Information for Using Excel Database to its Maximum Potential
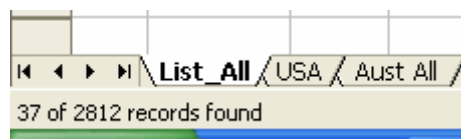
Drop Down Menus
- Drop down menus have been installed on the spreadsheet database which allow for the user to isolate different sections of data within any of the menus available; eg. All of the Asphyxiations within Agent of Fatality.
- Multiple drop down menus can be selected at the same time for increased isolation of data; eg. All of the Asphyxiations within Australia in Coal mines.

	C	D	E	F	G	H	
	Mine Type ▼	Operation Type ▼	Country ▼	States ▼	Mine Name	Agent of Fatality ▼	
00	Coal	Open-Cut	Australia	New South Wales	Saxonvale Open Cut	(All) / (Top 10…) / (Custom…) / **Asphyxiation** / Catastrophic Failure / Contact with Moving or Rc	Earl
01	Coal	Underground	Australia	New South Wales	Wallarah	Drowning / Electrocution / Explosives	No
01	Coal	Underground	Australia	New South Wales	Western Main	Fall From Heights / Fall of Roof/Sides/Highwa / Fire / Gas Ignition Explosion / Inrush	No
01	Coal	Underground	Australia	New South Wales	Newstan	Other / Other Explosion / Outburst / Pressure Vessel Explosion / Tyre Explosion / Uncontrolled Release of E	Mar
01	Coal	Underground	Australia	New South Wales	South Bulli	Outburst	No
01	Coal	Underground	Australia	New South Wales	Gretley	Uncontrolled Release of Energy	Lon
02	Coal	Open-Cut	Australia	New South Wales	Howick Open Cut	Unintended Operation of Equipment	Tru
02	Coal	Underground	Australia	New South Wales	Oakdale	Contact with Moving or Rotating Plant (Guarding/Access to Danger	Loa

*Shown is the drop down menus used for isolation of target data.*

Counter Function
- A counter function is in place on the database, which when groups of records have been isolated will easily allow you to determine how many records there are.
- Eg. Using the above example of Asphyxiations in Coal mines, the results were 37 of 2812 records.
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ⅠⅠ ◀ ▶ ▶Ⅰ \ **List_All** / USA / Aust All /
37 of 2812 records found

Sorting Data
- This Can be used when selected data has already been selected using the drop down menus.
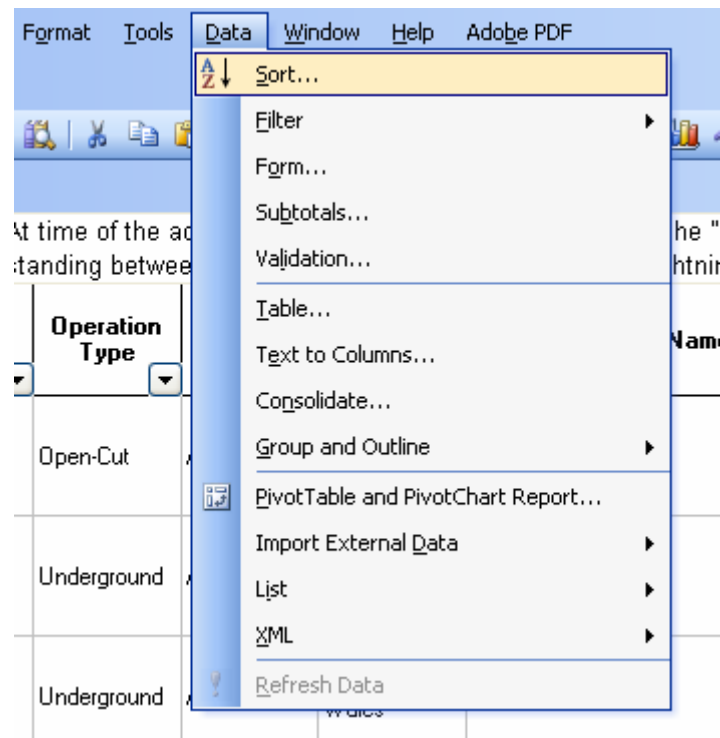

Where to go for the Sort Menu

- Eg. User wants to look at all Asphyxiations in Coal Mines around the world by Date. User selects both drop down menus first, and then goes to the Data menu and selects the sort function. Primary sort is done by date in ascending order, which puts all fatal Coal mine Asphyxiations in order of the date they occurred.

Shown Above is the Correct Process for ordering already selected data by Date.

