



Excel[®] 2007 Essentials #2

Reference Guide

Class Objectives

By the end of this session you should be able to:

- Create a Custom Export Template
- Export data from flexmls[®] Web into Excel
- Sort data
- Create a table
- Create a chart

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Notes:

Export flexmls® Data to Other Software

1. Select The Data To Be Exported

3

- Export all matches (18 records)
- Export selected matches (5 records)

2. Select The Type of Export

4

- Generic Text Export
 - The export format changed in January 2006 to use more accurate column descriptions. Check the box preceding this sentence if you would like the export in the old format. Please be aware, however, that the column descriptions may not accurately describe the contents of the data in the columns.
- Custom Text Export
- E-Neighborhoods Export
- Pocket Real Estate
- Shasta Export
- Pocket Real Estate File v2.8
 - Include Entire MLS Contact Information
- Toolkit CMA Export

3. *Select The Data To Be Exported* by clicking the appropriate radio button for which matches to send *Export all matches* or *Export selected matches*.
4. In the *Select The Type of Export* section, click *Generic Text Export* or *Custom Text Export*.

3. Please enter the verification text in the box below



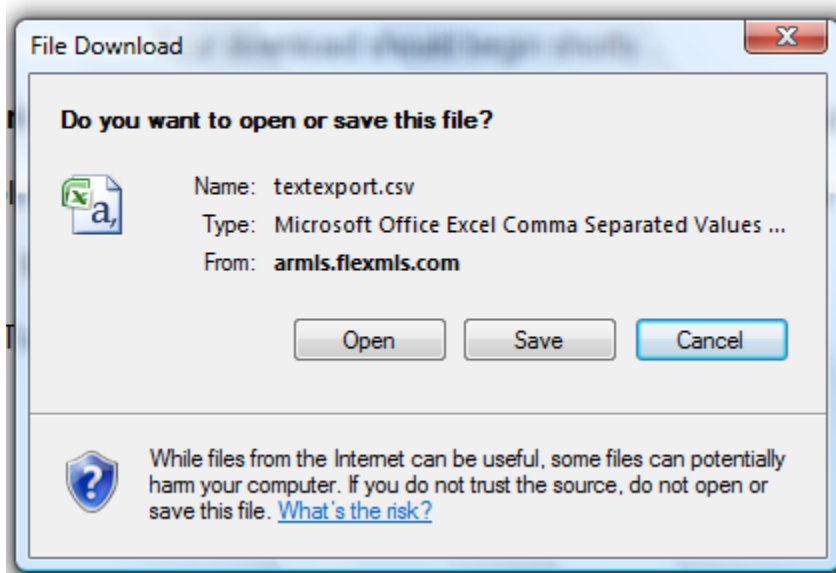
Enter text here

4. Click the Export button to receive the data

 Export

5. Enter the verification text in the box.
6. Click *Export*.

FlexMLS Text Export



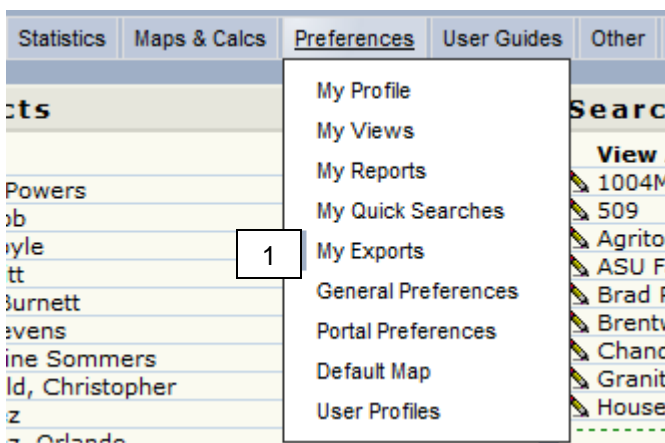
The *FlexMLS Text Export* screen will appear with a *File Download* dialog box. Choose *Open*.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	List Number	Agency Name	Agency Phone	Listing Co-List	Property Type	Card Form	Book Sect	Selling Agent	Selling Agent	Co-Selling Agent	End Date	book_sec	begin_date	sold_date	
2	4159406	East Valley	(602) 315-	Kimberly A. Tr	Residenti	Residenti	Single Family - Detached					SF	#####		
3	4232864	US Preferred	(480) 756-	Jeff Hari	Residenti	Residenti	Single Family - Detached					SF	8/6/2009		
4	4260119	The William	(480) 686-	Blair Ballin	Residenti	Residenti	Single Family - Detached					SF	#####		
5	4279500	Platinum	(480) 419-	Tracy C. Jennif	Residenti	Residenti	Single Family - Detached					SF	#####		
6	4292863	Keller Wil	(480) 768-	Mark McIntyre	Residenti	Residenti	Single Family - Detached					SF	#####		
7	4306417	AZCO Pro	(800) 258-	Christi John C	Residenti	Residenti	Single Family - Detached					SF	#####		
