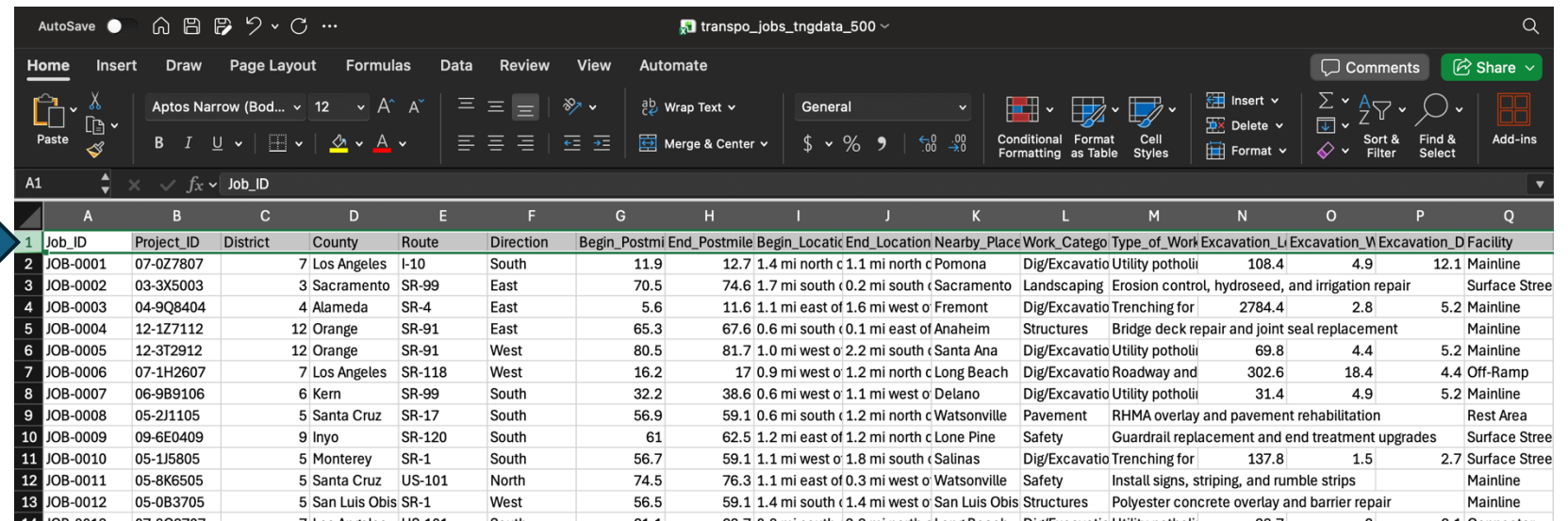


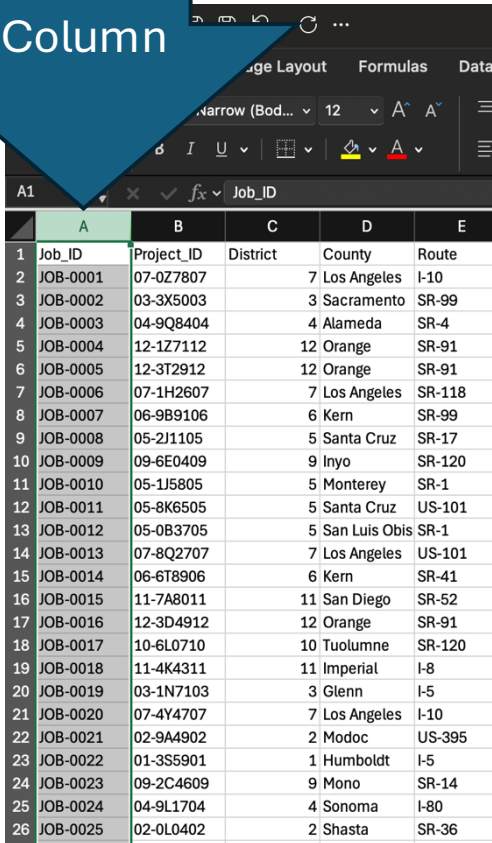
Excel Quick Reference

Select the Row



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Job_ID	Project_ID	District	County	Route	Direction	Begin_Postmi	End_Postmile	Begin_Locati	End_Location	Nearby_Place	Work_Catego	Type_of_Work	Excavation_Li	Excavation_V	Excavation_D	Facility
2	JOB-0001	07-0Z7807		7 Los Angeles	I-10	South	11.9	12.7	1.4 mi north	1.1 mi north	c Pomona	Dig/Excavatio	Utility potholi	108.4	4.9	12.1	Mainline
3	JOB-0002	03-3X5003		3 Sacramento	SR-99	East	70.5	74.6	1.7 mi south	0.2 mi south	c Sacramento	Landscaping	Erosion control, hydroseed, and irrigation repair				Surface Stree
4	JOB-0003	04-9Q8404		4 Alameda	SR-4	East	5.6	11.6	1.1 mi east	1.6 mi west	o Fremont	Dig/Excavatio	Trenching for	2784.4	2.8	5.2	Mainline
5	JOB-0004	12-1Z7112		12 Orange	SR-91	East	65.3	67.6	0.6 mi south	0.1 mi east	o Anaheim	Structures	Bridge deck repair and joint seal replacement				Mainline
6	JOB-0005	12-3T2912		12 Orange	SR-91	West	80.5	81.7	1.0 mi west	0.2 mi south	c Santa Ana	Dig/Excavatio	Utility potholi	69.8	4.4	5.2	Mainline
7	JOB-0006	07-1H2607		7 Los Angeles	SR-118	West	16.2	17	0.9 mi west	0.1 mi north	c Long Beach	Dig/Excavatio	Roadway and	302.6	18.4	4.4	Off-Ramp
8	JOB-0007	06-9B9106		6 Kern	SR-99	South	32.2	38.6	0.6 mi west	0.1 mi west	o Delano	Dig/Excavatio	Utility potholi	31.4	4.9	5.2	Mainline
9	JOB-0008	05-2J1105		5 Santa Cruz	SR-17	South	56.9	59.1	0.6 mi south	1.2 mi north	c Watsonville	Pavement	RHMA overlay and pavement rehabilitation				Rest Area
10	JOB-0009	09-6E0409		9 Inyo	SR-120	South	61	62.5	1.2 mi east	1.2 mi north	c Lone Pine	Safety	Guardrail replacement and end treatment upgrades				Surface Stree
11	JOB-0010	05-1J5805		5 Monterey	SR-1	South	56.7	59.1	1.1 mi west	1.8 mi south	c Salinas	Dig/Excavatio	Trenching for	137.8	1.5	2.7	Surface Stree
12	JOB-0011	05-8K6505		5 Santa Cruz	US-101	North	74.5	76.3	1.1 mi east	0.3 mi west	o Watsonville	Safety	Install signs, striping, and rumble strips				Mainline
13	JOB-0012	05-0B3705		5 San Luis Obis	SR-1	West	56.5	59.1	1.4 mi south	1.4 mi west	o San Luis Obis	Structures	Polyester concrete overlay and barrier repair				Mainline

