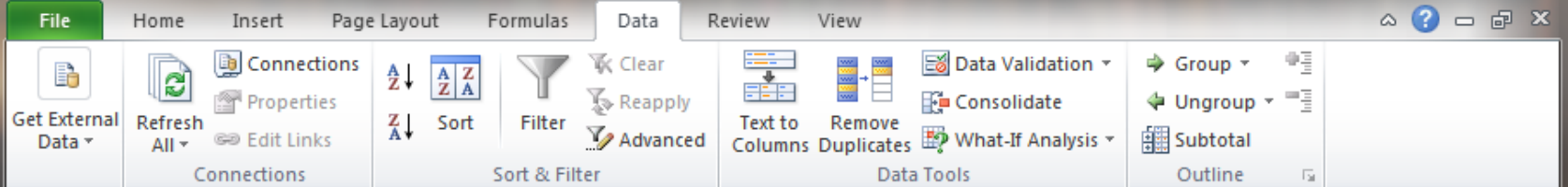
```
1 "RECORD # (ITEM)"@"LOCATION"@"CALL # (ITEM)"@"008 Date One"@"TITLE"  
2 "i45405207"@"mir  " @"RT48.6 .S66 2005"@"2005"@"Nursing diagnosis referenc  
3 "i45430172"@"mir  " @"E176.1 .K3 1981"@"1981"@"Facts about the presidents  
4 "i4543167x"@"mir  " @"BS491.2 .I5 [v.1]"@"1982"@"Genesis / Walter Brueggema  
5 "i45431693"@"mir  " @"BS491.2 .I5 [v.28]"@"1983"@"Mark / Lamar Williamson,
```

Cancel

< Back

Next >

Finish



A1

fx

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

 Tab Semicolon Comma Space Other: Treat consecutive delimiters as oneText qualifier:

Data preview

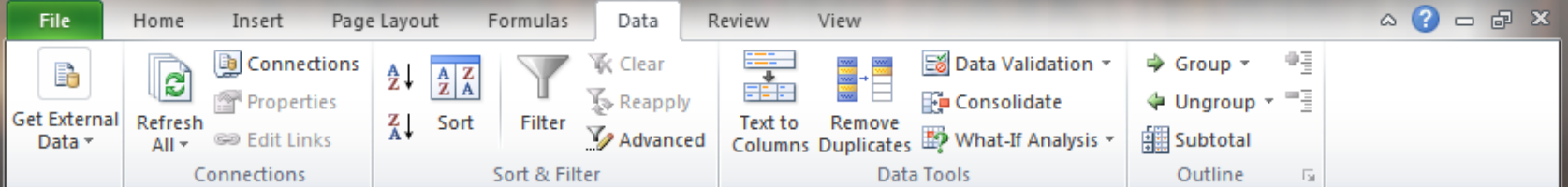
```
RECORD #(ITEM)@"LOCATION"@"CALL #(ITEM)@"008 Date One"@"TITLE"  
i45405207@"mir  @"RT48.6 .S66 2005"@"2005"@"Nursing diagnosis reference ma  
i45430172@"mir  @"E176.1 .K3 1981"@"1981"@"Facts about the presidents : a  
i4543167x@"mir  @"BS491.2.I5 [v.1]"@"1982"@"Genesis / Walter Brueggemann.  
i45431693@"mir  @"BS491.2.I5 [v.28]"@"1983"@"Mark / Lamar Williamson, Jr
```

Cancel

< Back

Next >

Finish



A1

fx

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

- Tab
- Semicolon
- Comma
- Space
- Other: @
- Treat consecutive delimiters as one
- Text qualifier: " [v]

Data preview

RECORD # (ITEM)	LOCATION	CALL # (ITEM)	008 Date One	TITLE
i45405207	mir	RT48.6 .S66 2005	2005	Nursing diagnosis
i45430172	mir	E176.1 .K3 1981	1981	Facts about the pre
i4543167x	mir	BS491.2 .I5 [v.1]	1982	Genesis / Walter B
i45431693	mir	BS491.2 .I5 [v.28]	1983	Mark / Lamar Willia

Cancel

< Back

Next >

Finish

File Home Insert Page Layout Formulas Data Review View

Get External Data Refresh All Connections Properties Edit Links

Sort Filter

Clear Reapply Advanced

Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis

Group Ungroup Subtotal Outline

A1 fx

	A	B	C	D	E
1	RECORD #(ITEM)	LOCATION	CALL #(ITEM)	008 Date One	TITLE
2	i45405207	mir	RT48.6 .S66 2005	2005	Nursing diagnosis reference manual / Sheila Sparks Ralph, Cynthia
3	i45430172	mir	E176.1 .K3 1981	1981	Facts about the presidents : a compilation of biographical and histo
4	i4543167x	mir	BS491.2 .I5 [v.1]	1982	Genesis / Walter Brueggemann.
5	i45431693	mir	BS491.2 .I5 [v.28]	1983	Mark / Lamar Williamson, Jr.
6	i45431711	mir	BS491.2 .I5 [v.35]	1982	Galatians / Charles B. Cousar.
7	i45434086	mir	BS491.2 .I5 [v.32]	1985	Romans / Paul J. Achtemeier.
8	i45434104	mir	BS491.2 .I5 [v.37]	1985	Philippians / Fred B. Craddock.
9	i45435649	mir	PN2220 .B6 1984	1984	The Oxford companion to American theatre / Gerald Bordman.
10	i45435662	mir	PR19 .D73 1985	1985	The Oxford companion to English literature.
11	i4543623x	mir	BS491.2 .I5 [v.26]	1986	Nahum--Malachi / Elizabeth Achtemeier.
12	i4543699x	mir	BS715 1984 .B5	1984	[Torah, Nevi'im u-Khetuvim] = Biblia Hebraica Stuttgartensia / qu
13	i4543802x	mir	PT41 .G3 1986	1986	The Oxford companion to German literature / by Henry and Mary G
14	i45438316	mir	BR98 .A74 1987	1987	Atlas of the Christian church / edited by Henry Chadwick and G.R. E
15	i45438924	mir	BS491.2 .I5 [v.30]	1988	John / Gerard S. Sloyan.
16	i45440001	mir	BS491.2 .I5 [v.31]	1988	Acts / William H. Willimon.
17	i4544058x	mir	BS491.2 .I5 [v.25]	1988	Hosea--Micah / James Limburg.
18	i45441443	mir	BS491.2 .I5 [v.21]	1988	Jeremiah / R.E. Clements.
19	i45442332	mir	PN1620.A1 T5	1946	Index to full length plays / Ruth Gibbons Thomson.
20	i45442344	mir	PN1620.A1 T5	1946	Index to full length plays / Ruth Gibbons Thomson.
21	i45443087	mir	BS491.2 .H37 1988	1988	Harper's Bible commentary / general editor, James L. Mays associa
22	i45443117	mir	BS491.2 .I5 [v.22]	1990	Ezekiel / Joseph Blenkinsopp.
23	i45444109	mir	PE1580 .B35 1988	1988	The Barnhart dictionary of etymology / Robert K. Barnhart, editor

File Home Insert Page Layout Formulas Data Review View

Get External Data Refresh All Properties Edit Links Connections

Sort Filter Sort & Filter

Clear Reapply Advanced

Text to Columns Remove Duplicates Data Tools

Data Validation Consolidate What-If Analysis

Group Ungroup Subtotal Outline

D2126

fx

2000

	A	B	C	D	E
1	RECORD #(ITEM)	LOCATION	CALL #(ITEM)	008 Date One	TITLE
2	i45405207	mir	RT48.6 .S66 2005	2005	Nursing diagnosis reference manual / Sheila Sparks Ralph, Cynthia
3	i45430172	mir	E176.1 .K3 1981	1981	Facts about the presidents : a compilation of biographical and histo
4	i4543167x	mir	BS491.2.I5 [v.1]	1982	Genesis / Walter Brueggemann.
5	i45431693	mir	BS491.2 .I5 [v.28]	1983	Mark / Lamar Williamson, Jr.
6	i45431711	mir	BS491.2 .I5 [v.35]	1982	Galatians / Charles B. Cousar.
7	i45434086	mir	BS491.2 .I5 [v.32]	1985	Romans / Paul J. Achtemeier.
8	i45434104	mir	BS491.2 .I5 [v.37]	1985	Philippians / Fred B. Craddock.
9	i45435649	mir	PN2220 .B6 1984	1984	The Oxford companion to American theatre / Gerald Bordman.
10	i45435662	mir	PR19 .D73 1985	1985	The Oxford companion to English literature.
11	i4543623x	mir	BS491.2.I5 [v.26]	1986	Nahum--Malachi / Elizabeth Achtemeier.
12	i4543699x	mir	BS715 1984 .B5	1984	[Torah, Nevi'îm u-Khetuvim] = Biblia Hebraica Stuttgartensia / qu
13	i4543802x	mir	PT41 .G3 1986	1986	The Oxford companion to German literature / by Henry and Mary G
14	i45438316	mir	BR98 .A74 1987	1987	Atlas of the Christian church / edited by Henry Chadwick and G.R. E
15	i45438924	mir	BS491.2 .I5 [v.30]	1988	John / Gerard S. Sloyan.
16	i45440001	mir	BS491.2 .I5 [v.31]	1988	Acts / William H. Willimon.
17	i4544058x	mir	BS491.2.I5 [v.25]	1988	Hosea--Micah / James Limburg.
18	i45441443	mir	BS491.2.I5 [v.21]	1988	Jeremiah / R.E. Clements.
19	i45442332	mir	PN1620.A1 T5	1946	Index to full length plays / Ruth Gibbons Thomson.
20	i45442344	mir	PN1620.A1 T5	1946	Index to full length plays / Ruth Gibbons Thomson.
21	i45443087	mir	BS491.2 .H37 1988	1988	Harper's Bible commentary / general editor, James L. Mays associa
22	i45443117	mir	BS491.2.I5 [v.22]	1990	Ezekiel / Joseph Blenkinsopp.
23	i45444109	mir	PE1580 .B35 1988	1988	The Barnhart dictionary of etymology / Robert K. Barnhart, editor