8	4313375	Independ	(480) 730-	Julia Foley	Residenti	Residenti	Single Family - Detached					SF	#####		
9	4317775	Prudentia	(480) 385-	Mary Ji Mike S	Residenti	Residenti	Single Family - Detached					SF	#####		
10	4318183	Desert Sai	(480) 503-	Tracey Shaw	Residenti	Residenti	Single Family - Detached					SF	#####		
11	4318402	The William	(480) 686-	Jennifer Dana	Residenti	Residenti	Single Family - Detached					SF	#####		
12	4319578	President	(480) 695-	Jonathan Lee	Residenti	Residenti	Single Family - Detached					SF	#####		
13	4320130	Call Realty	(480) 988-	Elizabeth Vull	Residenti	Residenti	Single Family - Detached					SF	#####		
14	4321958	Home Wis	(480) 239-	Kirsten Shafer	Residenti	Residenti	Single Family - Detached					SF	#####		
15	4328772	AZCO Pro	(800) 258-	Kwan Fan	Residenti	Residenti	Single Family - Detached					SF	#####		
16	4329458	Cerreta Re	(623) 266-	Michelle Hami	Residenti	Residenti	Single Family - Detached					SF	#####		
17	4332306	Realty Ex	(480) 839-	Thomas G. Oli	Residenti	Residenti	Single Family - Detached					SF	#####		
18	4339959	Miriam Fa	(480) 969-	Gerardo Cazar	Residenti	Residenti	Single Family - Detached					SF	#####		
19	4340722	Visionary	(480) 248-	Jason F Christo	Residenti	Residenti	Single Family - Detached					SF	#####		
20															

Congrats! Your data has been uploaded from flexmls! Use the many tools located in the ribbon to make necessary adjustments.

Custom Exporting

You can also create an Export Template to export selected data to other software like Excel. The *My Exports* function allows you to specify the fields to export when choosing *Export* from the Search Results Screen.



1. From the Dashboard hover over *Preferences* and select *My Exports*.

My Exports

Available Export Templates

No export templates are defined.

2

New

- To create an Export Template, click *New*.

New Export Template

Export Template Properties

Export name

Practice

3

Show Group Name

4

Detail group names show in front of the detail name

Detail group names do not show in front of the detail name

Property Types

Residential
Residential Rental
Land and Lots
Comm/Industry Sale
Comm/Industry Lease
Multiple Dwellings
Business Opportunity

5

6

Next >>

- Type your *Export Name*.
- Select whether you would like *Detail group names show in front of the detail name* or *Detail group names do not show in front of the detail name*.
- Select *Property Types* for which you would like the export template available for.
- Click on *Next*.