Select the Column

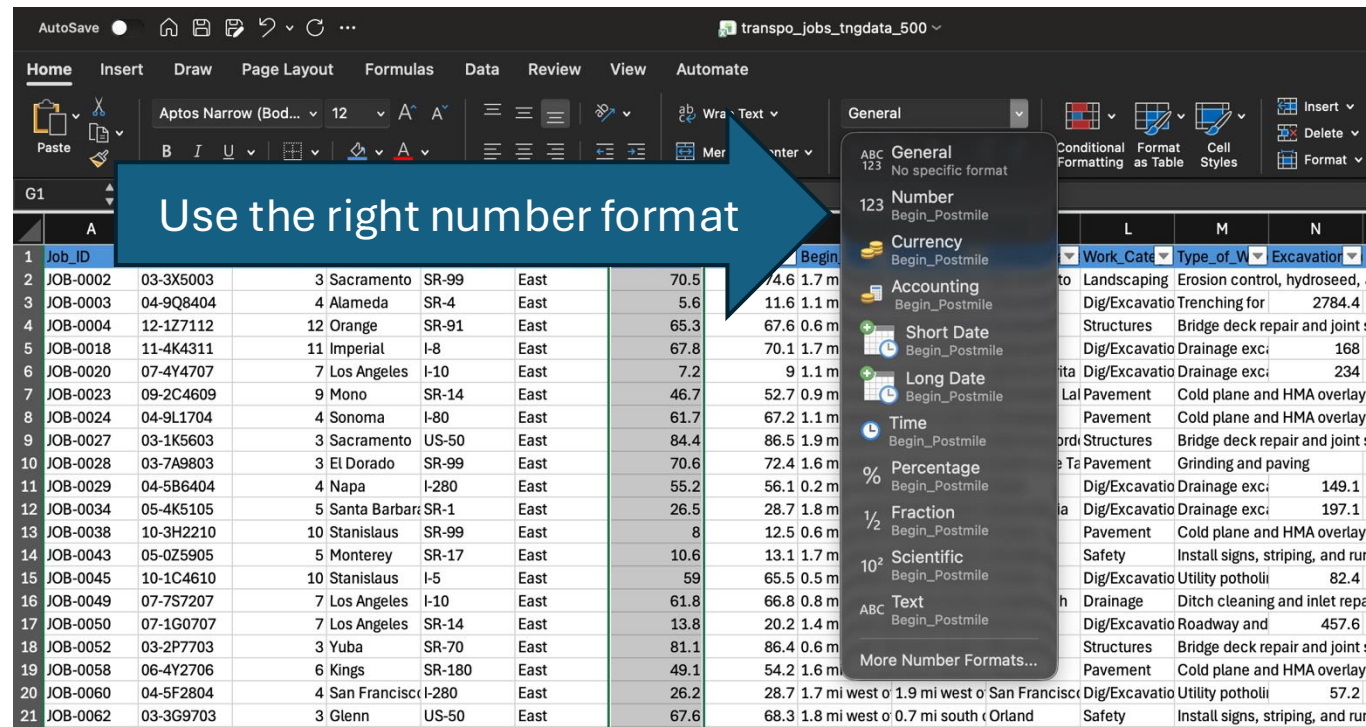


	A	B	C	D	E
1	Job_ID	Project_ID	District	County	Route
2	JOB-0001	07-0Z7807		7 Los Angeles	I-10
3	JOB-0002	03-3X5003		3 Sacramento	SR-99
4	JOB-0003	04-9Q8404		4 Alameda	SR-4
5	JOB-0004	12-1Z7112		12 Orange	SR-91
6	JOB-0005	12-3T2912		12 Orange	SR-91
7	JOB-0006	07-1H2607		7 Los Angeles	SR-118
8	JOB-0007	06-9B9106		6 Kern	SR-99
9	JOB-0008	05-2J1105		5 Santa Cruz	SR-17
10	JOB-0009	09-6E0409		9 Inyo	SR-120
11	JOB-0010	05-1J5805		5 Monterey	SR-1
12	JOB-0011	05-8K6505		5 Santa Cruz	US-101
13	JOB-0012	05-0B3705		5 San Luis Obis	SR-1
14	JOB-0013	07-8Q2707		7 Los Angeles	US-101
15	JOB-0014	06-6T8906		6 Kern	SR-41
16	JOB-0015	11-7A8011		11 San Diego	SR-52
17	JOB-0016	12-3D4912		12 Orange	SR-91
18	JOB-0017	10-6L0710		10 Tuolumne	SR-120
19	JOB-0018	11-4K4311		11 Imperial	I-8
20	JOB-0019	03-1N7103		3 Glenn	I-5
21	JOB-0020	07-4Y4707		7 Los Angeles	I-10
22	JOB-0021	02-9A4902		2 Modoc	US-395
23	JOB-0022	01-3S5901		1 Humboldt	I-5
24	JOB-0023	09-2C4609		9 Mono	SR-14
25	JOB-0024	04-9L1704		4 Sonoma	I-80
26	JOB-0025	02-0L0402		2 Shasta	SR-36

Notice where you click!

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Use the right number format



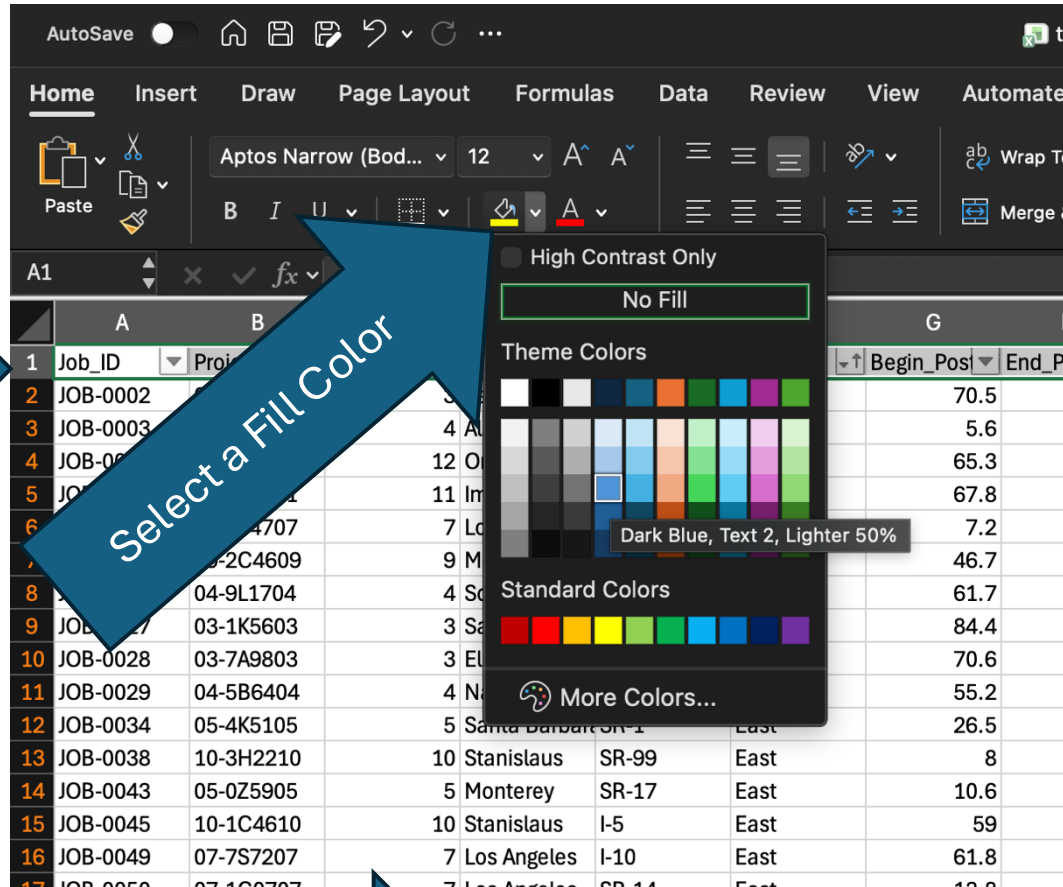
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Job_ID						Begin										
2	JOB-0002	03-3X5003		3 Sacramento	SR-99	East	70.5			74.6	1.7 m						