Sheet1

Sheet2

Sheet3

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

General Conditional Formatting Insert Delete Format
 Format as Table Cell Styles
 Sort & Find & Filter Select
 Editing

SUM

=LEFT(E1, 3)&0

	A	B	C	D	E	F	G	H	I	J	K	L
1				RT48.6 .S66 2005	2005	=LEFT(E1, 3)&0						
2				E176.1 .K3 1981	1981							
3				BS491.2.I5 [v.1]	1982							
4				BS491.2 .I5 [v.28]	1983							
5				BS491.2 .I5 [v.35]	1982							
6				BS491.2 .I5 [v.32]	1985							
7				BS491.2 .I5 [v.37]	1985							
8				PN2220 .B6 1984	1984							
9				PR19 .D73 1985	1985							
10				BS491.2.I5 [v.26]	1986							
11				BS715 1984 .B5	1984							
12				PT41 .G3 1986	1986							
13				BR98 .A74 1987	1987							
14				BS491.2 .I5 [v.30]	1988							
15				BS491.2 .I5 [v.31]	1988							
16				BS491.2.I5 [v.25]	1988							
17				BS491.2.I5 [v.21]	1988							
18				PN1620.A1 T5	1946							
19				PN1620.A1 T5	1946							
20				BS491.2 .H37 1988	1988							
21				BS491.2.I5 [v.22]	1990							
22				PE1580 .B35 1988	1988							
23				PR111 .E54 1988	1988							

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

General Conditional Formatting Insert Delete Format

Format as Table Cell Styles Sort & Find & Filter Select

F1

fx

=LEFT(E1, 3)&0

	A	B	C	D	E	F	G	H	I	J	K	L
1				RT48.6 .S66 2005	2005	2000						
2				E176.1 .K3 1981	1981							
3				BS491.2.I5 [v.1]	1982							
4				BS491.2 .I5 [v.28]	1983							
5				BS491.2 .I5 [v.35]	1982							
6				BS491.2 .I5 [v.32]	1985							
7				BS491.2 .I5 [v.37]	1985							
8				PN2220 .B6 1984	1984							
9				PR19 .D73 1985	1985							
10				BS491.2.I5 [v.26]	1986							
11				BS715 1984 .B5	1984							
12				PT41 .G3 1986	1986							
13				BR98 .A74 1987	1987							
14				BS491.2 .I5 [v.30]	1988							
15				BS491.2 .I5 [v.31]	1988							
16				BS491.2.I5 [v.25]	1988							
17				BS491.2.I5 [v.21]	1988							
18				PN1620.A1 T5	1946							
19				PN1620.A1 T5	1946							
20				BS491.2 .H37 1988	1988							
21				BS491.2.I5 [v.22]	1990							
22				PE1580 .B35 1988	1988							
23				PR111 .E54 1988	1988							

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 A A

General

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Format

Σ

Sort & Find & Filter

Select

F1

fx

=LEFT(E1, 3)&0

	A	B	C	D	E	F	G	H	I	J	K	L
1				RT48.6 .S66 2005	2005	2000						
2				E176.1 .K3 1981	1981	1980						
3				BS491.2.I5 [v.1]	1982	1980						
4				BS491.2 .I5 [v.28]	1983	1980						
5				BS491.2 .I5 [v.35]	1982	1980						
6				BS491.2 .I5 [v.32]	1985	1980						
7				BS491.2 .I5 [v.37]	1985	1980						
8				PN2220 .B6 1984	1984	1980						
9				PR19 .D73 1985	1985	1980						
10				BS491.2.I5 [v.26]	1986	1980						
11				BS715 1984 .B5	1984	1980						
12				PT41 .G3 1986	1986	1980						
13				BR98 .A74 1987	1987	1980						
14				BS491.2 .I5 [v.30]	1988	1980						
15				BS491.2 .I5 [v.31]	1988	1980						
16				BS491.2.I5 [v.25]	1988	1980						
17				BS491.2.I5 [v.21]	1988	1980						
18				PN1620.A1 T5	1946	1940						
19				PN1620.A1 T5	1946	1940						
20				BS491.2 .H37 1988	1988	1980						
21				BS491.2.I5 [v.22]	1990	1990						
22				PE1580 .B35 1988	1988	1980						
23				PR111 .E54 1988	1988	1980						

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

General Conditional Formatting Insert Delete Format
 Format as Table Cell Styles
 Sort & Find & Filter Select

SUM

$=IF(OR(MID(D1, 2, 1)="0", MID(D1, 2, 1)="1", MID(D1, 2, 1)="2", MID(D1, 2, 1)="3", MID(D1, 2, 1)="4", MID(D1, 2, 1)="5", MID(D1, 2, 1)="6", MID(D1, 2, 1)="7", MID(D1, 2, 1)="8", MID(D1, 2, 1)="9"), LEFT(D1, 1), LEFT(D1, 2))$

	A	B	C	D	E	F	G	H	I	J	K	L
1				$=IF(OR(MID(D1, 2, 1)="0", MID(D1, 2, 1)="1", MID(D1, 2, 1)="2", MID(D1, 2, 1)="3", MID(D1, 2, 1)="4", MID(D1, 2, 1)="5", MID(D1, 2, 1)="6", MID(D1, 2, 1)="7", MID(D1, 2, 1)="8", MID(D1, 2, 1)="9"), LEFT(D1, 1), LEFT(D1, 2))$								
2												
3				BS491.2.I5 [v.1]	1982	1980						
4				BS491.2 .I5 [v.28]	1983	1980						
5				BS491.2 .I5 [v.35]	1982	1980						
6				BS491.2 .I5 [v.32]	1985	1980						
7				BS491.2 .I5 [v.37]	1985	1980						
8				PN2220 .B6 1984	1984	1980						
9				PR19 .D73 1985	1985	1980						
10				BS491.2.I5 [v.26]	1986	1980						
11				BS715 1984 .B5	1984	1980						
12				PT41 .G3 1986	1986	1980						
13				BR98 .A74 1987	1987	1980						
14				BS491.2 .I5 [v.30]	1988	1980						
15				BS491.2 .I5 [v.31]	1988	1980						
16				BS491.2.I5 [v.25]	1988	1980						
17				BS491.2.I5 [v.21]	1988	1980						
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5			BS	BS491.2 .I5 [v.35]	1982	1980						
6			BS	BS491.2 .I5 [v.32]	1985	1980						
7			BS	BS491.2 .I5 [v.37]	1985	1980						
8			PN	PN2220 .B6 1984	1984	1980						
9			PR	PR19 .D73 1985	1985	1980						
10			BS	BS491.2.I5 [v.26]	1986	1980						
11			BS	BS715 1984 .B5	1984	1980						
12			PT	PT41 .G3 1986	1986	1980						
13			BR	BR98 .A74 1987	1987	1980						
14			BS	BS491.2 .I5 [v.30]	1988	1980						
15			BS	BS491.2 .I5 [v.31]	1988	1980						
16			BS	BS491.2.I5 [v.25]	1988	1980						
17			BS	BS491.2.I5 [v.21]	1988	1980						
18			PN	PN1620.A1 T5	1946	1940						
19			PN	PN1620.A1 T5	1946	1940						
20			BS	BS491.2 .H37 1988	1988	1980						
21			BS	BS491.2.I5 [v.22]	1990	1990						
22			PE	PE1580 .B35 1988	1988	1980						
23			PR	L11 .E54 1988	1988	1980						

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Sheet1

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File Home Insert Page Layout Formulas Data Review View

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General

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2	i45405207	mir	RT48.6 .S66 2005	2005			Nursing diagnosis reference manual /
3	i45430172	mir	E176.1 .K3 1981	1981			Facts about the presidents : a compila
4	i4543167x	mir	BS491.2.I5 [v.1]	1982			Genesis / Walter Brueggemann.
5	i45431693	mir	BS491.2 .I5 [v.28]	1983			Mark / Lamar Williamson, Jr.
6	i45431711	mir	BS491.2 .I5 [v.35]	1982			Galatians / Charles B. Cousar.
7	i45434086	mir	BS491.2 .I5 [v.32]	1985			Romans / Paul J. Achtemeier.
8	i45434104	mir	BS491.2 .I5 [v.37]	1985			Philippians / Fred B. Craddock.
9	i45435649	mir	PN2220 .B6 1984	1984			The Oxford companion to American th
10	i45435662	mir	PR19 .D73 1985	1985			The Oxford companion to English liter
11	i4543623x	mir	BS491.2.I5 [v.26]	1986			Nahum--Malachi / Elizabeth Achteme
12	i4543699x	mir	BS715 1984 .B5	1984			[Torah, Nevi'îm u-Khetuvim] = Bibli
13	i4543802x	mir	PT41 .G3 1986	1986			The Oxford companion to German lite
14	i45438316	mir	BR98 .A74 1987	1987			Atlas of the Christian church / edited b
15	i45438924	mir	BS491.2 .I5 [v.30]	1988			John / Gerard S. Sloyan.
16	i45440001	mir	BS491.2 .I5 [v.31]	1988			Acts / William H. Willimon.
17	i4544058x	mir	BS491.2.I5 [v.25]	1988			Hosea--Micah / James Limburg.
18	i45441443	mir	BS491.2.I5 [v.21]	1988			Jeremiah / R.E. Clements.
19	i45442332	mir	PN1620.A1 T5	1946			Index to full length plays / Ruth Gibbo
20	i45442344	mir	PN1620.A1 T5	1946			Index to full length plays / Ruth Gibbo
21	i45443087	mir	BS491.2 .H37 1988	1988			Harper's Bible commentary / general e
22	i45443117	mir	BS491.2.I5 [v.22]	1990			Ezekiel / Joseph Blenkinsopp.
23	i45444109	mir	PE1580 .B35 1988	1988			The Barnhart dictionary of etymology

