Microsoft WORD

- WORD is a word processor developed by Microsoft as a general purpose tool for handling text and numbers.
- It is great for creating, editing and analyzing the 'written' word.
- The nice thing about WORD is that you can easily re-arrange and change your information.
- Formatting text with WORD is very easy and makes what you are writing more understandable.

Microsoft EXCEL

- EXCEL, also developed by Microsoft, is a spreadsheet and is an extremely powerful tool that will run difficult calculations and sort masses of data on multiple fields.
- EXCEL is fast and efficient.
- Using EXCEL for your genealogy work can help you solve complex problems that cannot be done by any means.

Using WORD with your Genealogy Software

- By taking the notes you have created in your genealogy software and placing it in WORD gives you the ability to better organize and refine your research.
- You can also format the test for better flow and understanding.
- Be aware that, in most cases, special characters, tables, and other WORD specific formatting tools DO NOT copy back into your genealogy software in the same way. Check what does and does not copy back properly.

Timelines and EXCEL

- Using EXCEL as a simple spreadsheet to record timelines of events for a person or a family helps in analyzing time and place where our ancestors lived.
- Using EXCEL to sort and separate multiple identities of an individual or individuals with the same name helps identify the person you are looking for.
- By comparing the name, date, and location, you can make a determination if this is the person or persons you are looking for.

The Date Problem with EXCEL

- Dates earlier than 1 January 1900 cannot be calculated in standard date formats in Excel (1 January 1904 on a Mac).
- No matter how you format it, you can't get a 'standard' date format for any date earlier than 1 January 1900.
- There are a few ways to get around this but it requires some effort. See below for a few fixes.

Using EXCEL

Examples used in the presentation:

- Extract data from a GEDCOM file into EXCEL
- Extract records from Ancestry on Immigration Data to EXCEL
- Extract records from FamilySearch on English baptisms to EXCEL
- Extract data from multiple sources, combine them, and analyze and manipulate the data in EXCEL

Important EXCEL Commands
- Home tab – Sort & Filter
- View tab – Freeze Panes
- Data tab – Text to Columns

GEDxlate
- GEDxlate is a FREE Windows program that will convert your GEDCOM file information into the following formats:
    - Microsoft EXCEL
    - Microsoft Access db
    - Comma delimited
    - Text file
- This will allow you to examine for your data for any inconsistencies.
- GEDxlate can be downloaded free of charge at http://www.gedmagic.com/GEDxlate.htm
- Before you run the program, make sure you gave generated a GEDCOM file from your genealogy software.

Horrocks Data Project
- Objectives to extract ALL the early records for anyone with the surname of Horrocks and its variations
- Timeframe: 1550 to 1750
- The records include:
    - Christening/Birth
    - Marriage
    - Death
- After all the data is extracted, then:
- Determine who the earliest families are, then
- Build all the families to 1750
- And then publish it for all Horrocks surname researchers………..

Excel date calculations for pre-1900 dates
- The fact that pre-1900 dates are not recognized as dates in Excel is a significant problem for genealogists. Most of our work is focused on pre-1900, and we need to calculate ages and time intervals all the time. Below are 4 workarounds to this problem:
  1. See http://www.cpearson.com/excel/datedif.aspx for a method that takes the least amount of programming knowledge. However, it takes a little more work to accomplish.
  2. ExcelUser.com has a free macro download that allows you to run calculations on dates prior to 1900. http://www.exceluser.com/explore/earlydates.htm
  3. There is a free download of Extended Date Functions that work on all dates from 0100 to 9999. http://spreadsheetpage.com/index.php/tip/extended_date_functions/
  4. There is a custom Excel function that can be added to your spreadsheet as a user-defined function. This will calculate the number of years between any two Gregorian dates. http://excel-formulas.blogspot.com/2005/08/calculate-age-in-excel.html