

Puna me skedare me shume te dhena

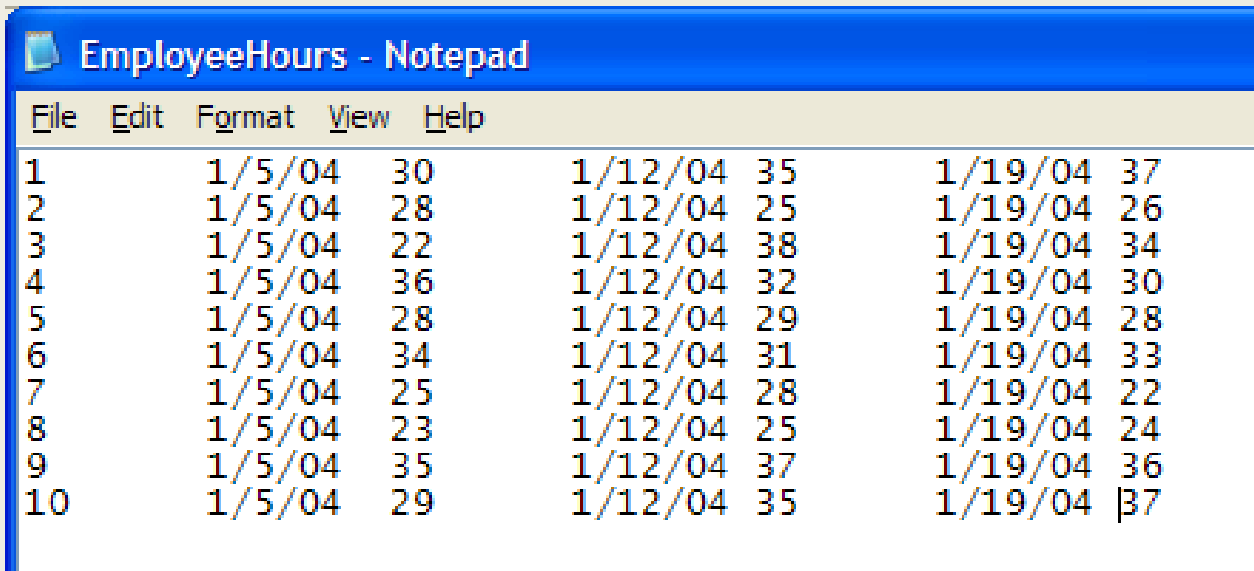
- Importimi i te dhenave (Importing Data)
- Eksportimi i te dhenave (Exporting Data)
- Krijimi i tabelave Pivot (Creating Pivot Tables)
- Perdorimi i Excel si baze te dhenash (Using Excel as a Database)

Importimi i te dhenave

- Shpesh na intereson te manipulojme te dhena ne excel qe mund ti marrim nga burime te tjera jashte Excel-it.
- Ne nje rast te tille ju mund te perdorni komanden *Import* te Excel-it per te sjellur keto te dhena ne flete pune te Excel-it dhe pastaj zbatoni mjetet e Excel-it per ti analizuar.
- Gjenden tre burime nga ju mund te importoni te dhena brenda ne Excel:
 - *Text files*
 - *Web addresses*
 - *Databases*

Text Files

- Per te importuar te dhena nga skedare text perdorni *Text Import Wizard*.
- Duhet te zbatoni hapat e meposhtem per te importuar skedaret tekst:
 - *Hapa 1: specifikoni si te dhenat do te organizohen*
 - *Hapa 2: specifikoni si te dhenat do te ndahen*
 - *Hapa 3: aplikoni formatime numerike te vecanta*
- Ne figuren e meposhtme jepet nje shembull importimi skedari tekst.

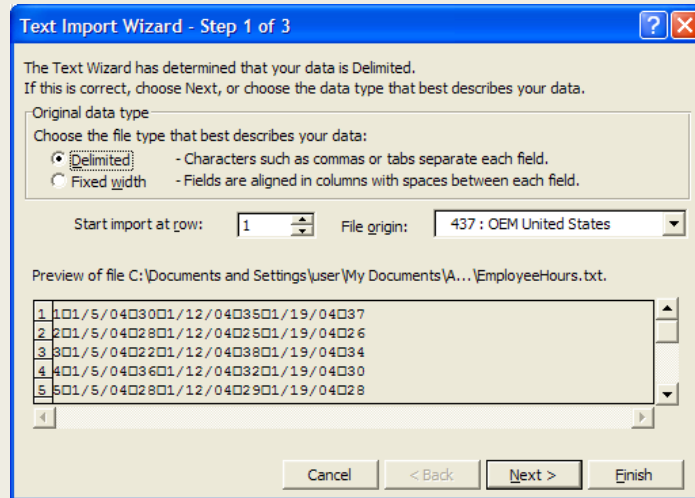


The screenshot shows a Notepad window with the title 'EmployeeHours - Notepad'. The window contains a table with 10 rows of data. The table has 7 columns: an index column (1-10), two date columns (1/5/04 and 1/12/04), two numerical columns (30-35 and 28-29), and two more date columns (1/12/04 and 1/19/04). The data is as follows:

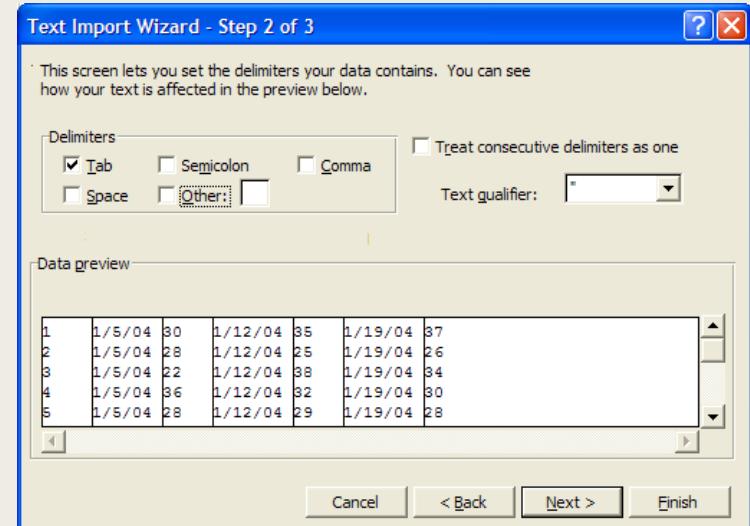
	1/5/04		1/12/04		1/12/04	1/19/04
1	30		35		37	
2	28		25		26	
3	22		38		34	
4	36		32		30	
5	28		29		28	
6	34		31		33	
7	25		28		22	
8	23		25		24	
9	35		37		36	
10	29		35		37	

Text Files

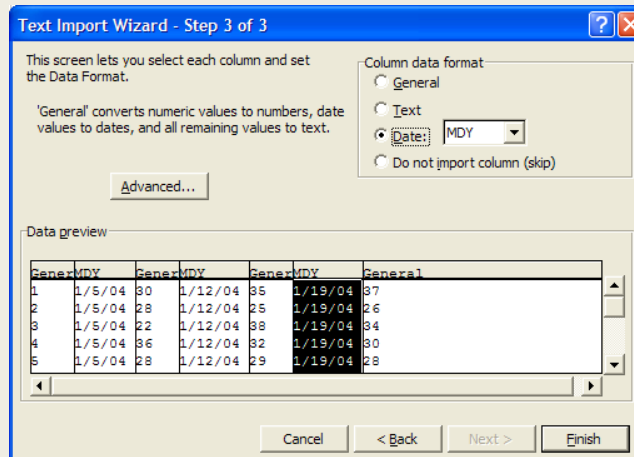
- Hapi 1: Specifikoni qe teksti eshte delimited:



- Hapi 2: Specifikoni qe te dhenat ndahen me tabs.



- Hapi 3: Formatimi i datave eshte i tipit “MDY”.



- Rezultati ne Excel:

	A	B	C	D	E	F	G
1	1	1/5/2004	30	1/12/2004	35	1/19/2004	37
2	2	1/5/2004	28	1/12/2004	25	1/19/2004	26
3	3	1/5/2004	22	1/12/2004	38	1/19/2004	34
4	4	1/5/2004	36	1/12/2004	32	1/19/2004	30
5	5	1/5/2004	28	1/12/2004	29	1/19/2004	28
6	6	1/5/2004	34	1/12/2004	31	1/19/2004	33
7	7	1/5/2004	25	1/12/2004	28	1/19/2004	22
8	8	1/5/2004	23	1/12/2004	25	1/19/2004	24
9	9	1/5/2004	35	1/12/2004	37	1/19/2004	36
10	10	1/5/2004	29	1/12/2004	35	1/19/2004	37
11							

Web Addresses

- Per te importuar te dhena prej nje webpage, perdorni **Data > Import External Data > New Web Query**
 - *Fusni the web address e cila permban te dhenat qe ju doni te importoni.*
 - *Zgjidhni cilat seksione te dhenash doni te importoni.*
 - *Klik Import.*
 - *Zgjidhni nje qelize te fletes se punes ku doni te vendosen te dhenat e importuara.*
- Te dhenat do te importohen.

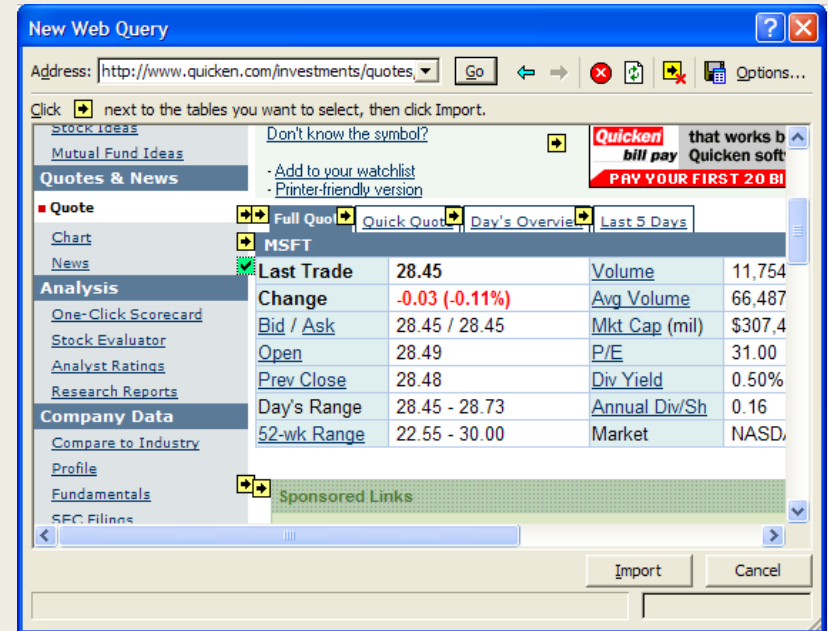
Web Addresses

- Shembull

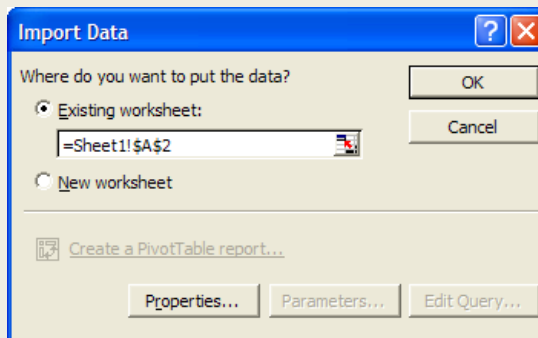
- <http://www.quicken.com/investments/quotes/?p=MSFT>



- New Web Query window



- The location of the import in the Excel workbook is specified.

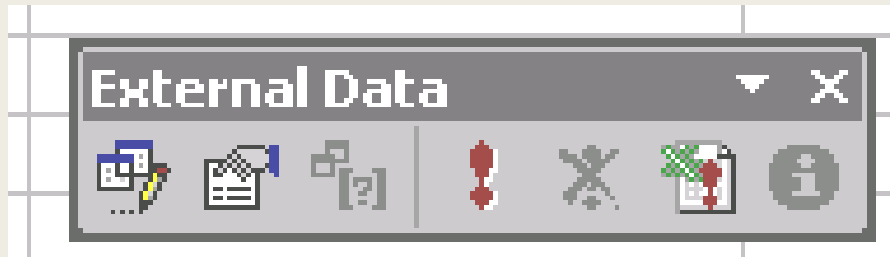


- Te dhenat importohen ne kolona ne fleten e punes.