3	JOB-0003	04-9Q8404		4 Alameda	SR-4	East	5.6			11.6	1.1 m						
4	JOB-0004	12-1Z7112		12 Orange	SR-91	East	65.3			67.6	0.6 m						
5	JOB-0018	11-4K4311		11 Imperial	I-8	East	67.8			70.1	1.7 m						
6	JOB-0020	07-4Y4707		7 Los Angeles	I-10	East	7.2			9.1	1.1 m						
7	JOB-0023	09-2C4609		9 Mono	SR-14	East	46.7			52.7	0.9 m						
8	JOB-0024	04-9L1704		4 Sonoma	I-80	East	61.7			67.2	1.1 m						
9	JOB-0027	03-1K5603		3 Sacramento	US-50	East	84.4			86.5	1.9 m						
10	JOB-0028	03-7A9803		3 El Dorado	SR-99	East	70.6			72.4	1.6 m						
11	JOB-0029	04-5B6404		4 Napa	I-280	East	55.2			56.1	0.2 m						
12	JOB-0034	05-4K5105		5 Santa Barbara	SR-1	East	26.5			28.7	1.8 m						
13	JOB-0038	10-3H2210		10 Stanislaus	SR-99	East	8			12.5	0.6 m						
14	JOB-0043	05-0Z5905		5 Monterey	SR-17	East	10.6			13.1	1.7 m						
15	JOB-0045	10-1C4610		10 Stanislaus	I-5	East	59			65.5	0.5 m						
16	JOB-0049	07-7S7207		7 Los Angeles	I-10	East	61.8			66.8	0.8 m						
17	JOB-0050	07-1G0707		7 Los Angeles	SR-14	East	13.8			20.2	1.4 m						
18	JOB-0052	03-2P7703		3 Yuba	SR-70	East	81.1			86.4	0.6 m						
19	JOB-0058	06-4Y2706		6 Kings	SR-180	East	49.1			54.2	1.6 m						
20	JOB-0060	04-5F2804		4 San Francisco	I-280	East	26.2			28.7	1.7 mi west	0.1 mi west	o San Francisco	Dig/Excavatio	Utility potholi	57.2	
21	JOB-0062	03-3G9703		3 Glenn	US-50	East	67.6			68.3	1.8 mi west	0.7 mi south	o Orland	Safety	Install signs, striping, and rumble strips		