Choose Fields for Export Template

Quick search name: Practice

Field Setup	
Available Fields	Template Layout
<div style="border: 1px solid gray; padding: 5px;"><ul style="list-style-type: none">Agent Days On MarketCo-listing MemberCo-selling MemberCumulative DOMListing MemberListing OfficeProperty TypeSelling MemberSelling Office# Bathrooms# BedroomsApprox SqFt RangeApprox SQFTAssessor NumberAssessor Parcel LtrAssessor's Book #Assessor's Map #Assessor's Parcel #Auction</div> <div style="text-align: right; margin-top: 10px;"><input type="button" value="Add >>"/></div>	<div style="border: 1px solid gray; padding: 5px;"><ul style="list-style-type: none">Cumulative DOM# Bedrooms</div> <div style="text-align: right; margin-top: 10px;"><input type="button" value="Move Up"/> <input type="button" value="Move Down"/> <input type="button" value="Remove"/></div>
<input type="button" value="Next >>"/>	

7. Choose the fields you would like to export by selecting them from the list of *Available Fields* and clicking *Add*.
8. Each field that will be used in the template will be placed in the right column. You may reorder the fields as you would like them to appear in your export by selecting them and clicking *Move Up* or *Move Down*.
9. Click *Next* to save the Export Template.

My Exports

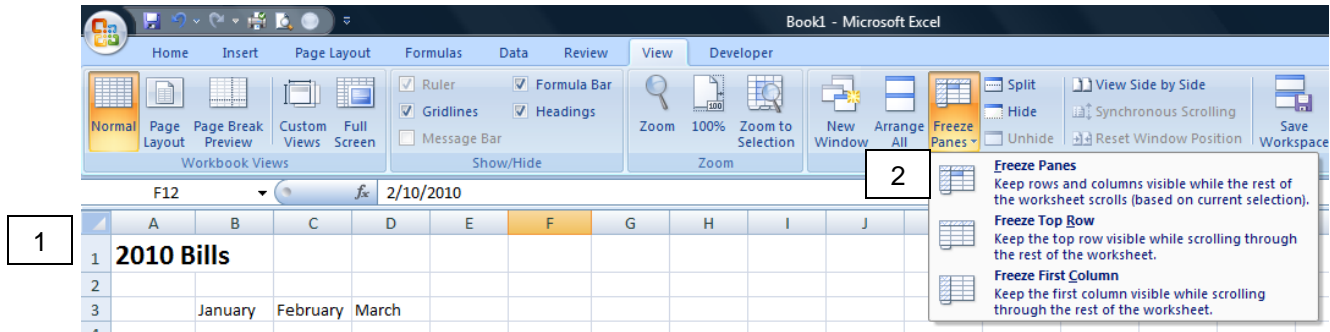
Available Export Templates	Description
<div style="border: 1px solid gray; padding: 5px;"><ul style="list-style-type: none">Practice</div> <div style="text-align: right; margin-top: 10px;"><input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Give to someone"/></div>	<p>Export template: Practice</p> <p>Applicable to the following property type: Residential</p> <ul style="list-style-type: none">• Detail group headings will print. <p>Number of fields: 2</p>

You will now see your newly created Export Template highlighted on the *My Exports* screen. To the right will be a description of the template. You can also *Edit*, *Remove* and *Give to someone* the templates you have created.

Now when you want to export data from flexmls using your Export Template, you will see the newly created Export Template as an option on the *Export flexmls® Data to Other Software* screen.

Freeze or Unfreeze Panes

Using the *Freeze Panes* tool allows user to keep a portion of the Worksheet visible while being able to scroll through the rest of the Worksheet.



1. Select the cell where you want to freeze the screen.
2. Click the *Freeze Panes* drop-down arrow. *Freeze Panes* is located in the Window group on the View tab. Select *Freeze Panes*.
3. To unfreeze the panes, click *Freeze Panes* and then select *Unfreeze Panes*.

Tips: (1) To freeze only the first row or column, select Freeze Panes and then select Freeze Top Row or Freeze First Column. (2) To freeze both rows and columns, select Freeze Panes and then Freeze Panes again.