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	mir	E176.1 .K3 1981	1981			Facts about the presidents : a compila
4	i4543167x	BS491.2.I5 [v.1]	1982			Genesis / Walter Brueggemann.
5	i45431693	BS491.2 .I5 [v.28]	1983			Mark / Lamar Williamson, Jr.
6	i45431711	BS491.2 .I5 [v.35]	1982			Galatians / Charles B. Cousar.
7	i45434086	BS491.2 .I5 [v.32]	1985			Romans / Paul J. Achtemeier.
8	i45434104	BS491.2 .I5 [v.37]	1985			Philippians / Fred B. Craddock.
9	i45435649	PN2220 .B6 1984	1984			The Oxford companion to American th
10	i45435662	PR19 .D73 1985	1985			The Oxford companion to English liter
11	i4543623x	BS491.2.I5 [v.26]	1986			Nahum--Malachi / Elizabeth Achteme
12	i4543699x	BS715 1984 .B5	1984			[Torah, Nevi'îm u-Khetuvim] = Bibli
13	i4543802x	PT41 .G3 1986	1986			The Oxford companion to German lite
14	i45438316	BR98 .A74 1987	1987			Atlas of the Christian church / edited b
15	i45438924	BS491.2 .I5 [v.30]	1988			John / Gerard S. Sloyan.
16	i45440001	BS491.2 .I5 [v.31]	1988			Acts / William H. Willimon.
17	i4544058x	BS491.2.I5 [v.25]	1988			Hosea--Micah / James Limburg.
18	i45441443	BS491.2.I5 [v.21]	1988			Jeremiah / R.E. Clements.
19	i45442332	PN1620.A1 T5	1946			Index to full length plays / Ruth Gibbo
20	i45442344	PN1620.A1 T5	1946			Index to full length plays / Ruth Gibbo
21	i45443087	BS491.2 .H37 1988	1988			Harper's Bible commentary / general e
22	i45443117	BS491.2.I5 [v.22]	1990			Ezekiel / Joseph Blenkinsopp.
23	i45444109	PE1580 .B35 1988	1988			The Barnhart dictionary of etymology

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	A	B	C	D	E	F	G
1	itemnumber	location	subclass	callnumber	date	decade	title
2	i45405207	mir	RT	RT48.6 .S66 2005	2005	2000	Nursing diagnosis reference manual / Sheila Sparks f
3	i45430172	mir	E	E176.1 .K3 1981	1981	1980	Facts about the presidents : a compilation of biograp
4	i4543167x	mir	BS	BS491.2.I5 [v.1]	1982	1980	Genesis / Walter Brueggemann.
5	i45431693	mir	BS	BS491.2 .I5 [v.28]	1983	1980	Mark / Lamar Williamson, Jr.
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9	i45435649	mir	PN	PN2220 .B6 1984	1984	1980	The Oxford companion to American theatre / Gerald
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11	i4543623x	mir	BS	BS491.2.I5 [v.26]	1986	1980	Nahum--Malachi / Elizabeth Achtemeier.
12	i4543699x	mir	BS	BS715 1984 .B5	1984	1980	[Torah, Nevi'É%im u-Khetuvim] = Biblia Hebraica Stut
13	i4543802x	mir	PT	PT41 .G3 1986	1986	1980	The Oxford companion to German literature / by Her
14	i45438316	mir	BR	BR98 .A74 1987	1987	1980	Atlas of the Christian church / edited by Henry Chadv
15	i45438924	mir	BS	BS491.2 .I5 [v.30]	1988	1980	John / Gerard S. Sloyan.
16	i45440001	mir	BS	BS491.2 .I5 [v.31]	1988	1980	Acts / William H. Willimon.
17	i4544058x	mir	BS	BS491.2.I5 [v.25]	1988	1980	Hosea--Micah / James Limburg.
18	i45441443	mir	BS	BS491.2.I5 [v.21]	1988	1980	Jeremiah / R.E. Clements.
19	i45442332	mir	PN	PN1620.A1 T5	1946	1940	Index to full length plays / Ruth Gibbons Thomson.
20	i45442344	mir	PN	PN1620.A1 T5	1946	1940	Index to full length plays / Ruth Gibbons Thomson.
21	i45443087	mir	BS	BS491.2 .H37 1988	1988	1980	Harper's Bible commentary / general editor, James L
22	i45443117	mir	BS	BS491.2.I5 [v.22]	1990	1990	Ezekiel / Joseph Blenkinsopp.
23	i45444109	mir	PE	PE1580 .B35 1988	1988	1980	The Barnhart dictionary of etymology / Robert K. Bar

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4	i4543167x	mir		BS	BS491.2.I5 [v.1]	1982	1980	Genesis / Walter Brueggemann.
5	i45431693	mir		BS	BS491.2 .I5 [v.28]	1983	1980	Mark / Lamar Williamson, Jr.
6	i45431711	mir		BS	BS491.2 .I5 [v.35]	1982	1980	Galatians / Charles B. Cousar.
7	i45434086	mir		BS	BS491.2 .I5 [v.32]	1985	1980	Romans / Paul J. Achtemeier.
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11	i4543623x	mir		BS	BS491.2.I5 [v.26]	1986	1980	Nahum--Malachi / Elizabeth Achtemeier.
12	i4543699x	mir		BS	BS715 1984 .B5	1984	1980	[Torah, Nevi'îm u-Khetuvim] = Biblia Hebraica Stutt
13	i4543802x	mir		PT	PT41 .G3 1986	1986	1980	The Oxford companion to German literature / by Henr
14	i45438316	mir		BR	BR98 .A74 1987	1987	1980	Atlas of the Christian church / edited by Henry Chadw
15	i45438924	mir		BS	BS491.2 .I5 [v.30]	1988	1980	John / Gerard S. Sloyan.
16	i45440001	mir		BS	BS491.2 .I5 [v.31]	1988	1980	Acts / William H. Willimon.
17	i4544058x	mir		BS	BS491.2.I5 [v.25]	1988	1980	Hosea--Micah / James Limburg.
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19	i45442332	mir		PN	PN1620.A1 T5	1946	1940	Index to full length plays / Ruth Gibbons Thomson.
20	i45442344	mir		PN	PN1620.A1 T5	1946	1940	Index to full length plays / Ruth Gibbons Thomson.
21	i45443087	mir		BS	BS491.2 .H37 1988	1988	1980	Harper's Bible commentary / general editor, James L. I
22	i45443117	mir		BS	BS491.2.I5 [v.22]	1990	1990	Ezekiel / Joseph Blenkinsopp.
23	i45444109	mir		PE	PE1580 .B35 1988	1988	1980	The Barnhart dictionary of etymology / Robert K. Barn

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9	i45435649	mir		PN	PN2220 .B6 1984	1984	1980	The Oxford companion to American theatre / Gerald B
10	i45435662	mir		PR	PR19 .D73 1985	1985	1980	The Oxford companion to English literature.
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12	i4543699x	mir		BS	BS715 1984 .B5	1984	1980	[Torah, NeviÉim u-Khetuvim] = Biblia Hebraica Stutt
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19	i45442332	mir		PN	PN1620.A1 T5	1946	1940	Index to full length plays / Ruth Gibbons Thomson.
20	i45442344	mir		PN	PN1620.A1 T5	1946	1940	Index to full length plays / Ruth Gibbons Thomson.
21	i45443087	mir		BS	BS491.2 .H37 1988	1988	1980	Harper's Bible commentary / general editor, James L. I
22	i45443117	mir		BS	BS491.2.I5 [v.22]	1990	1990	Ezekiel / Joseph Blenkinsopp.
23	i45444109	mir		PE	PE1580 .B35 1988	1988	1980	The Barnhart dictionary of etymology / Robert K. Barn

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3	i45430172	mir	E	E	E176.1 .K3 1981	1981	1980	Facts about the presidents : a compilation of biograph
4	i4543167x	mir	B	BS	BS491.2.I5 [v.1]	1982	1980	Genesis / Walter Brueggemann.
5	i45431693	mir	B	BS	BS491.2 .I5 [v.28]	1983	1980	Mark / Lamar Williamson, Jr.
6	i45431711	mir	B	BS	BS491.2 .I5 [v.35]	1982	1980	Galatians / Charles B. Cousar.
7	i45434086	mir	B	BS	BS491.2 .I5 [v.32]	1985	1980	Romans / Paul J. Achtemeier.
8	i45434104	mir	B	BS	BS491.2 .I5 [v.37]	1985	1980	Philippians / Fred B. Craddock.
9	i45435649	mir	P	PN	PN2220 .B6 1984	1984	1980	The Oxford companion to American theatre / Gerald B
10	i45435662	mir	P	PR	PR19 .D73 1985	1985	1980	The Oxford companion to English literature.
11	i4543623x	mir	B	BS	BS491.2.I5 [v.26]	1986	1980	Nahum--Malachi / Elizabeth Achtemeier.
12	i4543699x	mir	B	BS	BS715 1984 .B5	1984	1980	[Torah, Nevi'îm u-Khetuvim] = Biblia Hebraica Stutt
13	i4543802x	mir	P	PT	PT41 .G3 1986	1986	1980	The Oxford companion to German literature / by Henr
14	i45438316	mir	B	BR	BR98 .A74 1987	1987	1980	Atlas of the Christian church / edited by Henry Chadw
15	i45438924	mir	B	BS	BS491.2 .I5 [v.30]	1988	1980	John / Gerard S. Sloyan.
16	i45440001	mir	B	BS	BS491.2 .I5 [v.31]	1988	1980	Acts / William H. Willimon.
17	i4544058x	mir	B	BS	BS491.2.I5 [v.25]	1988	1980	Hosea--Micah / James Limburg.
18	i45441443	mir	B	BS	BS491.2.I5 [v.21]	1988	1980	Jeremiah / R.E. Clements.
19	i45442332	mir	P	PN	PN1620.A1 T5	1946	1940	Index to full length plays / Ruth Gibbons Thomson.
20	i45442344	mir	P	PN	PN1620.A1 T5	1946	1940	Index to full length plays / Ruth Gibbons Thomson.
21	i45443087	mir	B	BS	BS491.2 .H37 1988	1988	1980	Harper's Bible commentary / general editor, James L. I
22	i45443117	mir	B	BS	BS491.2.I5 [v.22]	1990	1990	Ezekiel / Joseph Blenkinsopp.
23	i45444109	mir	P		PE1580 .B35 1988	1988	1980	The Barnhart dictionary of etymology / Robert K. Barn