	A	B	C	D
1				
2	Last Trade	28.44	Volume	11,944,047
3	Change	-0.04 (-0.14%)	Avg Volume	66,487,540
4	Bid / Ask	28.43 / 28.44	Mkt Cap (mil)	\$307,294.22
5	Open	28.49	P/E	31
6	Prev Close	28.48	Div Yield	0.50%
7	Day's Range	28.43 - 28.73	Annual Div/Sh	0.16
8	52-wk Range	22.55 - 30.00	Market	NASDAQ
9				

Databases

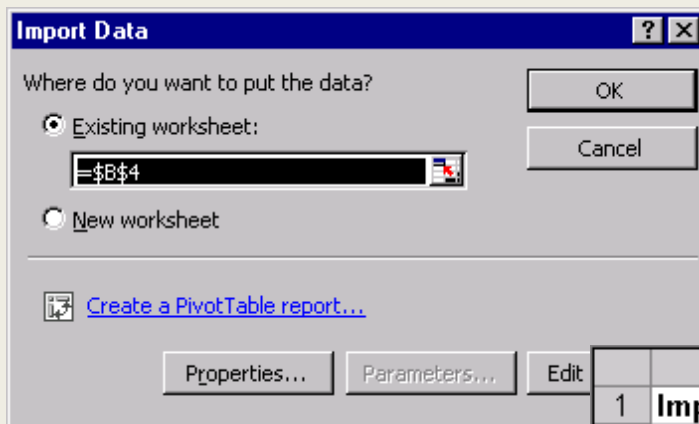
- Per te importuar te dhena nga nje database, zgjidhni *Data > Import External Data*
- Nje *External Data toolbar* shfaqet automatikisht.



- *Edit Query*
- *Data Range Properties*

Databases

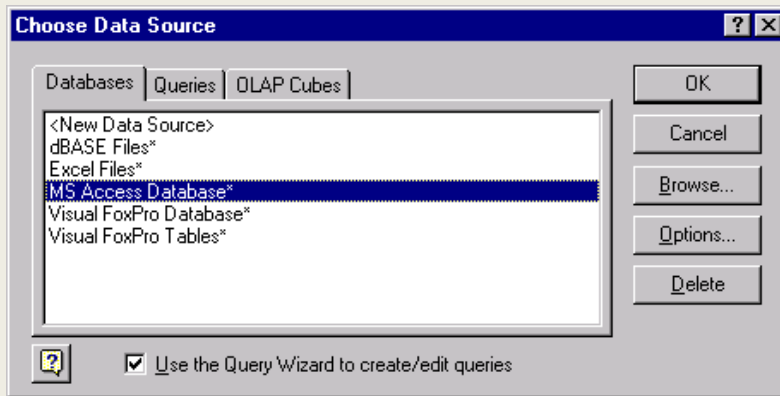
- Nje baze te dhenash e krijuar ne Microsoft Access titullohet *Books*.
- Cdo rregjistrim (record) perbehet prej fushave: *ISBN, Title, Author, dhe Copyright Year*.
- Se pari specifikojme vendin ku do te importohen te dhenat:



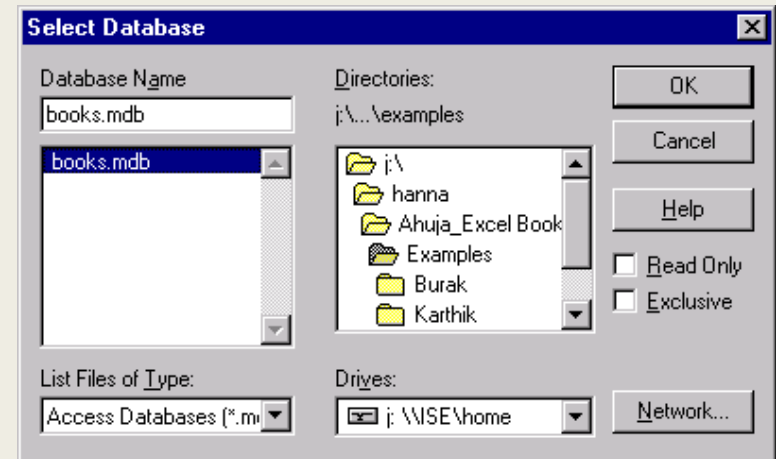
	A	B	C	D	E
1	Importing Data from the Books Database in Access				
2					
3		ISBN	Title	Author	Copyright Year
4		1238765645	Programming in VBA	JB White	1999
5		1235679340	Working in Excel	LK Grey	2000
6		1238709643	Engineering Applications	RS Johnson	2001
7		1233457908	Modeling	ID Smith	1999
8		1236543712	Formulations	OB Myers	2000
9		1235485693	Advanced VBA	PW Willson	2000
10					