- However if you wanted to go even further and order the Asphyxiation data in Coal mines by Country in the chronological order which they occurred that would use a different process. Firstly you would select primary sort by Country and Secondary Sort by Date.
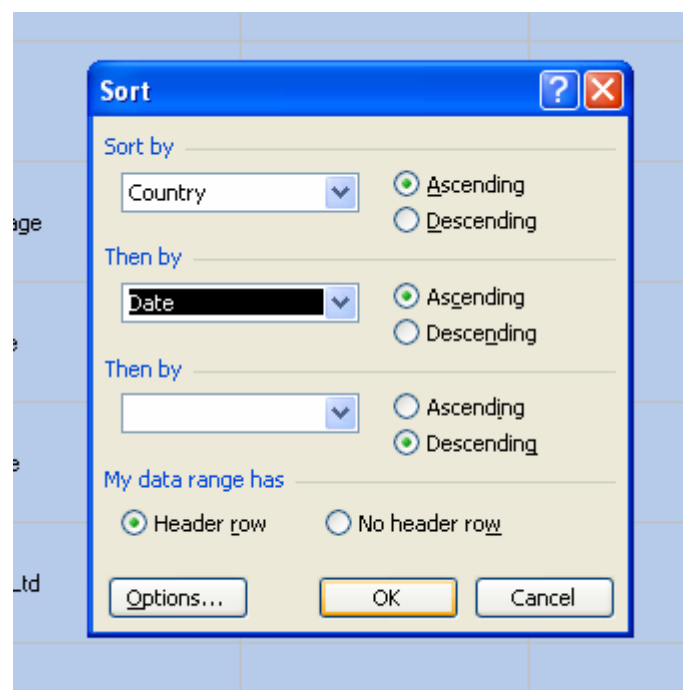

Shown Above is the Correct Process for ordering already selected data by Country and then by Date.

Extracting Data for Further Analysis

- Once Data has been selected using the drop down menus and then sorted accordingly it can be taken to a blank worksheet for further analysis. This is a basic operation and requires you to select all of the data left within the sheet. In the Edit menu select copy, and then in the blank worksheet select paste.
- Data can then be modified to whatever is required without changing any of the records within the fatality database.

Searching for Terms

- When searching for types of incidents which do not have enough incidents to warrant its own category, a search for terms can be used to track these down. Using the Edit menu and Find function, terms can be searched which are unique; eg. Lightning strikes – use keyword lightning which found 2 lightning strike related fatalities.
- Further manual sorting is required when using this function however as the phrase lightning came up with many references with Lightning Ridge, NSW, which must be excluded from fatal lightning incidents.
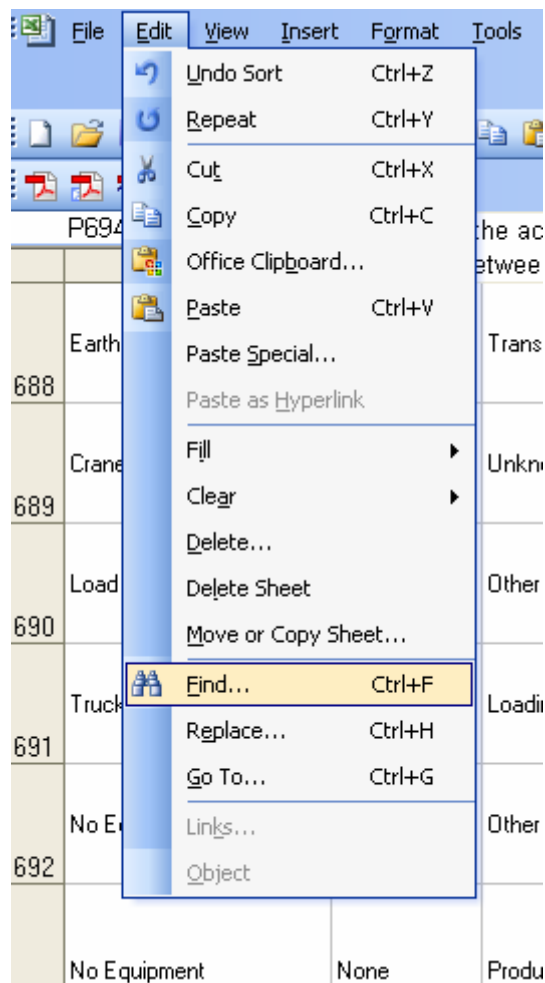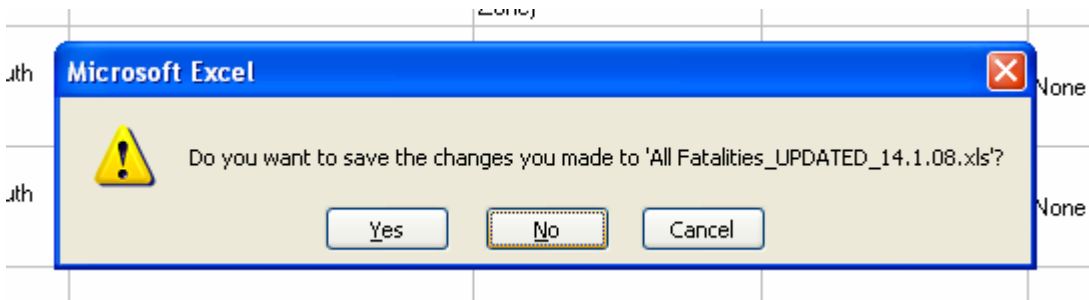