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		E	E	E176.1	.K3 1981	1981	1980	Facts about the presidents : a compilation of biograph
4	i4543167x	mir	B	BS	BS491.2.I5 [v.1]	1982	1980	Genesis / Walter Brueggemann.
5	i45431693	mir	B	BS	BS491.2 .I5 [v.28]	1983	1980	Mark / Lamar Williamson, Jr.
6	i45431711	mir	B	BS	BS491.2 .I5 [v.35]	1982	1980	Galatians / Charles B. Cousar.
7	i45434086	mir	B	BS	BS491.2 .I5 [v.32]	1985	1980	Romans / Paul J. Achtemeier.
8	i45434104	mir	B	BS	BS491.2 .I5 [v.37]	1985	1980	Philippians / Fred B. Craddock.
9	i45435649	mir	P	PN	PN2220 .B6 1984	1984	1980	The Oxford companion to American theatre / Gerald B
10	i45435662	mir	P	PR	PR19 .D73 1985	1985	1980	The Oxford companion to English literature.
11	i4543623x	mir	B	BS	BS491.2.I5 [v.26]	1986	1980	Nahum--Malachi / Elizabeth Achtemeier.
12	i4543699x	mir	B	BS	BS715 1984 .B5	1984	1980	[Torah, Nevi'im u-Khetuvim] = Biblia Hebraica Stutt
13	i4543802x	mir	P	PT	PT41 .G3 1986	1986	1980	The Oxford companion to German literature / by Henr
14	i45438316	mir	B	BR	BR98 .A74 1987	1987	1980	Atlas of the Christian church / edited by Henry Chadw
15	i45438924	mir	B	BS	BS491.2 .I5 [v.30]	1988	1980	John / Gerard S. Sloyan.
16	i45440001	mir	B	BS	BS491.2 .I5 [v.31]	1988	1980	Acts / William H. Willimon.
17	i4544058x	mir	B	BS	BS491.2.I5 [v.25]	1988	1980	Hosea--Micah / James Limburg.
18	i45441443	mir	B	BS	BS491.2.I5 [v.21]	1988	1980	Jeremiah / R.E. Clements.
19	i45442332	mir	P	PN	PN1620.A1 T5	1946	1940	Index to full length plays / Ruth Gibbons Thomson.
20	i45442344	mir	P	PN	PN1620.A1 T5	1946	1940	Index to full length plays / Ruth Gibbons Thomson.
21	i45443087	mir	B	BS	BS491.2 .H37 1988	1988	1980	Harper's Bible commentary / general editor, James L. I
22	i45443117	mir	B	BS	BS491.2.I5 [v.22]	1990	1990	Ezekiel / Joseph Blenkinsopp.
23	i45444109	mir	P	PE	PE1580 .B35 1988	1988	1980	The Barnhart dictionary of etymology / Robert K. Barn

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 A A

B I U

General

Conditional Formatting

Format as Table

Cell Styles

Insert

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Format

Σ

Sort & Find & Filter

Select

C6

fx

B

	A	B	C	D	E	F	G	H
1	itemnumber	location	class	subclass	callnumber	date	decade	title
2	i45405207	mir	R	RT	RT48.6 .S66 2005	2005	2000	Nursing diagnosis reference manual / Sheila Sparks Ra
3	i45430172	mir	E	E	E176.1 .K3 1981	1981	1980	Facts about the presidents : a compilation of biograph
4	i4543167x	mir	B	BS	BS491.2.I5 [v.1]	1982	1980	Genesis / Walter Brueggemann.
5	i45431693	mir	B	BS	BS491.2 .I5 [v.28]	1983	1980	Mark / Lamar Williamson, Jr.
6	i45431711	mir	B	BS	BS491.2 .I5 [v.35]	1982	1980	Galatians / Charles B. Cousar.
7	i45434086	mir	B	BS	BS491.2 .I5 [v.32]	1985	1980	Romans / Paul J. Achtemeier.
8	i45434104	mir	B	BS	BS491.2 .I5 [v.37]	1985	1980	Philippians / Fred B. Craddock.
9	i45435649	mir	P	PN	PN2220 .B6 1984	1984	1980	The Oxford companion to American theatre / Gerald B
10	i45435662	mir	P	PR	PR19 .D73 1985	1985	1980	The Oxford companion to English literature.
11	i4543623x	mir	B	BS	BS491.2.I5 [v.26]	1986	1980	Nahum--Malachi / Elizabeth Achtemeier.
12	i4543699x	mir	B	BS	BS715 1984 .B5	1984	1980	[Torah, Nevi'îm u-Khetuvim] = Biblia Hebraica Stutt
13	i4543802x	mir	P	PT	PT41 .G3 1986	1986	1980	The Oxford companion to German literature / by Henr
14	i45438316	mir	B	BR	BR98 .A74 1987	1987	1980	Atlas of the Christian church / edited by Henry Chadw
15	i45438924	mir	B	BS	BS491.2 .I5 [v.30]	1988	1980	John / Gerard S. Sloyan.
16	i45440001	mir	B	BS	BS491.2 .I5 [v.31]	1988	1980	Acts / William H. Willimon.
17	i4544058x	mir	B	BS	BS491.2.I5 [v.25]	1988	1980	Hosea--Micah / James Limburg.
18	i45441443	mir	B	BS	BS491.2.I5 [v.21]	1988	1980	Jeremiah / R.E. Clements.
19	i45442332	mir	P	PN	PN1620.A1 T5	1946	1940	Index to full length plays / Ruth Gibbons Thomson.
20	i45442344	mir	P	PN	PN1620.A1 T5	1946	1940	Index to full length plays / Ruth Gibbons Thomson.
21	i45443087	mir	B	BS	BS491.2 .H37 1988	1988	1980	Harper's Bible commentary / general editor, James L. I
22	i45443117	mir	B	BS	BS491.2.I5 [v.22]	1990	1990	Ezekiel / Joseph Blenkinsopp.
23	i45444109	mir	P	PE	PE1580 .B35 1988	1988	1980	The Barnhart dictionary of etymology / Robert K. Barn