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Get Data (Power Query) Refresh All Workbook Links

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Job_ID	Project_ID	District	County	Route	Direction	Begin_Pos	End_Pos	Begin_Loc	End_Loc	Nearby_Pi	Work_Cate	Type_of_W	Excavation	Excavation	Excavation	Facility
2	JOB-0002	03-3X5003	3	Sacramento	SR-99	East	70.5	74.6	1.7 mi south of 0.2 mi south of Sacramento	Landscaping	Erosion control, hydroseed, and irrigation repair						Surface Street
3	JOB-0003	04-9Q8404	4	Alameda	SR-4	East	5.6	11.6	1.1 mi east of 1.6 mi west of Fremont	Dig/Excavatio	Trenching for	2784.4	2.8				Mainline
4	JOB-0004	12-127112	12	Orange	SR-91	East	65.3	67.6	0.6 mi south of 0.1 mi east of Anaheim	Structures	Bridge deck repair and joint seal replacement						Mainline
5	JOB-0018	11-4K4311	11	Imperial	I-8	East	67.8	70.1	1.7 mi east of 0.1 mi south of Calexico	Dig/Excavatio	Drainage exci	168	13.9				4.8 Mainline
6	JOB-0020	07-4Y4707	7	Los Angeles	I-10	East	7.2	9	1.1 mi west of 1.5 mi south of Santa Clarita	Dig/Excavatio	Drainage exci	234	8.8				5.9 Mainline
7	JOB-0023	09-2C4609	9	Mono	SR-14	East	46.7	52.7	0.9 mi west of 0.2 mi south of Mammoth Lake	Pavement	Cold plane and HMA overlay						Mainline
8	JOB-0024	04-9L1704	4	Sonoma	I-80	East	61.7	67.2	1.1 mi west of 1.1 mi west of Petaluma	Pavement	Cold plane and HMA overlay						Connector
9	JOB-0027	03-1K5603	3	Sacramento	US-50	East	84.4	86.5	1.9 mi west of 0.1 mi north of Rancho Cord	Structures	Bridge deck repair and joint seal replacement						Surface Street
10	JOB-0028	03-7A9803	3	El Dorado	SR-99	East	70.6	72.4	1.6 mi west of 1.8 mi east of South Lake Ta	Pavement	Grinding and paving						Mainline
11	JOB-0029	04-5B6404	4	Napa	I-280	East	55.2	56.1	0.2 mi north of 2.4 mi north of Napa	Dig/Excavatio	Drainage exci	149.1	11.6				8.3 Mainline
12	JOB-0034	05-4K5105	5	Santa Barbara	SR-1	East	26.5	28.7	1.8 mi north of 0.5 mi north of Santa Maria	Dig/Excavatio	Drainage exci	197.1	14.7				8.4 Off-Ramp
13	JOB-0038	10-3H2210	10	Stanislaus	SR-99	East	8	12.5	0.6 mi south of 0.3 mi south of Turlock	Pavement	Cold plane and HMA overlay						Off-Ramp