Sorting

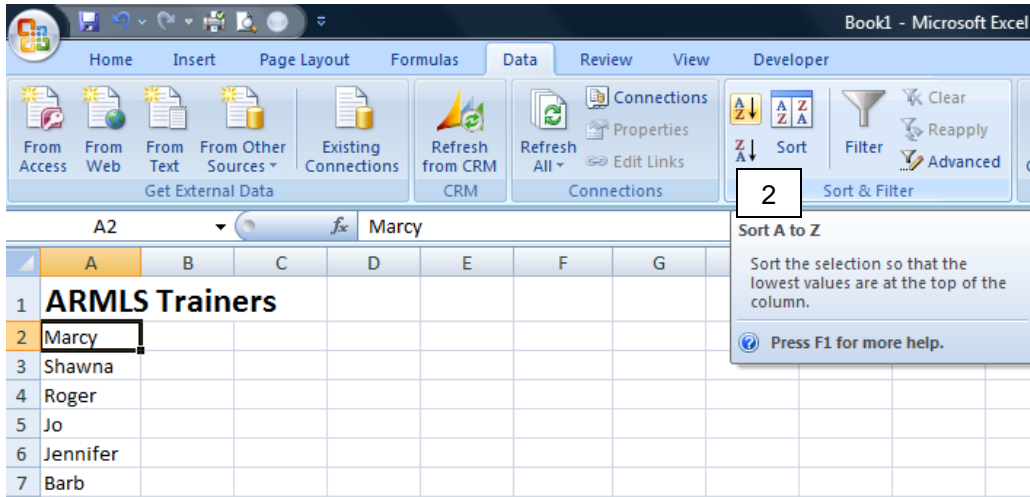
Sorting is a way of organizing data into a specific order. Data can be sorted in either *ascending order* or *descending order*. Sorting data helps you quickly visualize and understand what you are looking at.

Quick Sorting

The screenshot shows an Excel worksheet with a list of names in column A. The names are: ARMLS Trainers, Marcy, Shawna, Roger, Jo, Jennifer, Barb. A box labeled '1' points to the cell containing 'Marcy'.

	A	B	C
1	ARMLS Trainers		
2	Marcy		
3	Shawna		
4	Roger		
5	Jo		
6	Jennifer		
7	Barb		
8			

1. Select any cell in the Worksheet range.

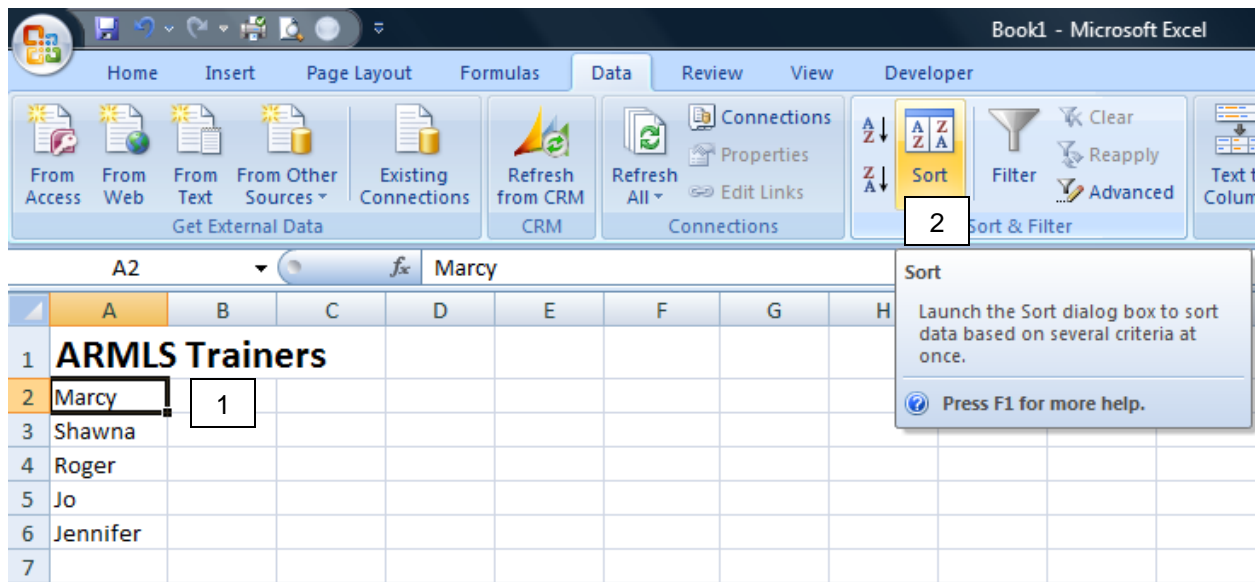


2. Choose the appropriate Ascending or Descending sort button. These buttons can be found in the *Sort & Filter* group, on the *Data* tab. In this example, we'll use ascending sort.

