

# Excel for GIS Users

*Course Length:* 1 day

*ArcGIS Version:* 10.x

*App:* ArcMap, Excel

## Overview

Microsoft Excel® data is often used in ArcGIS. This course will teach you how to work more efficiently with Excel data by teaching you how to prepare your Excel data before importing it. You will learn how to deal with text and numeric fields to make sure they import correctly, how to concatenate fields in Excel prior to import, and fix case issues.

## Audience

Those who are comfortable with ArcGIS Desktop and want to learn how to work more efficiently with Excel data.

## Topics Covered

- Excel Basics – Review Excel file types and basic tools. (Excel Spreadsheets Compared to Database Tables; Importing and Exporting to/from Excel; Excel Basics and Course Assumptions)
- Quick Data Manipulation – Learn how to format spreadsheets and use common tools for manipulating data. (Formatting Tips; Sorting and Filtering; Inserting Quick Functions; What Happens When You Cut/Copy/Paste; Special Tools for Filling in Data)
- Excel and ArcGIS – Work with Excel spreadsheets in ArcMap. (Importing Spreadsheets into ArcMap; Using Named Ranges; Creating an Event Layer from Coordinates in a Worksheet)
- Numeric Functions for Data QC – Learn what functions are and useful functions for working with numeric data. (Understanding Formulas and Functions; Mathematical Operators and Functions)
- String and Date Functions – Learn functions used when working with text or date data. (String Manipulation; Working with Dates; Using a Watch Window)
- Charts – Learn to create and format charts in Excel. (Creating Charts in Excel)

## Format

In-person instruction with hands-on practice and course materials you can keep.

## Prerequisites and Recommendations

Attendees should have knowledge of Microsoft Windows® and have a comfortable working knowledge of the use of ArcGIS Desktop, including the topics covered in both the **Fundamentals of ArcGIS** and **Intermediate GIS Concepts** classes.