Change the View

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File Home Insert Draw Page Layout Formulas Data View Automate

Freeze one row, column, or both

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Freeze First Column

County	Route	Direction	Begin_Pos	End_Pos	Begin_Loc	End_Loc	Nearby_Pt	Work_Cat	Type_of_W	Excavatio
3 Sacramento	SR-99	East	70.5	74.6	1.7 mi south	0.2 mi south	Sacramento	Landscaping	Erosion control, hydroseed,	
4 Alameda	SR-4	East	5.6	11.6	1.1 mi east of	1.6 mi west of	Fremont	Dig/Excavatio	Trenching for	2784.4
12 Orange	SR-91	East	65.3	67.6	0.6 mi south	0.1 mi east of	Anaheim	Structures	Bridge deck repair and joint	
11 Imperial	I-8	East	67.8	70.1	1.7 mi east of	0.1 mi south	Calexico	Dig/Excavatio	Drainage exca	168
7 Los Angeles	I-10	East	7.2	9	1.1 mi west of	1.5 mi south	Santa Clarita	Dig/Excavatio	Drainage exca	234
9 Mono	SR-14	East	46.7	52.7	0.9 mi west of	0.2 mi south	Mammoth Lake	Pavement	Cold plane and HMA overlay	
4 Sonoma	I-80	East	61.7	67.2	1.1 mi west of	1.1 mi west of	Petaluma	Pavement	Cold plane and HMA overlay	
3 Sacramento	US-50	East	84.4	86.5	1.9 mi west of	0.1 mi north	Rancho Cord	Structures	Bridge deck repair and joint	
3 El Dorado	SR-99	East	70.6	72.4	1.6 mi west of	1.8 mi east of	South Lake Ta	Pavement	Grinding and paving	

Print Layout "Page Breaks"