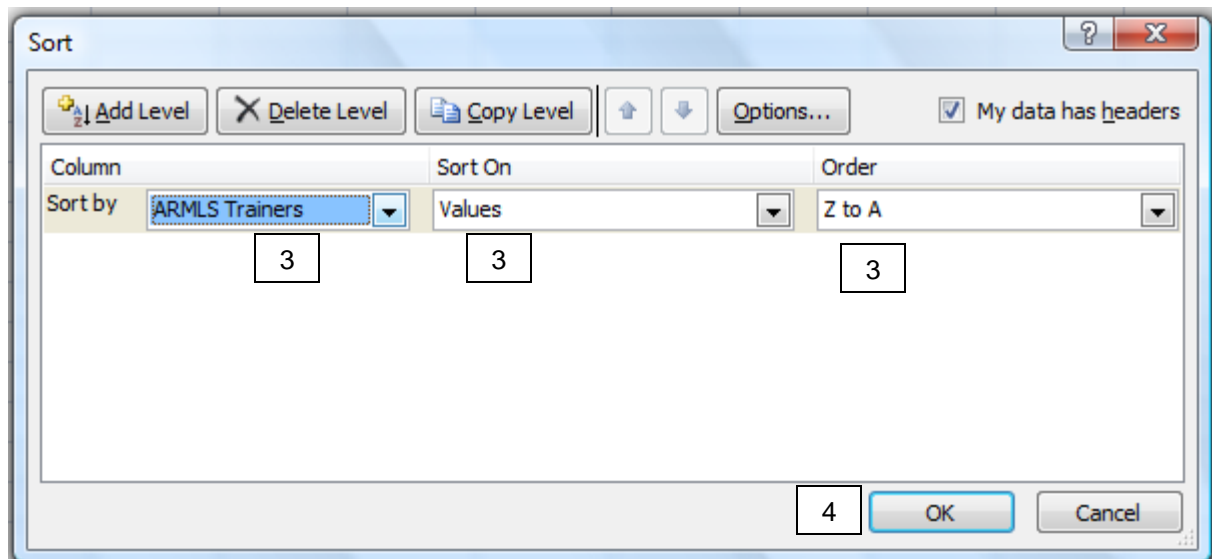
	A	B	C
1	ARMLS Trainers		
2	Barb	3	
3	Jennifer		
4	Jo		
5	Marcy		
6	Roger		
7	Shawna		
8			

3. The range will be re-sorted.

Custom Sorting



1. Select any cell in the Worksheet range.
2. Click *Sort*, located in the *Sort & Filter* group on the *Data* tab.

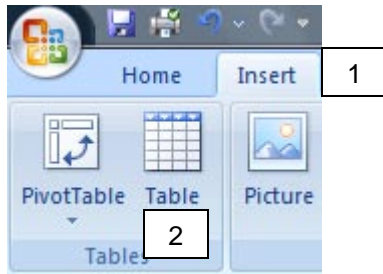


3. In the *Sort* dialog box, select the column you want to *Sort by*. Be sure to look at the *Sort On* and *Order* options as well.
4. Click *OK*.

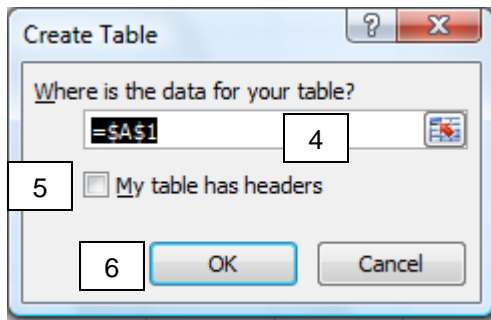
Tables

Tables allow you to organize data and present it in a logical way. Tables allow viewers to easily look up and interpret information.