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number

General


Conditional Formatting

Format as Table

Insert

Delete

C6 fx B

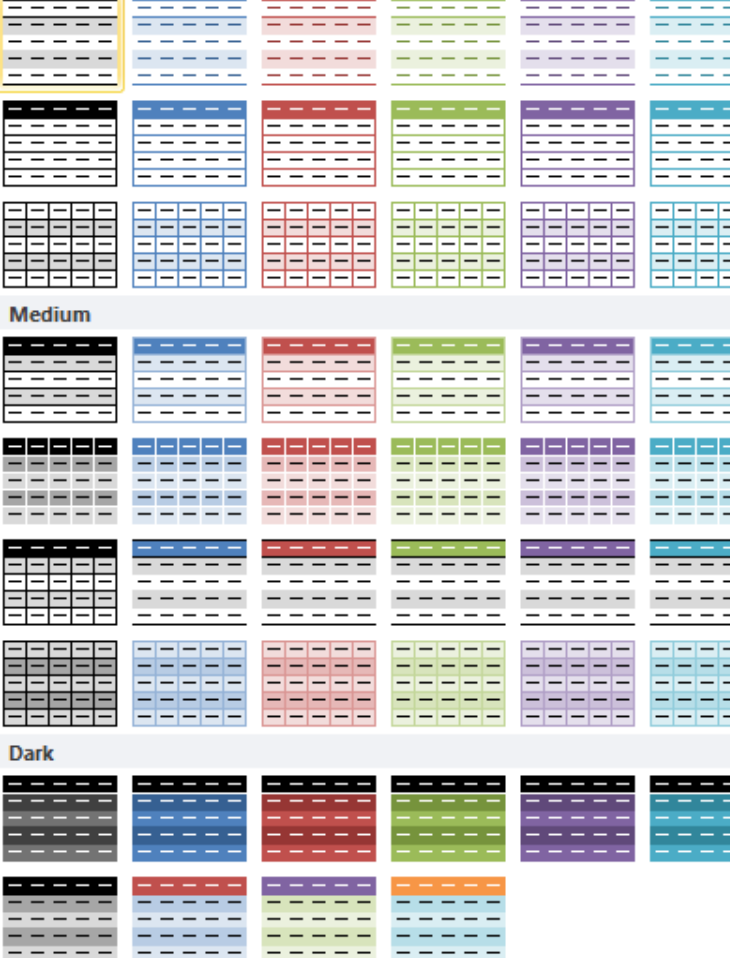


	A	B	C	D	E	F
1	itemnumber	location	class	subclass	callnumber	date
2	i45405207	mir	R	RT	RT48.6 .S66 2005	2005
3	i45430172	mir	E	E	E176.1 .K3 1981	1981
4	i4543167x	mir	B	BS	BS491.2.I5 [v.1]	1982
5	i45431693	mir	B	BS	BS491.2 .I5 [v.28]	1983
6	i45431711	mir	B	BS	BS491.2 .I5 [v.35]	1982
7	i45434086	mir	B	BS	BS491.2 .I5 [v.32]	1985
8	i45434104	mir	B	BS	BS491.2 .I5 [v.37]	1985
9	i45435649	mir	P	PN	PN2220 .B6 1984	1984
10	i45435662	mir	P	PR	PR19 .D73 1985	1985
11	i4543623x	mir	B	BS	BS491.2.I5 [v.26]	1986
12	i4543699x	mir	B	BS	BS715 1984 .B5	1984
13	i4543802x	mir	P	PT	PT41 .G3 1986	1986
14	i45438316	mir	B	BR	BR98 .A74 1987	1987
15	i45438924	mir	B	BS	BS491.2 .I5 [v.30]	1988
16	i45440001	mir	B	BS	BS491.2 .I5 [v.31]	1988
17	i4544058x	mir	B	BS	BS491.2.I5 [v.25]	1988
18	i45441443	mir	B	BS	BS491.2.I5 [v.21]	1988
19	i45442332	mir	P	PN	PN1620.A1 T5	1946
20	i45442344	mir	P	PN	PN1620.A1 T5	1946
21	i45443087	mir	B	BS	BS491.2 .H37 1988	1988
22	i45443117	mir	B	BS	BS491.2.I5 [v.22]	1990
23	i45444109	mir	P	PE	PE1580 .B35 1988	1988

Light

Medium

Dark



New Table Style...

New PivotTable Style...

Ezekiel / Joseph Brenkingsopp.

The Barnhart dictionary of etymology / Robert K. Barn

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 Bold Italic Underline

General \$ % .00 .00

Conditional Formatting Format as Table Cell Styles

Insert Delete Format

Sort & Find & Filter Select

C6 fx B

	A	B	C	D	E	F	G	H
1	itemnumber	location	class	subclass	callnumber	date	decade	title
2	i45405207	mir	R	RT	RT48.6 .S66 2005	2005	2000	Nursing diagnosis reference manual / Sheila Sparks Ra
3	i45430172	mir	E	E	E176.1			s about the presidents : a compilation of biograph
4	i4543167x	mir	B	BS	BS491			esis / Walter Brueggemann.
5	i45431693	mir	B	BS	BS491			k / Lamar Williamson, Jr.
6	i45431711	mir	B	BS	BS491			tians / Charles B. Cousar.
7	i45434086	mir	B	BS	BS491			nans / Paul J. Achtemeier.
8	i45434104	mir	B	BS	BS491			ippians / Fred B. Craddock.
9	i45435649	mir	P	PN	PN222			Oxford companion to American theatre / Gerald B
10	i45435662	mir	P	PR	PR19.			Oxford companion to English literature.
11	i4543623x	mir	B	BS	BS491.2.I5 [v.26]	1986	1980	Nahum--Malachi / Elizabeth Achtemeier.
12	i4543699x	mir	B	BS	BS715 1984 .B5	1984	1980	[Torah, Nevi'îm u-Khetuvim] = Biblia Hebraica Stutt
13	i4543802x	mir	P	PT	PT41 .G3 1986	1986	1980	The Oxford companion to German literature / by Henr
14	i45438316	mir	B	BR	BR98 .A74 1987	1987	1980	Atlas of the Christian church / edited by Henry Chadw
15	i45438924	mir	B	BS	BS491.2 .I5 [v.30]	1988	1980	John / Gerard S. Sloyan.
16	i45440001	mir	B	BS	BS491.2 .I5 [v.31]	1988	1980	Acts / William H. Willimon.
17	i4544058x	mir	B	BS	BS491.2.I5 [v.25]	1988	1980	Hosea--Micah / James Limburg.
18	i45441443	mir	B	BS	BS491.2.I5 [v.21]	1988	1980	Jeremiah / R.E. Clements.
19	i45442332	mir	P	PN	PN1620.A1 T5	1946	1940	Index to full length plays / Ruth Gibbons Thomson.
20	i45442344	mir	P	PN	PN1620.A1 T5	1946	1940	Index to full length plays / Ruth Gibbons Thomson.
21	i45443087	mir	B	BS	BS491.2 .H37 1988	1988	1980	Harper's Bible commentary / general editor, James L. I
22	i45443117	mir	B	BS	BS491.2.I5 [v.22]	1990	1990	Ezekiel / Joseph Blenkinsopp.
23	i45444109	mir	P	PE	PE1580 .B35 1988	1988	1980	The Barnhart dictionary of etymology / Robert K. Barn

Format As Table

Where is the data for your table?

My table has headers

OK Cancel

Book1 - Microsoft Excel

File Home **Insert** Page Layout Formulas Data Review View Design

Table Name: Table1

Summarize with PivotTable
Remove Duplicates
Resize Table

Export Refresh
External Table Data

Header Row
Total Row
Banded Rows

First Column
Last Column
Banded Columns

Table Styles

E7 fx BS491.2 .I5 [v.32]

	A	B	C	D	E	F	G	H
1	itemnumber	location	class	subclass	callnumber	date	decade	title
2	i45405207	mir	R	RT	RT48.6 .S66 2005	2005	2000	Nursing diagnosis reference manual / Shei
3	i45430172	mir	E	E	E176.1 .K3 1981	1981	1980	Facts about the presidents : a compilation
4	i4543167x	mir	B	BS	BS491.2.I5 [v.1]	1982	1980	Genesis / Walter Brueggemann.
5	i45431693	mir	B	BS	BS491.2 .I5 [v.28]	1983	1980	Mark / Lamar Williamson, Jr.
6	i45431711	mir	B	BS	BS491.2 .I5 [v.35]	1982	1980	Galatians / Charles B. Cousar.
7	i45434086	mir	B	BS	BS491.2 .I5 [v.32]	1985	1980	Romans / Paul J. Achtemeier.
8	i45434104	mir	B	BS	BS491.2 .I5 [v.37]	1985	1980	Philippians / Fred B. Craddock.
9	i45435649	mir	P	PN	PN2220 .B6 1984	1984	1980	The Oxford companion to American theatr
10	i45435662	mir	P	PR	PR19 .D73 1985	1985	1980	The Oxford companion to English literatur
11	i4543623x	mir	B	BS	BS491.2.I5 [v.26]	1986	1980	Nahum--Malachi / Elizabeth Achtemeier.
12	i4543699x	mir	B	BS	BS715 1984 .B5	1984	1980	[Torah, Nevi'îm u-Khetuvim] = Biblia He
13	i4543802x	mir	P	PT	PT41 .G3 1986	1986	1980	The Oxford companion to German literatu
14	i45438316	mir	B	BR	BR98 .A74 1987	1987	1980	Atlas of the Christian church / edited by He
15	i45438924	mir	B	BS	BS491.2 .I5 [v.30]	1988	1980	John / Gerard S. Sloyan.
16	i45440001	mir	B	BS	BS491.2 .I5 [v.31]	1988	1980	Acts / William H. Willimon.
17	i4544058x	mir	B	BS	BS491.2.I5 [v.25]	1988	1980	Hosea--Micah / James Limburg.
18	i45441443	mir	B	BS	BS491.2.I5 [v.21]	1988	1980	Jeremiah / R.E. Clements.
19	i45442332	mir	P	PN	PN1620.A1 T5	1946	1940	Index to full length plays / Ruth Gibbons T
20	i45442344	mir	P	PN	PN1620.A1 T5	1946	1940	Index to full length plays / Ruth Gibbons T
21	i45443087	mir	B	BS	BS491.2 .H37 1988	1988	1980	Harper's Bible commentary / general editc
22	i45443117	mir	B	BS	BS491.2.I5 [v.22]	1990	1990	Ezekiel / Joseph Blenkinsopp.
23	i45444109	mir	P	PE	PE1580 .B35 1988	1988	1980	The Barnhart dictionary of etymology / Rol

Book1 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Design

PivotTable Table Picture Clip Art SmartArt Screenshot Illustrations Charts Other Charts Sparklines Filter Links Text Box Header & Footer Text Symbols

A6 *fx* i45431711

	A	B	C	D	E	F	G	H
1	itemnumber	location	class	subclass	callnumber	date	decade	title
2	i45405207	mir	R	RT	RT48.6 .S66 2005	2005	2000	Nursing diagnosis reference manual / Shei
3	i45430172	mir	E	E	E176.1 .K3 1981	1981	1980	Facts about the presidents : a compilation
4	i4543167x	mir	B	BS	BS491.2 .I5 [v.1]	1982	1980	Genesis / Walter Brueggemann.
5	i45431693	mir	B	BS	BS491.2 .I5 [v.28]	1983	1980	Mark / Lamar Williamson, Jr.
6	i45431711	mir	B	BS	BS491.2 .I5 [v.35]	1982	1980	Galatians / Charles B. Cousar.
7	i45434086	mir	B	BS	BS491.2 .I5 [v.32]	1985	1980	Romans / Paul J. Achtemeier.
8	i45434104	mir	B	BS	BS491.2 .I5 [v.37]	1985	1980	Philippians / Fred B. Craddock.
9	i45435649	mir	P	PN	PN2220 .B6 1984	1984	1980	The Oxford companion to American theatr
10	i45435662	mir	P	PR	PR19 .D73 1985	1985	1980	The Oxford companion to English literatur
11	i4543623x	mir	B	BS	BS491.2 .I5 [v.26]	1986	1980	Nahum--Malachi / Elizabeth Achtemeier.
12	i4543699x	mir	B	BS	BS715 1984 .B5	1984	1980	[Torah, Nevi'îm u-Khetuvim] = Biblia He
13	i4543802x	mir	P	PT	PT41 .G3 1986	1986	1980	The Oxford companion to German literatu
14	i45438316	mir	B	BR	BR98 .A74 1987	1987	1980	Atlas of the Christian church / edited by He
15	i45438924	mir	B	BS	BS491.2 .I5 [v.30]	1988	1980	John / Gerard S. Sloyan.
16	i45440001	mir	B	BS	BS491.2 .I5 [v.31]	1988	1980	Acts / William H. Willimon.
17	i4544058x	mir	B	BS	BS491.2 .I5 [v.25]	1988	1980	Hosea--Micah / James Limburg.
18	i45441443	mir	B	BS	BS491.2 .I5 [v.21]	1988	1980	Jeremiah / R.E. Clements.
19	i45442332	mir	P	PN	PN1620.A1 T5	1946	1940	Index to full length plays / Ruth Gibbons T
20	i45442344	mir	P	PN	PN1620.A1 T5	1946	1940	Index to full length plays / Ruth Gibbons T
21	i45443087	mir	B	BS	BS491.2 .H37 1988	1988	1980	Harper's Bible commentary / general editc
22	i45443117	mir	B	BS	BS491.2 .I5 [v.22]	1990	1990	Ezekiel / Joseph Blenkinsopp.
23	i45444109	mir	P	PE	PE1580 .B35 1988	1988	1980	The Barnhart dictionary of etymology / Rol

Sheet1 Sheet2 Sheet3 Sheet4

Ready 100%

Book1 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Design

PivotTable Table Picture Clip Art SmartArt Screenshot Shapes Line Area Column Pie Scatter Line Column Slicer Hyperlink Text Box Header & Footer Symbols

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1 itemnumber location class

2 i45405207 mir R

3 i45430172 mir E

4 i4543167x mir B

5 i45431693 mir B

6 i45431711 mir B

7 i45434086 mir B

8 i45434104 mir B

9 i45435649 mir P

10 i45435662 mir P

11 i4543623x mir B

12 i4543699x mir B

13 i4543802x mir P

14 i45438316 mir B

15 i45438924 mir B BS BS491.2 .I5 [v.30] 1988 1980 John / Gerard S. Sloyan.

16 i45440001 mir B BS BS491.2 .I5 [v.31] 1988 1980 Acts / William H. Willimon.

17 i4544058x mir B BS BS491.2.I5 [v.25] 1988 1980 Hosea--Micah / James Limburg.

18 i45441443 mir B BS BS491.2.I5 [v.21] 1988 1980 Jeremiah / R.E. Clements.

19 i45442332 mir P PN PN1620.A1 T5 1946 1940 Index to full length plays / Ruth Gibbons T

20 i45442344 mir P PN PN1620.A1 T5 1946 1940 Index to full length plays / Ruth Gibbons T

21 i45443087 mir B BS BS491.2 .H37 1988 1988 1980 Harper's Bible commentary / general editc

22 i45443117 mir B BS BS491.2.I5 [v.22] 1990 1990 Ezekiel / Joseph Blenkinsopp.

23 i45444109 mir P PE PE1580 .B35 1988 1988 1980 The Barnhart dictionary of etymology / Rol

Sheet1 Sheet2 Sheet3 Sheet4

Ready 100%

Create PivotTable

Choose the data that you want to analyze

Select a table or range

Table/Range: Table1

Use an external data source

Choose Connection...

Connection name:

Choose where you want the PivotTable report to be placed

New Worksheet

Existing Worksheet

Location:

OK Cancel

Book1 - Microsoft Excel

PivotTable Tools

File Home Insert Page Layout Formulas Data Review View Options Design

PivotTable Active Field Group Sort & Filter Data Actions Tools Show

Group Selection Ungroup Group Field Group Sort Insert Slicer Refresh Change Data Source Clear Select Move PivotTable Calculations PivotChart OLAP Tools What-If Analysis Field List +/- Buttons Field Headers

A3

PivotTable1

To build a report, choose fields from the PivotTable Field List

PivotTable Field List

Choose fields to add to report:

- itemnumber
- location
- class
- subclass
- callnumber
- date
- decade
- title

Drag fields between areas below:

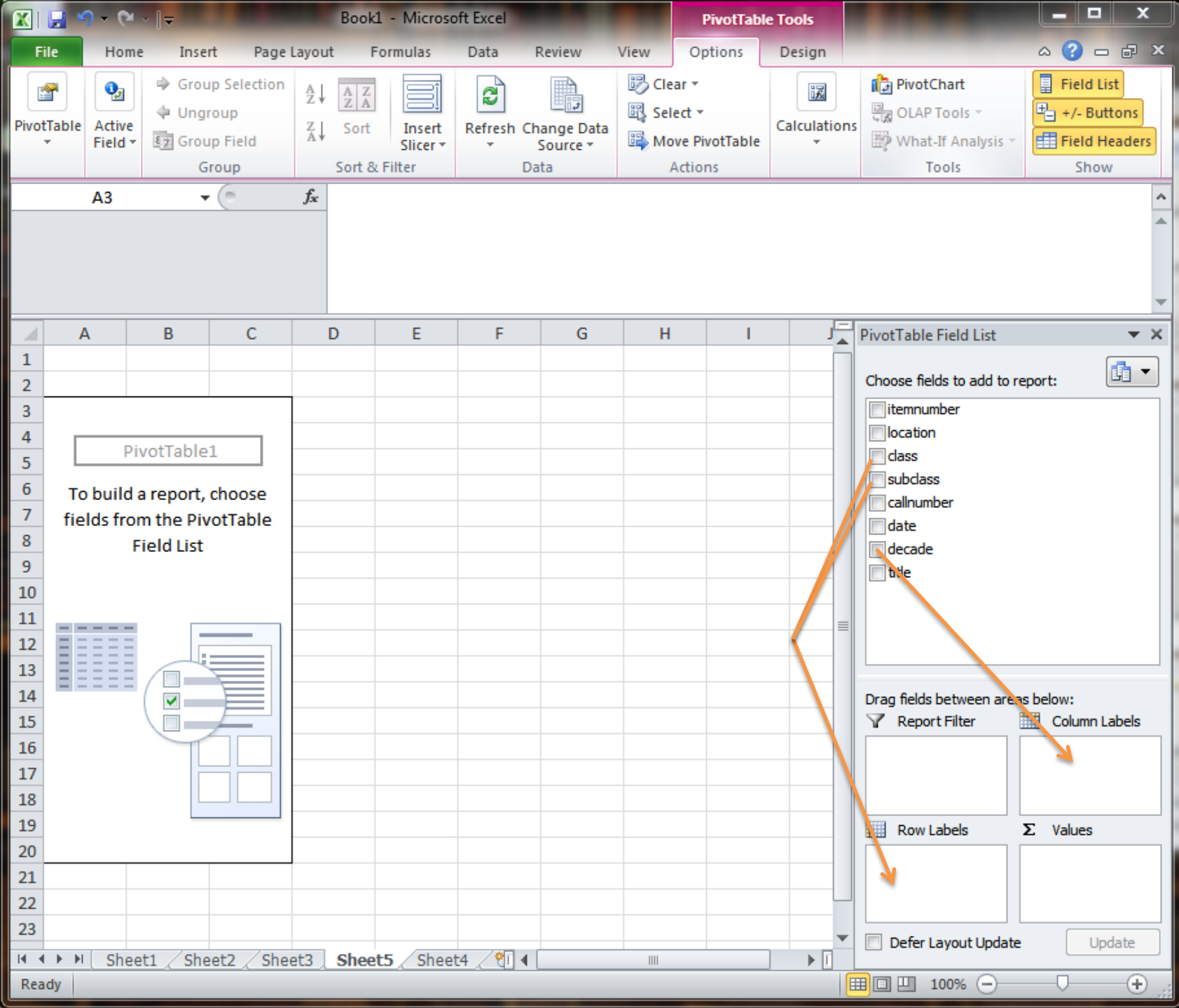
Report Filter Column Labels

Row Labels Values

Defer Layout Update Update

Sheet1 Sheet2 Sheet3 Sheet5 Sheet4

Ready



Book1 - Microsoft Excel

PivotTable Tools: Options, Design

File Home Insert Page Layout Formulas Data Review View

PivotTable Active Field Group Sort & Filter Data Actions Tools Show

Group Selection Ungroup Group Field Group Refresh Change Data Source Clear Select Move PivotTable Calculations PivotChart OLAP Tools What-If Analysis Field List +/- Buttons Field Headers

A3 fx

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2													
3			Column Labels										
4	Row Labels	0	1890	1900	1920	1930	1940	1950	1960	1970	1980	1990	19u0 20
5													
6													
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8	P												
9	A												
10	AE												
11	AZ												
12	B												
13	B												
14	BF												
15	BJ												
16	BL												
17	BM												
18	BP												
19	BQ												
20	BR												
21	BS												
22	BT												
23	BV												

PivotTable Field List

Choose fields to add to report:

- itemnumber
- location
- class
- subclass
- callnumber
- date
- decade
- title

Drag fields between areas below:

Report Filter: [Empty]

Column Labels: decade

Row Labels: class, subclass

Values: [Empty]

Defer Layout Update: [Unchecked] Update

Ready | Sheet1 | Sheet2 | Sheet3 | Sheet5 | Sheet4 | 100%

Book1 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Options Design

Normal Page Break Preview Custom Views Ruler Formula Bar Zoom 100% Zoom to Selection New Window Arrange All Freeze Panes Save Workspace Windows Macros

A9 fx A

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2														
3														
4	Column Labels													
5	Row Labels	0	1890	1900	1920	1930	1940	1950	1960	1970	1980	1990	19u0	20
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B *I* U **Color** **Background** **Number**

Context menu for PivotTable field:

- Copy
- Format Cells...
- Refresh
- Sort
- Filter
- Subtotal "class"
- Expand/Collapse
 - Expand
 - Collapse
 - Expand Entire Field
 - Collapse Entire Field**
 - Collapse to "class"
 - Expand to "subclass"
- Group...
- Ungroup...
- Move
- Remove "class"
- Field Settings...
- PivotTable Options...
- Hide Field List

PivotTable Field List

Choose fields to add to report:

- itemnumber
- location
- class
- subclass
- callnumber
- date
- decade
- title

Drag fields between areas below:

Report Filter: [Empty]

Column Labels: decade

Row Labels: class, subclass

Values: [Empty]

Defer Layout Update [] Update

Book1 - Microsoft Excel

PivotTable Tools

File Home Insert Page Layout Formulas Data Review View Options Design

Normal Page Break Preview Page Layout Full Screen Workbook Views Ruler Formula Bar Gridlines Headings Show Zoom 100% Zoom to Selection Window New Window Arrange All Freeze Panes Save Workspace Switch Windows Macros

A7 fx A

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2														
3														
4	Column Labels													
5	Row Labels	0	1890	1900	1920	1930	1940	1950	1960	1970	1980	1990	19u0	20
6														
7	A													
8	B													
9	C													
10	D													
11	E													
12	F													
13	G													
14	H													
15	J													
16	K													
17	L													
18	M													
19	N													
20	P													
21	Q													
22	R													
23	T													

PivotTable Field List

Choose fields to add to report:

- itemnumber
- location
- class
- subclass
- callnumber
- date
- decade
- title

Drag fields between areas below:

Report Filter

Column Labels: decade

Row Labels: class, subclass

Values

Defer Layout Update Update

Sheet1 Sheet2 Sheet3 Sheet5 Sheet4

Ready

100%

Book1 - Microsoft Excel

PivotTable Tools: Options, Design

File Home Insert Page Layout Formulas Data Review View

Normal Page Layout Full Screen Workbook Views

Page Break Preview Custom Views Ruler Formula Bar Gridlines Headings Show

Zoom 100% Zoom to Selection

New Window Arrange All Freeze Panes Window

Save Workspace Switch Windows Macros

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3	Count of itemnumber Column Labels											
4	Row Labels	0	1890	1900	1920	1930	1940	1950	1960	1970	1980	1990
5	+	1										
6	+									1		
7	+	A										1
8	+	B	1		1	1	3	23	48	35	79	212
9	+	C									1	24
10	+	D			1	33		1	2	6	22	38
11	+	E							2	7	13	8
12	+	F										8
13	+	G							1		1	10
14	+	H									2	7
15	+	J				6						8
16	+	K									9	9
17	+	L					1				1	8
18	+	M								4	15	25
19	+	N						17	5		2	5
20	+	P		4	3	14	3	17	17	238	161	103
21	+	Q			1		3		1	3	13	
22	+	R									1	4
23	+	T										1

PivotTable Field List

Choose fields to add to report:

- itemnumber
- location
- class
- subclass
- callnumber
- date
- decade
- title

Drag fields between areas below:

Report Filter

Column Labels: decade

Row Labels: class, subclass

Values: Count of item...

Defer Layout Update Update

Book1 - Microsoft Excel

PivotTable Tools: Options, Design

File Home Insert Page Layout Formulas Data Review View

Normal Page Break Preview Page Layout Full Screen Workbook Views

Ruler Formula Bar Gridlines Headings Show

Zoom 100% Zoom to Selection

New Window Arrange All Freeze Panes Window

Save Workspace Switch Windows Macros

A9 fx C

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
3	Count of itemnumber Column Labels																
4	Row Labels	0	1890	1900	1920	1930	1940	1950	1960	1970	1980	1990	19u0	2000	2010	uuu0	Grand Total
5		1															1
6											1			1			2
7	A											1		32			33
8	B		1		1	1	3	23	48	35	79	212	1	206	4		614
9	C											1	24		3		28
10	D				1	33			1	2	6	22	38		67		170
11	E									2	7	13	8		51	2	83
12	F												8		18		26
13	G									1		1	10		17		29
14	H											2	7		90	2	101
15	J				6								8		14		28
16	K											9	9		25		43
17	L					1						1	8		15		25
18	M										4	15	25		64		108
19	N							17	5			2	5		9		38
20	P			4	3	14	3	17	17	238	161	103			71		631
21	Q				1		3			1	3	13			79		100
22	R										1	4		43	1		49
23	T											1		5			6
24	Z								1	5				3	1		10
25	Grand Total	1	1	4	5	55	7	61	76	296	311	484	1	813	8	2	2125

Book1 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Design

Normal Page Break Preview Page Layout Full Screen Workbook Views

Ruler Formula Bar Gridlines Headings Show

Zoom 100% Zoom to Selection Zoom

New Window Arrange All Freeze Panes Window

Save Workspace Switch Windows Macros

A1 fx itemnumber

itemnumber	location	subclass	callnumber	date	decade	title
2104	i91077667	mir	BS	BS440 .Z63 2009	2009 2000	The Zondervan encyclopedia of the Bible / Mer
2105	i91077734	mir	BS	BS440 .Z63 2009	2009 2000	The Zondervan encyclopedia of the Bible / Mer
2106	i91077746	mir	BS	BS440 .Z63 2009	2009 2000	The Zondervan encyclopedia of the Bible / Mer
2107	i91077771	mir	BS	BS440 .Z63 2009	2009 2000	The Zondervan encyclopedia of the Bible / Mer
2108	i91095670	mir	BS	BS491.3 .T44 2009	2009 2000	Theological Bible commentary / edited by Gail
2109	i91876850	mir	BR	BR479 .A85 2009	2009 2000	Atlas of global Christianity 1910-2010 / edited b
2110	i91878500	mir	NC	NC1429.S4387 C4 2009	2009 2000	Celebrating Peanuts: 60 years / by Charles M. S
2111	i92367045	mir	KF	KF548.5 .O97 2009	2009 2000	The Oxford guide to United States Supreme Co
2112	i92386118	mir	QL	QL673 .N283 2009	2009 2000	National Geographic complete birds of the wor
2113	i92386362	mir	QL	QL681 .B6265 2009	2009 2000	Birds of North America / American Museum of
2114	i94748615	mir	PF	PF3625 .G71 2009 v.1	2009 2000	Duden - die deutsche Rechtschreibung : [das u
2115	i88723434	mir	BF	BF76.7 .P83 2010	2010 2010	Publication manual of the American Psychologi
2116	i90508361	mir	RC	RC564.I5 H358 2010	2010 2010	Handbook of drug use etiology : theory, metho
2117	i93070597	mir	E	E176 .G89 2010	2010 2010	Encyclopedia of the United States Cabinet : 178
2118	i93070603	mir	E	E176 .G89 2010	2010 2010	Encyclopedia of the United States Cabinet : 178
2119	i93081923	mir	BQ	BQ128 .E62 2010	2010 2010	Encyclopedia of Buddhism / edited by Damien
2120	i93238113	mir	BP	BP40 .E526 2010	2010 2010	Encyclopedia of Islamic civilisation and religion
2121	i94357420	mir	BS	BS191.5.A1 2010 O94 2010	2010 2010	The new Oxford annotated Bible : New Revised
2122	i101255676	mir	Z	Z253 .U69 2010	2010 2010	The Chicago manual of style.
2123	i46866243	mir			0	Greater Tri-Cities area wall map.
2124	i46798006	mir	BR	BR95 .O8	19uu 19u0	The Oxford dictionary of the Christian Church.
2125	i4687740x	mir	HV	HV6322.7 .E53 1999	uuuu uu00	Encyclopedia of genocide / Israel W. Charny, ec
2126	i46877411	mir	HV	HV6322.7 .E53 1999	uuuu uu00	Encyclopedia of genocide / Israel W. Charny, ec

Sheet1 Sheet2 Sheet3 Sheet5 Sheet4

Ready Count: 7 100%

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File Home Insert Page Layout Formulas Data Review View **Options** Design

PivotTable Tools

PivotTable Active Field Group Sort & Filter Data Actions Tools Show

Group Selection Ungroup Group Field Group Sort Insert Slicer Refresh Change Data Source Clear Select Move PivotTable Calculations PivotChart OLAP Tools What-If Analysis Field List +/- Buttons Field Headers

A9 fx C

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
3	Count of itemnumber		Column Labels															
4	Row Labels	0	1890	1900	1920	1930	1940	1950	1960	1970	1980	1990	2000	2010	2000	2010	uuu0	Grand Total
5		1																1
6											1			1				2
7	A											1		32				33
8	B		1		1	1	3	23	48	35	79	212	1	206		4		614
9	C										1	24		3				28
10	D				1	33			1	2	6	22	38		67			170
11	E								2	7	13	8		51	2			83
12	F											8		18				26
13	G									1		10		17				29
14	H										2	7		90		2		101
15	J				6							8		14				28
16	K										9	9		25				43
17	L					1					1	8		15				25
18	M									4	15	25		64				108
19	N							17	5		2	5		9				38
20	P			4	3	14	3	17	17	238	161	103		71				631
21	Q				1		3			1	3	13		79				100
22	R										1	4		43		1		49
23	T											1		5				6
24	Z									1	5			3	1			10
25	Grand Total		1	1	4	5	55	7	61	76	296	311	484	1	813	8	2	2125

Sheet1 Sheet2 Sheet3 Sheet5

Ready 100%

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PivotTable Tools: Options, Design

File Home Insert Page Layout Formulas Data Review View Options Design

PivotTable Active Field Group Selection Ungroup Group Field Group Sort & Filter Refresh Change Data Source Data Clear Select Move PivotTable Actions Calculations PivotChart OLAP Tools What-If Analysis Tools Field List +/- Buttons Field Headers Show

A9 fx C

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
3	Count of itemnumber		Column Labels														
4	Row Labels	1890	1900	1920	1930	1940	1950	1960	1970	1980	1990	2000	2010	(blank)	Grand Total		
5	+														1		1
6	+									1		1					2
7	+	A									1	32					33
8	+	B	1	1	1	3	23	48	35	79	212	206	4	1			614
9	+	C								1	24	3					28
10	+	D		1	33		1	2	6	22	38	67					170
11	+	E						2	7	13	8	51	2				83
12	+	F									8	18					26
13	+	G						1		1	10	17					29
14	+	H								2	7	90		2			101
15	+	J			6						8	14					28
16	+	K								9	9	25					43
17	+	L				1				1	8	15					25
18	+	M							4	15	25	64					108
19	+	N					17	5		2	5	9					38
20	+	P		4	3	14	3	17	17	238	161	103	71				631
21	+	Q			1		3		1	3	13	79					100
22	+	R								1	4	43	1				49
23	+	T									1	5					6
24	+	Z						1	5			3	1				10
25	Grand Total		1	4	5	55	7	61	76	296	311	484	813	8	4		2125

Sheet1 Sheet2 Sheet3 Sheet5

Ready 100%

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PivotTable Tools

File Home Insert Page Layout Formulas Data Review View Options Design

PivotTable Active Field Group Selection Ungroup Group Field Group Sort & Filter Sort Insert Slicer Refresh Change Data Source Data Actions Clear Select Move PivotTable Calculations PivotChart OLAP Tools What-If Analysis Tools Field List +/- Buttons Field Headers Show

A8 fx B

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
3	Count of itemnumber Column Labels																
4	Row Labels	1890	1900	1920	1930	1940	1950	1960	1970	1980	1990	2000	2010	(blank)	Grand Total		
5															1	1	
6										1		1				2	
7	A											1	32			33	
8	B	1	1	1	3	23	48	35	79	212	206	4	1		614		
9	B										2	18				20	
10	BF							1		6	14	1				22	
11	BJ								1	5						6	
12	BL						1	1	1	9	41					53	
13	BM							19			3	6				28	
14	BP									1		4	1			6	
15	BQ											2	1			3	
16	BR						1	1	3	56	22			1		84	
17	BS	1	1	1	3	23	27	32	70	116	71	1				346	
18	BT											2				2	
19	BV									2	10	3				15	
20	BX									1	5	23				29	
21	C									1	24	3				28	
22	D		1	33		1	2	6	22	38	67					170	
23	E						2	7	13	8	51	2				83	
24	F									8	18					26	
25	G						1		1	10	17					29	

Sheet1 Sheet2 Sheet3 Sheet5

Ready 100%

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PivotTable Tools

File Home Insert Page Layout Formulas Data Review View Options Design

PivotTable Active Field Group Sort & Filter Data Actions Tools Show

Field List +/- Buttons Field Headers

B17 fx 1

	A	B	C	D	E	F	G	H	I	J	K	L
3	Count of itemnumber Column Labels											
4	Row Labels	1890	1900	1920	1930	1940	1950	1960	1970	1980	1990	2000
5												
6									1			1
7	A										1	32
8	B	1	1	1	3	23	48	35	79	212	206	
9	B									2	18	
10	BF							1		6	14	
11	BJ								1	5		
12	BL						1	1	1	9	41	
13	BM						19			3	6	
14	BP								1		4	
15	BQ										2	
16	BR						1	1	3	56	22	
17	BS	1	1	1	3	23	27	32	70	116	71	
18	BT										2	
19	BV								2	10	3	
20	BX									1	5	23
21	C									1	24	3
22	D		1	33		1	2	6	22	38	67	
23	E						2	7	13	8	51	
24	F									8	18	
25	G						1		1	10	17	

PivotTable Field List

Choose fields to add to report:

- itemnumber
- location
- class
- subclass
- callnumber
- date
- decade
- title

Drag fields between areas below:

Report Filter: Column Labels: decade

Row Labels: class, subclass

Values: Count of item...

Defer Layout Update Update

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PivotTable Tools

File Home Insert Page Layout Formulas Data Review View Options Design

PivotTable Active Field Group Sort & Filter Data Actions Calculations Tools Show

Field List +/- Buttons Field Headers

B17 fx 1

	A	B	C	D	E	F	G	H	I	J	K	L
3	Count of itemnumber Column Labels											
4	Row Labels	1890	1900	1920	1930	1940	1950	1960	1970	1980	1990	2000
5												
6									1			1
7	A										1	32
8	B	1	1	1	3	23	48	35	79	212	206	
9	B									2	18	
10	BF							1		6	14	
11	BJ								1	5		
12	BL						1	1	1	9	41	
13	BM						19			3	6	
14	BP								1		4	
15	BQ										2	
16	BR							1	1	3	56	22
17	BS	1	1	1	3	23	27	32	70	116	71	
18	BT										2	
19	BV									2	10	3
20	BX									1	5	23
21	C									1	24	3
22	D		1	33		1	2	6	22	38	67	
23	E						2	7	13	8	51	
24	F									8	18	
25	G						1		1	10	17	

PivotTable Field List

Choose fields to add to report:

- itemnumber
- location
- class
- subclass
- callnumber
- date
- decade
- title

Drag fields between areas below:

Report Filter

Column Labels

decade

Row Labels

Values

class

subclass

Count of item...

Defer Layout Update Update

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PivotTable Tools

File Home Insert Page Layout Formulas Data Review View Options Design

PivotTable Active Field Group Sort & Filter Data Actions Calculations Tools Show

B17 fx

Count of itemnumber
Row Labels
A
B
B
Augustine through the ages : an encyclopedia / general editor, Allan D. Fitzgerald associate
Encyclopedia of Chinese philosophy / Antonio S. Cua, editor.
Encyclopedia of philosophy / Donald M. Borchert, editor in chief.
Encyclopedia of the Enlightenment / Alan Charles Kors, editor in chief.
The biographical encyclopaedia of Islamic philosophy / edited by Oliver Leaman.
The Oxford companion to philosophy / edited by Ted Honderich.
The Westminster handbook to Thomas Aquinas / Joseph P. Wawrykow.
BF
APA dictionary of psychology / Gary R. VandenBos, editor in chief.
Directory of unpublished experimental mental measures.
Displaying your findings : a practical guide for creating figures, posters, and presentations / A
Dream dictionary : an A to Z guide to understanding your unconscious mind / Tony Crisp.
Encyclopedia of adult development / edited by Robert Kastenbaum.
Encyclopedia of human intelligence / Robert J. Sternberg, editor in chief.
Encyclopedia of multicultural psychology / edited by Yo Jackson.
Encyclopedia of psychology / Alan E. Kazdin, editor in chief.

PivotTable Field List

Choose fields to add to report:

- itemnumber
- location
- class
- subclass
- callnumber
- date
- decade
- title

Drag fields between areas below:

Report Filter Column Labels

Row Labels Values

class subclass title

decade

Count of item...

Defer Layout Update Update

Sheet1 Sheet2 Sheet3 Sheet5

Ready 100%

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PivotTable Tools

File Home Insert Page Layout Formulas Data Review View Options Design

PivotTable Active Field Group Sort & Filter Data Actions Tools Show

Group Selection Ungroup Group Field Refresh Change Data Source Clear Select Move PivotTable Calculations PivotChart OLAP Tools What-If Analysis Field List +/- Buttons Field Headers

A16 BS

	A	B	C	D	E	F	G	H	I	J	K	L	M
3	Row Labels	Count of itemnumber											
4	+		1										
5	+		2										
6	+	A	33										
7	-	B	614										
8	+	B	20										
9	+	BF	22										
10	+	BJ	6										
11	+	BL	53										
12	+	BM	28										
13	+	BP	6										
14	+	BQ	3										
15	+	BR	84										
16	+	BS	346										
17	+	BT	2										
18	+	BV	15										
19	+	BX	29										
20	+	C	28										
21	+	D	170										
22	+	E	83										
23	+	F	26										
24	+	G	29										
25	+	H	101										

PivotTable Field List

Choose fields to add to report:

- itemnumber
- location
- class
- subclass
- callnumber
- date
- decade
- title

Drag fields between areas below:

Report Filter Column Labels

Row Labels Values

class subclass decade Count of item...

Defer Layout Update Update

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PivotTable Tools

File Home Insert Page Layout Formulas Data Review View Options Design

PivotTable Active Field Group Sort & Filter Data Actions Tools Show

Group Selection Ungroup Group Field Group

Sort Refresh Change Data Source

Clear Select Move PivotTable

Calculations

PivotChart OLAP Tools What-If Analysis

Field List +/- Buttons Field Headers

A18 Biblico-theological lexicon of New Testament Greek. By Hermann Cremer. Tr. from the latest German edition by William Urwick.

3	Row Labels
4	+
5	+
6	+ A
7	- B
8	+ B
9	+ BF
10	+ BJ
11	+ BL
12	+ BM
13	+ BP
14	+ BQ
15	+ BR
16	- BS
17	- 1890
18	Biblico-theological lexicon of New Testament Greek. By Hermann Cremer. Tr. from the late
19	- 1920
20	The modern reader's Bible the books of the Bible with three books of the Apocrypha prese
21	- 1930
22	The principal uncial manuscripts of the New Testament / by William Henry Paine Hatch ...
23	- 1940
24	Holy Bible, containing the Old and New testaments, authorized King James version with n
25	Novum Jesu Christi Testamentum, juxta vulgatae editionis textum Clementis VIII auctorita

PivotTable Field List

Choose fields to add to report:

- itemnumber
- location
- class
- subclass
- callnumber
- date
- decade
- title

Drag fields between areas below:

Report Filter Column Labels

Row Labels Values

class subclass decade

Count of item...

Defer Layout Update Update