Click and Drag Blue Lines to Change What Gets Printed on Which Page

Project_ID	District	County	Route	Direction	Begin_Pos	End_Pos	Begin_Loc	End_Loc	Nearby_Pt	Work_Cat	Type_of_W	Excavatio	Excavatio	Excavatio	Facility	Closure	Lanes_Clo
3 JOB-0003	04-9Q8404	4 Alameda	SR-4	East	5.6	11.6	1.1 mi east of	1.6 mi west of	Fremont	Dig/Excavatio	Trenching for	2784.4	2.8	5.2	Mainline	One-way	1, RShoul
4 JOB-0004	12-127112	12 Orange	SR-91	East	65.3	67.6	0.6 mi south	0.1 mi east of	Anaheim	Structures	Bridge deck repair and joint	seal replacement			Mainline	Lane	1, RShoul
5 JOB-0018	11-4K4311	11 Imperial	I-8	East	67.8	70.1	1.7 mi east of	0.1 mi south	Calexico	Dig/Excavatio	Drainage exca	168	13.9	4.8	Mainline	Lane	1, RShoul
6 JOB-0020	07-4Y4707	7 Los Angeles	I-10	East	7.2	9	1.1 mi west of	1.5 mi south	Santa Clarita	Dig/Excavatio	Drainage exca	234	8.8	5.9	Mainline	Lane	1, RShoul
7 JOB-0023	09-2C4809	9 Mono	SR-14	East	46.7	52.7	0.9 mi west of	0.2 mi south	Mammoth Lake	Pavement	Cold plane and HMA overlay				Mainline	Lane	1, RShoul
8 JOB-0024	04-9L1704	4 Sonoma	I-80	East	61.7	67.2	1.1 mi west of	1.1 mi west of	Petaluma	Pavement	Cold plane and HMA overlay				Connector	Lane	1, RShoul
9 JOB-0027	03-1K5603	3 Sacramento	US-50	East	84.4	86.5	1.9 mi west of	0.1 mi north	Rancho Cord	Structures	Bridge deck repair and joint	seal replacement			Surface Street	Alternating La	1, RShoul
10 JOB-0028	03-7A9803	3 El Dorado	SR-99	East	70.6	72.4	1.6 mi west of	1.8 mi east of	South Lake Ta	Pavement	Grinding and paving				Mainline	One-way	1, RShoul
11 JOB-0029	04-5B6404	4 Napa	I-280	East	55.2	56.1	0.2 mi north	2.4 mi north	Napa	Dig/Excavatio	Drainage exca	149.1	11.6	8.3	Mainline	Lane	1, RShoul
12 JOB-0034	05-4K5105	5 Santa Barbara	SR-1	East	26.5	28.7	1.8 mi north	0.5 mi north	Santa Maria	Dig/Excavatio	Drainage exca	197.1	14.7	8.4	Off-Ramp	Lane	1, RShoul
13 JOB-0035	05-4K5105	5 Santa Barbara	SR-1	East	26.5	28.7	1.8 mi north	0.5 mi north	Santa Maria	Dig/Excavatio	Drainage exca	197.1	14.7	8.4	Off-Ramp	Lane	1, RShoul
14 JOB-0036	05-4K5105	5 Santa Barbara	SR-1	East	26.5	28.7	1.8 mi north	0.5 mi north	Santa Maria	Dig/Excavatio	Drainage exca	197.1	14.7	8.4	Off-Ramp	Lane	1, RShoul
15 JOB-0037	05-4K5105	5 Santa Barbara	SR-1	East	26.5	28.7	1.8 mi north	0.5 mi north	Santa Maria	Dig/Excavatio	Drainage exca	197.1	14.7	8.4	Off-Ramp	Lane	1, RShoul
16 JOB-0038	05-4K5105	5 Santa Barbara	SR-1	East	26.5	28.7	1.8 mi north	0.5 mi north	Santa Maria	Dig/Excavatio	Drainage exca	197.1	14.7	8.4	Off-Ramp	Lane	1, RShoul
17 JOB-0039	05-4K5105	5 Santa Barbara	SR-1	East	26.5	28.7	1.8 mi north	0.5 mi north	Santa Maria	Dig/Excavatio	Drainage exca	197.1	14.7	8.4	Off-Ramp	Lane	1, RShoul
18 JOB-0040	05-4K5105	5 Santa Barbara	SR-1	East	26.5	28.7	1.8 mi north	0.5 mi north	Santa Maria	Dig/Excavatio	Drainage exca	197.1	14.7	8.4	Off-Ramp	Lane	1, RShoul
19 JOB-0041	05-4K5105	5 Santa Barbara	SR-1	East	26.5	28.7	1.8 mi north	0.5 mi north	Santa Maria	Dig/Excavatio	Drainage exca	197.1	14.7	8.4	Off-Ramp	Lane	1, RShoul
20 JOB-0042	05-4K5105	5 Santa Barbara	SR-1	East	26.5	28.7	1.8 mi north	0.5 mi north	Santa Maria	Dig/Excavatio	Drainage exca	197.1	14.7	8.4	Off-Ramp	Lane	1, RShoul
21 JOB-0043	05-4K5105	5 Santa Barbara	SR-1	East	26.5	28.7	1.8 mi north	0.5 mi north	Santa Maria	Dig/Excavatio	Drainage exca	197.1	14.7	8.4	Off-Ramp	Lane	1, RShoul
22 JOB-0044	05-4K5105	5 Santa Barbara	SR-1	East	26.5	28.7	1.8 mi north	0.5 mi north	Santa Maria	Dig/Excavatio	Drainage exca	197.1	14.7	8.4	Off-Ramp	Lane	1, RShoul
23 JOB-0045	05-4K5105	5 Santa Barbara	SR-1	East	26.5	28.7	1.8 mi north	0.5 mi north	Santa Maria	Dig/Excavatio	Drainage exca	197.1	14.7	8.4	Off-Ramp	Lane	1, RShoul
24 JOB-0046	05-4K5105	5 Santa Barbara	SR-1	East	26.5	28.7	1.8 mi north	0.5 mi north	Santa Maria	Dig/Excavatio	Drainage exca	197.1	14.7	8.4	Off-Ramp	Lane	1, RShoul
25 JOB-0047	05-4K5105	5 Santa Barbara	SR-1	East	26.5	28.7	1.8 mi north	0.5 mi north	Santa Maria	Dig/Excavatio	Drainage exca	197.1	14.7	8.4	Off-Ramp	Lane	1, RShoul
26 JOB-0048	05-4K5105	5 Santa Barbara	SR-1	East	26.5	28.7	1.8 mi north	0.5 mi north	Santa Maria	Dig/Excavatio	Drainage exca	197.1	14.7	8.4	Off-Ramp	Lane	1, RShoul
27 JOB-0049	05-4K5105	5 Santa Barbara	SR-1	East	26.5	28.7	1.8 mi north	0.5 mi north	Santa Maria	Dig/Excavatio	Drainage exca	197.1	14.7	8.4	Off-Ramp	Lane	1, RShoul
28 JOB-0050	05-4K5105	5 Santa Barbara	SR-1	East	26.5	28.7	1.8 mi north	0.5 mi north	Santa Maria	Dig/Excavatio	Drainage exca	197.1	14.7	8.4	Off-Ramp	Lane	1, RShoul