Where to go to for the Find menu
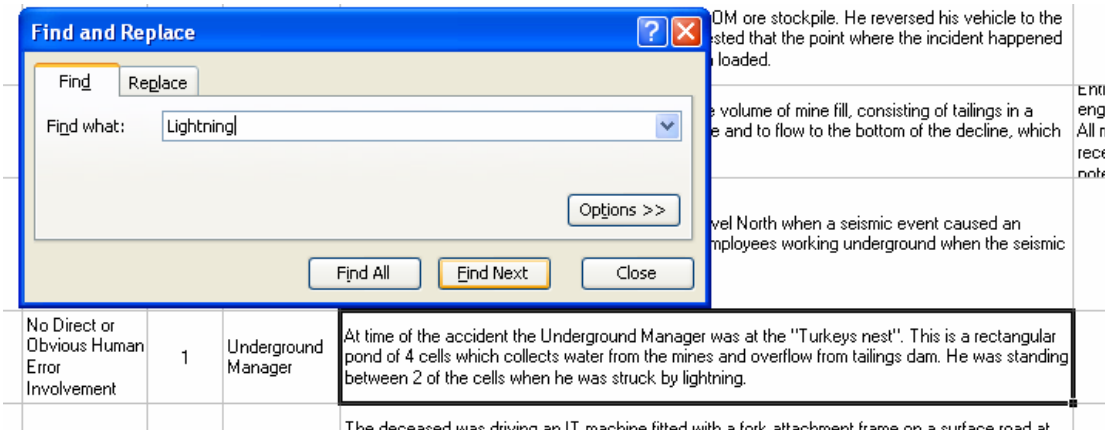
How to enter data in the Find menu

Return to Original Data
- There are two ways to perform this task.
1. Close the excel sheet down and do not save any changes made. This will return the spreadsheet to its original format.
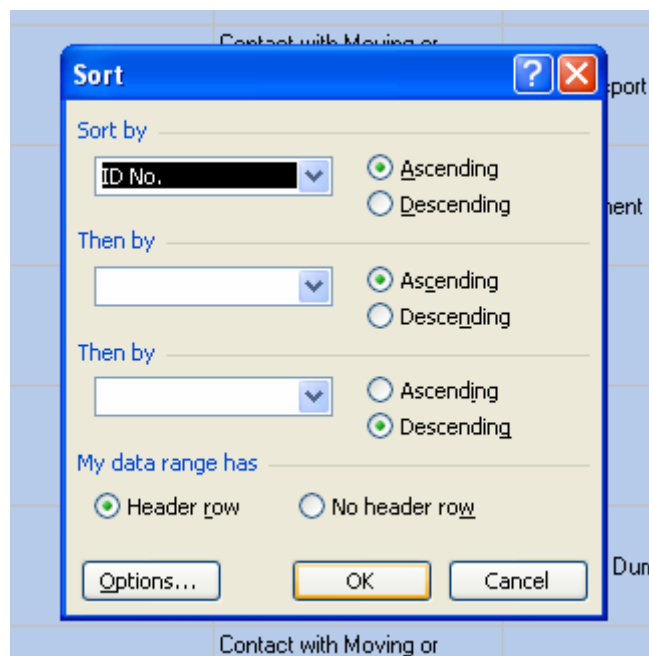

Select No save to exit. Upon re-opened the spreadsheet will be in its original format.

2. All drop down menus must be reset to select all of the data from that particular range. This will allow all the data to be shown on the database; however it may be out of order. To re-order the data all sorts must be deleted. The easiest way to perform this is to perform a sort and order the data records by ID Number.

Selection of all of the data will bring user back to all fatality records.

This will re-order the data once it has all been selected.