Databases

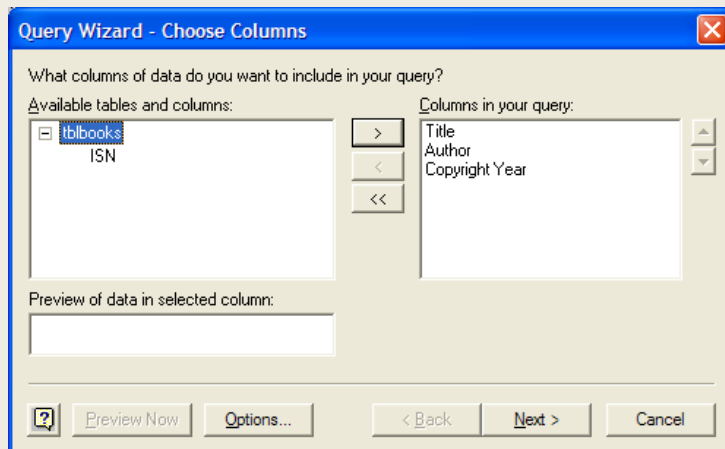
- Per te edituar query, se pari specifikojme tipin e baze se te dhenave qe po perdorim.



- Zgjedhim nje skedar nga lista e skedareve (list of files).



- Pastaj zgjedhim cilat kolona te dhenash duam te paraqiten ne tabelen finale:



- Te dhenat e importuara.

	A	B	C	D
1	Importing Data from the Books Database in Access			
2				
3		Title	Author	Copyright Year
4		Working in Excel	LK Grey	2000
5		Formulations	ON Myers	2000
6		Advanced VBA	PW Willson	2000
7				
8				

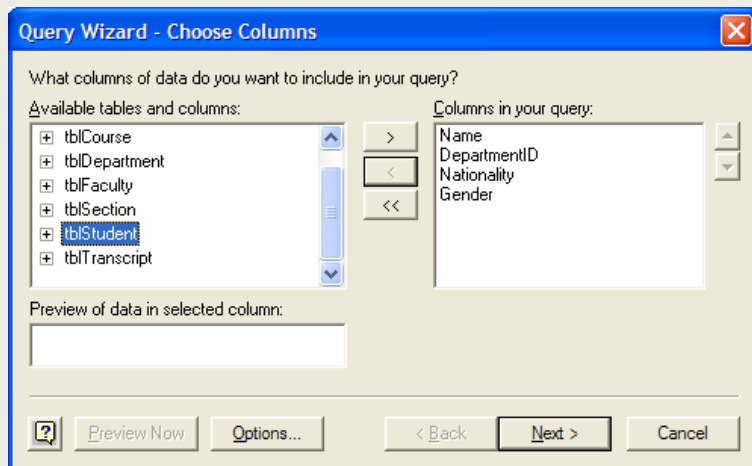
Exporting Data

- Per te eksportuar te dhena nga Excel tek nje baze te dhenash (database), duhet te perdorni nje Add-In te quajtur **AccessLinks**.
 - *Ky Add-In duhet downloaded dhe installed nga Microsoft webpage:*
<http://www.microsoft.com/downloads>.

- Tre metoda eksportimi:
 - *MS Access Form*
 - *MS Access Report*
 - *or Convert to MS Access.*

Krijimi i pivot table nga te dhena jashte Excel-it

- Nga *Pivot Table Wizard*, zgjidhni *External data source*.
- Klikoni tek *Get Data*.
- Zgjidhni te dhena nga nje database e MS Access-it. (Shembull)
- Zgjidhni tabelat dhe kolonat qe deshironi te perdorni si burim per pivot table.



- Kompletoni te dhenat e tjera nepermjet opsioneve te *Pivot Table Wizard*.

	A	B	C	D	E	F
1						
2						
3	Count of Name		DepartmentID			
4	Gender	Nationality	CISE	DIS	ISE	Grand Total
5	Female	American			8	8
6		Chinese			4	4
7		Hispanic			4	4
8		Indian		2		2
9	Female Total			2	16	18
10						
11	Male	African American			4	4
12		American		4	4	8
13		Hispanic	2		4	6
14		Russian	2			2
15		Turkish	2		4	6
16	Male Total		6	4	16	26
17						
18	Grand Total		6	6	32	44
19						

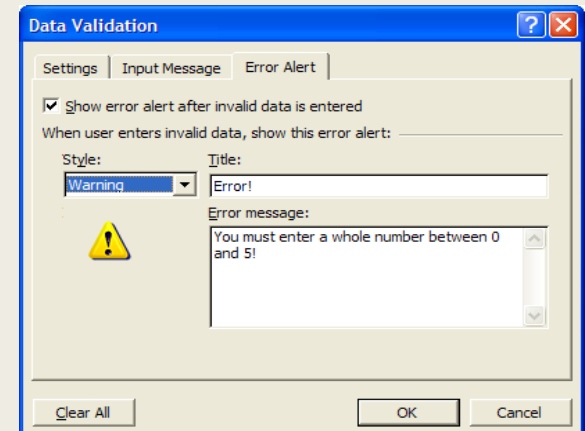
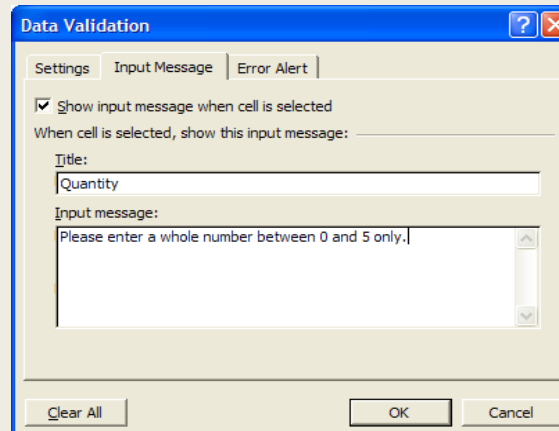
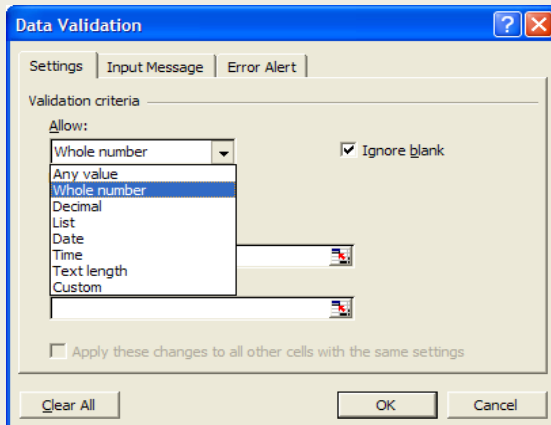
Perdorimi i Excel-it si nje Database

DFunctions

- Eshte nje grup funksionesh ne Excel qe ndihmojne per te punuar me baza te dhenash ne Excel; Keto ndryshe quhen edhe *Dfunctions*.
- Ne kete grup perfshihen:
 - *DSUM*
 - *DAVERAGE*
 - *DMIN*
 - *DMAX*
- Dfunctions ndryshojne nga funksionet e tjera te Excel-it pasi kerkojne edhe kriteret te perfshira ne to:
Shembull: `=DSUM(database, field, criteria)`
- Parametri *criteria* duhet te perfshije nje emer fushes (field name) dhe nje qelize kriter (criteria cell).
- Qe te perdorim *Dfunctions*, ne duhet te shtojme disa rreshta ne database, te cilat permbajne kriterin dhe duhet te perserisin emrat e fushave.

Data Validation

- Komanda **Data validation** krijon mundesine qe nje tip i caktuar te dhenash te futen nga perdoruesi ne qeliza te caktuara.
 - *Per te perdorur data validation, zgjidhni qelizat qe deshironi te validate dhe atehere klik **Data > Validation** nga menuja.*
- Gjenden tre menu ne kete dritare: Settings, Input Message, dhe Error Alert.



Data Consolidation

- Komanda Data consolidation na lejon te krahasojme dhe te kombinojme te dhena nga burime te shumefishta brenda nje spreadsheet-i te ri.
 - Zgjidhni Data > Consolidate ne nje flete pune te re per te krijuar nje table te konsoliduar.