29 JOB-0051	05-4K5105	5 Santa Barbara	SR-1	East	26.5	28.7	1.8 mi north	0.5 mi north	Santa Maria	Dig/Excavatio	Drainage exca	197.1	14.7	8.4	Off-Ramp	Lane	1, RShoul
30 JOB-0052	03-2P7703	3 Yuba	SR-70	East	81.1	86.4	0.6 mi east of	0.9 mi west of	Mayesville	Structures	Bridge deck repair and joint	seal replacement			Mainline	Alternating La	1, RShoul
31 JOB-0053	03-2P7703	3 Yuba	SR-70	East	81.1	86.4	0.6 mi east of	0.9 mi west of	Mayesville	Structures	Bridge deck repair and joint	seal replacement			Mainline	Alternating La	1, RShoul
32 JOB-0054	03-2P7703	3 Yuba	SR-70	East	81.1	86.4	0.6 mi east of	0.9 mi west of	Mayesville	Structures	Bridge deck repair and joint	seal replacement			Mainline	Alternating La	1, RShoul
33 JOB-0055	03-2P7703	3 Yuba	SR-70	East	81.1	86.4	0.6 mi east of	0.9 mi west of	Mayesville	Structures	Bridge deck repair and joint	seal replacement			Mainline	Alternating La	1, RShoul
34 JOB-0056	03-2P7703	3 Yuba	SR-70	East	81.1	86.4	0.6 mi east of	0.9 mi west of	Mayesville	Structures	Bridge deck repair and joint	seal replacement			Mainline	Alternating La	1, RShoul
35 JOB-0057	03-2P7703	3 Yuba	SR-70	East	81.1	86.4	0.6 mi east of	0.9 mi west of	Mayesville	Structures	Bridge deck repair and joint	seal replacement			Mainline	Alternating La	1, RShoul
36 JOB-0058	06-4Y2706	6 Kings	SR-180	East	49.1	54.2	1.6 mi south	2.1 mi south	Hanford	Pavement	Cold plane and HMA overlay				Mainline	Alternating La	1, RShoul
37 JOB-0059	04-5F2804	4 San Francisco	I-280	East	26.2	28.7	1.7 mi west of	1.9 mi west of	San Francisco	Dig/Excavatio	Utility pothol	57.2	6.7	7.3	Mainline	Lane	1, RShoul
38 JOB-0060	03-3G9703	3 Glenn	US-50	East	67.6	68.3	1.8 mi west of	0.7 mi south	Orland	Safety	Install signs, striping, and	umblestrips			Surface Street	Full	1, RShoul
39 JOB-0061	03-1U0303	3 Nevada	I-80	East	58.9	62.3	0.9 mi south	1.0 mi south	Grass Valley	Dig/Excavatio	Trenching for	165.8	3.5	4.8	On-Ramp	Lane	1, RShoul
40 JOB-0062	01-7C3601	1 Mendocino	SR-1	East	13.5	19.6	0.6 mi east of	0.3 mi south	Union	Pavement	RHMA overlay and pavement	rehabilitation			Mainline	Full	1, RShoul
41 JOB-0063	02-9K0402	2 Lassen	SR-44	East	74.9	76	1.5 mi south	0.3 mi north	Susanville	Dig/Excavatio	Drainage exca	135.1	16.6	4.5	Mainline	Lane	1, RShoul
42 JOB-0064	04-8P6604	4 Sonoma	SR-4	East	54.9	60	1.5 mi south	1.0 mi south	Santa Rosa	Safety	Guardrail replacement and	end treatment upgrades			Mainline	Alternating La	1, RShoul
43 JOB-0065	11-0P0311	11 San Diego	I-5	East	10.1	14.5	0.2 mi south	2.4 mi west of	Oceanside	ADA/Comple	Construct curb ramps and	sidewalk improvements			Surface Street	One-way	1, RShoul
44 JOB-0066	04-5U3204	4 Marin	US-101	East	42.4	48.2	1.0 mi north	1.0 mi west of	San Rafael	Safety	Guardrail replacement and	end treatment upgrades			Connector	Lane	1, RShoul
45 JOB-0067	11-3B7011	11 Imperial	SR-52	East	23.6	27.1	1.4 mi north	0.4 mi west of	Calexico	Dig/Excavatio	Drainage exca	41.4	14.3	6.1	Mainline	Full	1, RShoul
46 JOB-0068	04-0Q4304	4 Napa	SR-4	East	31.6	35.5	0.9 mi north	0.2 mi north	American Can	Dig/Excavatio	Roadway and	1056.5	10.9	7	Surface Street	Alternating La	1, RShoul
47 JOB-0069	02-0F1602	2 Modoc	SR-44	East	68.1	70.3	1.4 mi north	0.1 mi south	Alturas	Pavement	Cold plane and HMA overlay				Surface Street	Alternating La	1, RShoul
48 JOB-0070	08-1X5708	8 Riverside	I-15	East	50.7	55.8	1.2 mi east of	1.9 mi east of	Riverside	Structures	Bridge deck repair and joint	seal replacement			Mainline	Lane	1, RShoul
49 JOB-0071	04-2W8004	4 Napa	SR-24	East	41.4	44.6	1.2 mi south	0.5 mi north	American Can	Safety	Guardrail replacement and	end treatment upgrades			Mainline	Lane	1, RShoul
50 JOB-0072	11-2V1211	11 Imperial	I-8	East	78.4	81.9	0.8 mi north	2.3 mi south	El Centro	Drainage	Culvert replacement and	headwall repair			Mainline	Lane	1, RShoul
51 JOB-0073	04-9J7604	4 Alameda	I-680	East	66.3	68.7	0.8 mi south	0.1 mi north	Berkeley	Drainage	Ditch cleaning and inlet	repair			Off-Ramp	Lane	1, RShoul
52 JOB-0074	04-4R5704	4 Contra Costa	US-101	East	24.2	29.1	1.6 mi west of	2.1 mi south	Concord	Dig/Excavatio	Drainage exca	122.7	11.7	7.3	On-Ramp	Full	1, RShoul
53 JOB-0075	05-7Z4205	5 Santa Cruz	SR-68	East	77.3	79.6	1.1 mi south	1.4 mi south	Santa Cruz	Pavement	Cold plane and HMA overlay				Off-Ramp	Lane	1, RShoul
54 JOB-0076	07-5B3107	7 Los Angeles	SR-14	East	68	73.8	0.7 mi south	2.0 mi east of	Santa Clarita	Safety	Guardrail replacement and	end treatment upgrades			Surface Street	Lane	1, RShoul

Turn Filter
& Sort on
or off

Click drop-downs
to sort
alphabetically or
by value

Click drop-
downs, then un-
select to filter out
certain values

Excel interface showing a data table with columns: Job_ID, Project_ID, District, County, Route, Direction, Begin_Pos, End_Pos, Begin_Loc, End_Loc.

The table contains 25 rows of data. A blue arrow points to the 'County' column header, and another blue arrow points to the 'Route' column header.

Two 'Sort' dialog boxes are shown, illustrating the steps to filter data:

- Sort Dialog 1:** Shows 'Ascending' sort order. The 'Filter' section is expanded, showing a search bar and a list of values: (Select All), East, North, South, West. The 'Auto Apply' checkbox is checked.
- Sort Dialog 2:** Shows 'Descending' sort order. The 'Filter' section is expanded, showing a search bar and a list of values: (Select All), Alameda, Alpine, Amador, Butte, Calaveras, Colusa. The 'Auto Apply' checkbox is checked.

The background shows the Excel ribbon with tabs: Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Automate. The 'Data' tab is active, showing the 'Sort & Filter' group.

Keyboard Shortcuts

- Ctrl + z = Undo
- Ctrl + y = Redo
- Ctrl + c = Copy
- Ctrl + v = Paste
- Ctrl + Shift + → = select cells with data all the way to the right
- Ctrl + Shift + down arrow = select cells with data all the way down

Common Formulas & Functions

SUM

- 1.Adds numbers
- 2.=SUM(A2:A10)

AVERAGE

- 1.Calculates the mean
- 2.=AVERAGE(A2:A10)

MEDIAN

- Find the mid-point value of selected cells:
- =MEDIAN(A1,A2,A3,A4,A5)

COUNT

- 1.Counts cells containing numbers
- 2.=COUNT(A2:A10)

COUNTA

- 1.Counts nonblank cells
- 2.=COUNTA(A2:A10)

IF

- 1.Returns results based on a condition
- 2.=IF(A2>=70,"Pass","Fail")

SUMIF

- 1.Adds values meeting one condition
- 2.=SUMIF(A2:A10,"Food",B2:B10)

COUNTIF

- 1.Counts values meeting one condition
- 2.=COUNTIF(A2:A10,"Complete")

MAX

- 1.Returns the largest value
- 2.=MAX(A2:A10)

MIN

- Returns the smallest value
- =MIN(A2:A10)

STDEV

- Calculate standard deviation from the average value:
- =STDEV(A1,A2,A3,A4,A5)

CONCAT

- Concatenate - put two or more cells together; put text in-between:
- =CONCAT(A1,"",A2)

VLOOKUP

- Vertical lookup - find a value on a list and return a corresponding value; eg: find acct #; return owner name:
- =VLOOKUP(A1,Sheet2!A:B,2,FALSE)

XLOOKUP

- 1.Finds and returns matching information
- 2.=XLOOKUP(A2,D2:D100,E2:E100,"Not found")

Text-to-columns

- Split combined text based on a symbol, space, or designated # of characters

Common Formulas & Functions

SUM

1. — Adds numbers
=SUM(A2:A10)

AVERAGE

1. — Calculates the mean
=AVERAGE(A2:A10)

COUNT

1. — Counts cells containing numbers
=COUNT(A2:A10)

COUNTA

1. — Counts nonblank cells
=COUNTA(A2:A10)

IF

1. — Returns results based on a condition
=IF(A2>=70,"Pass","Fail")

SUMIF

1. — Adds values meeting one condition
=SUMIF(A2:A10,"Food",B2:B10)

COUNTIF

1. — Counts values meeting one condition
=COUNTIF(A2:A10,"Complete")

Formulas & Functions cont'd

MAX

1. — Returns the largest value
=MAX(A2:A10)

MIN

• — Returns the smallest value
=MIN(A2:A10)

MEDIAN

• Find the mid-point value of selected cells: =MEDIAN(A1,A2,A3,A4,A5)

STDEV

• Calculate standard deviation from the average value: =STDEV(A1,A2,A3,A4,A5)

CONCAT

• Concatenate - put two or more cells together; put text in-between: =CONCAT(A1,"",A2)

VLOOKUP

• Vertical lookup - find a value on a list and return a corresponding value; eg: find an account # and return the owner's name: =VLOOKUP(A1,Sheet2!A:B,2,FALSE)

XLOOKUP

1. — Finds and returns matching information
=XLOOKUP(A2,D2:D100,E2:E100,"Not found")

Text-to-columns

• Function that splits text based on a symbol, space, or designated # of characters