Creating a table



1. Select the *Insert* tab from the Ribbon.
2. Click *Table* from the Tables group.



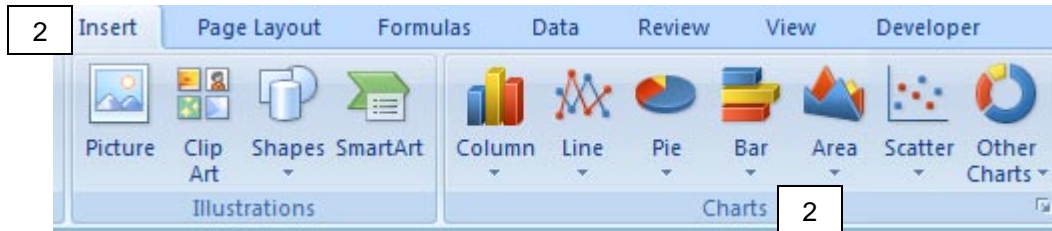
3. The Create Table dialog box will appear
4. Type in the data range in the *Where Is The Data For Your Table?* field OR select the data range with your mouse cursor. The selected data will appear in the "Where is The Data For Your Table" field.
5. If necessary, check off the "My Table Has Headers" check box
6. Click OK

Tip: To create a Table from a list of pre-created table styles, click on Format As Table, located on the Home tab, in the Styles group. Select a table style and continue creating a table using the directions above.

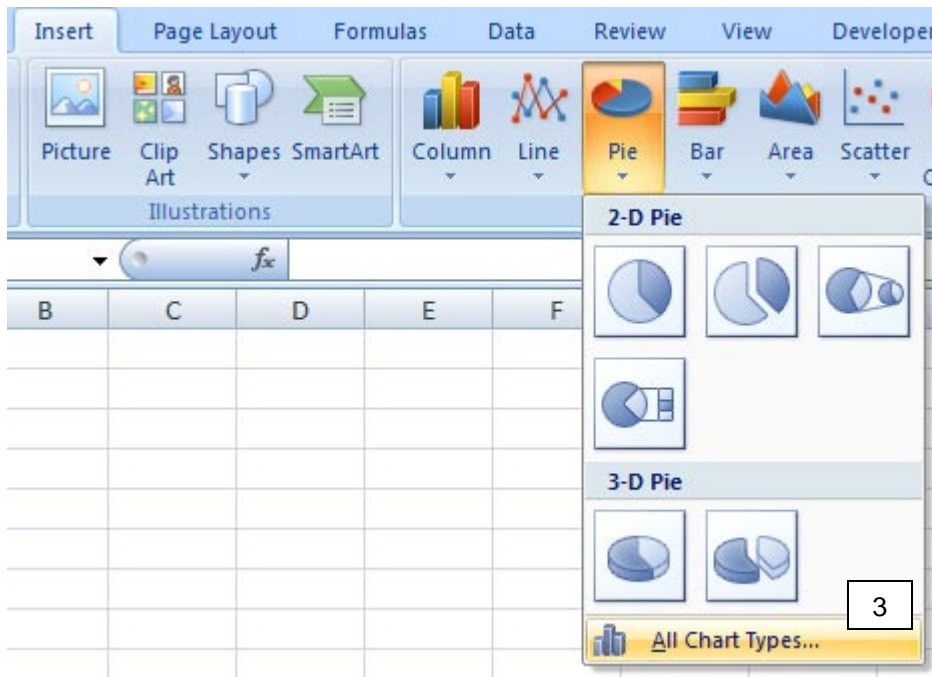
Charts

Charts help organize data in a more visually effective manner. Charts can help you compare data and understand information that you may have not noticed before. For a thorough explanation of chart types and their functions type in *Available Chart Types* in the Help section.

Creating a chart



1. Select the data
2. Click the Insert tab and choose a chart type from the Chart chunk.



3. From the gallery select a chart subtype. To view all of the chart options at once, select All Chart Types.
4. Click OK

Tip: Press F11 to create the chart on a separate chart sheet.

Notes: