

Spreadsheet Methods 5N1977

3. Common Spreadsheet Usability Features

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1. SAVE THE SPREADSHEET, LOAD AN EXISTING SPREADSHEET AND EXIT FROM THE APPLICATION

Save a Spreadsheet

To save spreadsheets go to File \rightarrow Save or Save As. If it the first time the spreadsheet is being saved the Save As window will open. Here 3 options should be decided - the file location the document will be saved, the File Name and the Save as type.

 The location the document is saved to should be selected from the left pane and the centre panel. To save to a USB scroll the

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 6 Level - Adva Desktop Libraries Documents Music Pictures Videos Homegroup Rynagh Computer Network 	And the prives (2) Local Disk (C:) Local Disk (C:) Local Disk (E:) Local Disk (E:) S8.8 GB free of 232 GB Devices with Removable Storage (1) DVD/CD-RW Drive (D:)
	Monthly Budget
File <u>n</u> ame: Save as type:	Monthly Budget
Authors:	
	Save Thumbnail
Hide Folders	Tools 👻 Open Cancel

bar down to computer and click on the USB. If a new folder is required for the spreadsheet click on **New Folder** then name the folder and double click on it to open it.

- Ensure that a relevant File Name is chosen for the spreadsheet Book1 is NOT a good file name!
 In this example the spreadsheet is named *Monthly Budget*.
- Chose the Save as type this is usually always the default Excel Workbook however in LO5 we will be using the Excel Macro-Enabled Workbook. Other commonly used file types are Excel 97-2003 Workbook (used to ensure the spreadsheet is backward compatible with older software), Excel Template, Text (tab delimited), PDF and Web Page.

When all three options have been decided click on Save.

If a document has been previously saved the **Save** button can be used to save onto the same file location, name and file type, the **Save As** window is only needed on the first save. The keyboard shortcut for saving is **Ctrl + S**, learn this shortcut and use it regularly when working on a document.

Load or Open an Existing Spreadsheet

To open a spreadsheet file which has already been created two methods can be used:

 Open the file from the folder it is saved in, browse to the folder in Documents and double click on the icon for the spreadsheet.

🕒 🗢 🎍 « 5N1977 Spreadsł	neet Methods → LO 2 Key Spreadsheet Elements	
Organize 👻 🗶 Open 👻	Print E-mail Burn New folder	ur ▼ 🛄 🤅
 ★ Favorites ■ Desktop Bownloads ≅ Recent Places Monaghan County Boar ♥ VEC 	2 Explore Key Spreadsheet Elements Microsoft Word Document 203 MB Tasks - Calculator, Series and Class Results Microsoft Excel 97-2003 Worksheet	2 Explore Key Spreadsheet Elements Adobe Acrobat Document

Open the Excel Software package from the start menu. This will open a 2. blank spreadsheet, go to File \rightarrow Open and browse to the location of the spreadsheet from the Open window. From here double click on the file and it will open in the Excel program in the software.

Exit from the Excel Application

Always ensure the spreadsheet is saved before closing Excel. Use Save As or Ctrl + S as previously explained. The exit the excel application.

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0		Clos	se (Эr

ere are two ways to do this go to File \rightarrow Exit.

alternatively use the Close button at the top right of the screen.

2. EDIT FUNCTIONS ON A TOOLBAR

Display or Hide the Ribbon

The ribbon toolbar can be hidden or shown using the Minimize/Expand the ribbon button in the top right of the ribbon.

Customize the Ribbon.

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Choose commands from: ()

All Chart Types...

Borders Calculate Now

Connections Copy Custom Sort... Cut Decrease Font Size

Delete Cells... Delete Sheet Columns

Filter Font Color Font Size Format Cells... Format Painter Freeze Panes Increase Font Size

Insert Cells..

Insert Function Insert Sheet Columns Insert Sheet Rows

Macros Merge & Center Name Manager

Center Conditional Formatting

Delete Sh E-mail Fill Color Filter Delete Sheet Rows

Popular Commands

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A

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fx -

Excel Options

General

Formula:

Proofing

Language

Advanced

Add-Ins

Trust Center

Customize Ribbon

Quick Access Toolbar

Save

TASK 1 Experiment with the display and hide ribbon button.

Display or Hide a Tab

There are 8 tabs shown on the ribbon these are Home, Insert, Page Layout, Formulas, Data, Review, View and additional menus which will appear when required, for example, an additional tab called Drawing Tools Format is shown when a shape is selected.

To hide or display any of these tabs or to show the additional **Developer** tab go to File \rightarrow Options \rightarrow Customize Ribbon.

This will open the **Excel Options** window as shown. From here it is possible to turn off a tab or group or turn on a tab by selecting the correct tick box.

TASK 2 Experiment by turning on and off the Home tab.





Customize the Ribbon: ()

Main Tabs

Main Tabs V Home V Insert V Page Layout V Formulas V Oata V Review

🛨 🔽 View

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<< <u>R</u>emove

+ 🔽 Developer

+ 👿 Background Removal

New Group

Customizations:

R<u>e</u>set ▼

Import/Export •

Rena<u>m</u>e...

OK Cancel

🕀 🔽 Add-Ins



? 🗙

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Quick Access Toolbar

The Quick Access Toolbar is a shortcut toolbar which is visible above or below the ribbon (move it by selecting show above/below ribbon from its drop down list). Popular commands can be added and removed from this toolbar to suit the individual user.

To add commands to this toolbar, click on the drop down arrow at the end of the toolbar and select the command needed to turn it on.

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Additional commands can be added by opening the More Commands option.

This will open the Excel Options facility. Through this window any of the commands available in Excel can be added to the Quick Access Toolbar. To add these options to the Quick Access Toolbar click on the function needed and click on the Add button. In this example the Sort Ascending and Borders commands have been added to the quick access toolbar.

Language Advanced Customize Ribbon Quick Access Toolbar Conditional Formatting Connections	General Formulas Proofing Save	Customize the Quick Access Toolbar. <u>Choose commands from:</u> Popular Commands For all documents (default)	•
Format Painter Freeze Panes A' Increase Font Size Customizations: Reset	Language Advanced Customize Ribbon Quick Access Toolbar Add-Ins	Eorders > Calculate Now > Calculate Now > Conditional Formatting > Custom Sort > Cut > Datasheet Formatting Decrease Font Size Delete Sheet Columns Delete Sheet Rows E-mail > Fill Color > Font Color > Font Size > Format Painter > Freeze Panes > A [*] Increase Font Size	Þ

Commands are organised by tab, selecting the tab which contains the command needed from the **Choose commands from** dropdown as shown in the diagram.

TASK 3 Add the commands Sort Ascending, Borders and Format Painter to your quick access toolbar.

Display and Customise Toolbars

As previously shown in **Display or Hide a Tab** the Developer toolbar can be turned on from **Excel Options** to allow access to Macros, Controls and XML. In addition to this the user can create new tabs and groups on the ribbon. Go to **File** \rightarrow **Options** \rightarrow **Customize Ribbon** and in the bottom right corner of the window there are the following buttons.

TASK 4 Create a new tab and rename it as your name. Add a new group to the tab created and add five commands that you commonly use to this group.

Ne <u>w</u> Tab	w Group Rena <u>m</u> e
Customizations:	R <u>e</u> set ▼ i
Im	port/Export ▼ ()
	OK Cancel

Tabs and groups can be removed after they have been created by clicking on the relevant tick box

and using the **remove** button.

<< <u>R</u>emove

TASK 5 Remove the tab after you have created it.

3. EMPLOY WINDOW MANAGEMENT TECHNIQUES

Freezing Panes

The **Freeze Panes** command allows a row or column to be frozen in place. This can also be applied to a group of rows or a group of columns.

To freeze from a **column** from moving across the page, highlight the column and go to **View** tab to the **Window** group click on the **Freeze Panes** button on the **View** menu/ribbon as shown in this image.

	- 17	- (° - 🗋	Ŧ							Bool	2 - Micr	osoft Ex	cel					
	Home	Insert	Page La	ayout	Formulas	Data	Review	View	Add	-Ins								
	layout	Page Break Preview	Custom Views	Full	Ruler Gridlines Message Ba	V H	ormula Bar leadings	Zoom	100%	Zoom to Selection	New Window	Arrange All	Freeze Panes •	Bplit Split Hide	≣‡ Sync	r <mark>Side by Side</mark> hronous Scrolling t Window Positio	Save	Swi ce Wind
		orkbook Vie	ws		Sho	w/Hide			Zoom					Freeze Pa		nns visible while t	he rest of	
	C1	•	0	f_{∞}												(based on currer		
	A	В	С	D	E	F	G		Η	1	J			the rest o Freeze Fin Keep the	top row visi of the works rst <u>Column</u> first columr	ible while scrollin heet. I visible while scro he worksheet.	g through	p
-																		,

In the same way it is possible to freeze from a **row** down the page, highlight the row and click on the Freeze Panes button.

Finally to freeze both the **top group of rows and side columns** click into the cell under the cross point of the two sections and the rows and columns to the top and left become frozen.

		and a second	, age ca	your .	- ormonos	ouro ne						
No	rmal Page Layout	Page Break Preview Vorkbook Vie	Custom Views S	Full	Ruler Gridlines Message Bar Shov	✓ Formul ✓ Headin v/Hide	igs	Coom 100%	Zoom to Selection		range All Panes	Hide
	C6	•	. (•	f_{x}								
	А	В	С	D	E	F	G	Н	I.	J	K	L
1												
2												
3												
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6												
7				Ţ								
8												

LO3: Common Spreadsheet Usability Features

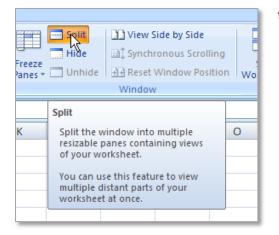
This is very useful when a spreadsheet has become bigger than the page size it is being viewed on. To turn off a frozen section of cell click on the **Unfreeze Panes** button as shown.

TASK 6 Freeze a worksheet by a column, row and a group of columns and rows. Then turn the freeze option off.

nge II	Freeze Panes *	Split Hide	III Syncl	Side by Si hronous S t Window	crolling	Save Workspac
		Unfreeze P Unlock all r vrough th Freeze Sho	rows and one entire water of the entire water of the entire water of the entire water of the entire of the entiteo	orksheet. ble while :	scrolling	
		Freeze First Keep the fi through th	t <u>Column</u> rst column	visible wh	nile scrollir	ng

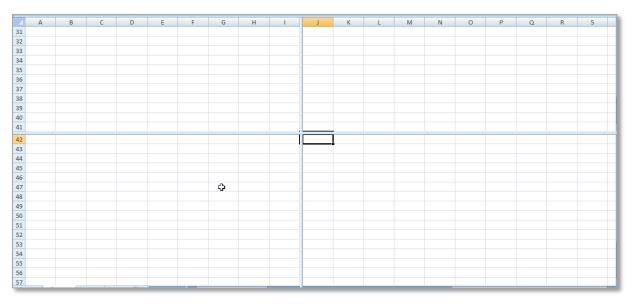
Split Screen

A split screen allows the user to look at and edit different parts of a worksheet at the same time to



facilitate this, the split screen option splits the window being worked on into multiple resizable panes all showing the same worksheet. If any information in any one of the split screens is changed, it is automatically changed in the other windows of the screen, this is because only one copy of the spreadsheet is being worked on but it is being viewed from different sections.

To split a spreadsheet click on a cell and click on the **Split** button on the **View** ribbon in the **Window** group. This will split the spreadsheet in four different sections from that cell. To remove the split click on the split button again and the spreadsheet will return to normal.



In addition a screen can be split in two from one row or column. To do this highlight the row or column where the split will start from and click on the **Split** button.

	А	В	С	D	E	F	G	Н	1 I I I	J	К	L	M
1													
2													
3													
4													
5		¢											
6													
7													
8	-												
9													
10													
11													

Arranging Windows

To show more than one window at the same time go to the **View** tab to the **Window** group and select the **Arrange All** button this will show all Excel windows which are currently open on the one page.

Chose how the multiple windows will be displayed **Tiled**, **Horizontal**, **Vertical** or **Cascade**. For example if there are three Excel spreadsheets currently open they will be displayed as follows with the **tiled** arrangement.

Arrange Windows ? 🔀	
Arrange	H
O Tiled	H
🔘 H <u>o</u> rizontal	H
🔘 <u>V</u> ertical	H
◯ <u>C</u> ascade	H
Windows of active workbook	H
OK Cancel	

TASK 7 Open two workbooks and experiment with the Arrange All command.

😰 Bo	ook2									х	Boo	k3									
	А	В	С	D	E	F	G	н	1			А	В	С	D	E	F	G	н	1	
1											31										
2											32										
3											31 32 33 34 35 36										
4											34										
5											35										
6											36										
7											37 38										
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12										_	14 4	→ → Sh	eet1 / She	et2 / She	et3 🖉 🖓						
13 14										_	Boo	k1									
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To return to showing any one spreadsheet double click on the **title bar** at the top of the spreadsheet required for viewing.

Switching Windows

To **Switch Windows** means swapping or exchanging between two different windows or two different excel spreadsheets. To use this function first open at least two different excel spreadsheets. Then go to the **View** tab to the **Window** group and select the **Switch Windows** command.

To select the spreadsheet needed click on the name of the spreadsheet from the drop down menu. This tool can be very useful if more than one spreadsheet is open and the user needs to switch between the spreadsheets regularly.

4. SORT A SPREADSHEET

On a Selected Key

Sorting can be applied to a table down a column using the label of the column. This is called sorting

on a **Selected Key**. The **Sort** command can be accessed on the **Data** tab in the **Sort & Filter** group and on the **Home** tab in the **Editing** group.

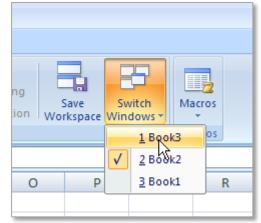
<u></u> ≹↓	AZA	Y	🕼 Clear					
Z↓	Sort	Filter	Madvanced					
	Sort & Filter							

To apply a sort to a column by a key, click into the table on the relevant column and click on the relevant sort button (ascending) or (ascending) (descending). The data is instantly sorted according to the selected column.

Using a Custom Sort

To apply a custom sort to a table go to the **Data** tab to the **Sort & Filter** group, highlight all the cells in the table including the title cells of the table (or click in the table) and click on **Sort.**

	А	В	С	D	E	F	G	Н		
1										
2	Sports Shop Football Sales									
3										
4	Club	Shirt	Shorts	Hats						
5	Liverpool	564	226		3			? <mark>x</mark>		
6	Manchester	451	Sort					? ×		
7	Juventus	351			lete Level	evel 🔺 🔻 Opt		4y data has <u>h</u> eaders		
8	Aston Villa	325	Co Sor	tby Shirt	Sort On Values		Order Largest to Smalle	st 🔻		
9	Leicester	313	2							
10	Chelsea	231	2							
11	Newcastle	214	1							
12	Blackburn	134								
13	Blackburn	134	2		_		ОК	Cancel		
14		-								



Page 7

This brings up the **Sort** window to sort using the labels entered for the table ensure the **My data has headers** tick box is turned on. Then choose the column to sort and the way the information is sorted, data can be sorted by **Values**, **Cell Colour**, **Font Colour** and **Cell Icon**.

TASK 8 Type the following table into a worksheet and experiment with both **Key Sorting** and **Custom Sorting**. For the custom sort organise the data first by club, then shirts and then shorts.

	А	В	С	D					
1									
2	Sports Shop Football Sales								
3									
4	Club	Shirt	Shorts	Hats					
5	Chelsea	231	221	<mark>98</mark>					
6	Juventus	351	361	106					
7	Blackburn	134	234	108					
8	Newcastle	214	111	115					
9	Blackburn	134	24	156					
10	Leicester	313	225	156					
11	Aston Villa	325	123	213					
12	Manchester	451	112	241					
13	Liverpool	564	226	346					
14									
15									
15									

NOTES:

5. USE FILTERS AND THEIR RELATED OPTIONS

Filtering is applied to lists of data, allowing certain data to be display and unrequired data to be temporarily hidden. To turn on filtering highlight all the data and headings and go to the **Data** tab to the **Sort & Filter** group and click on the **Filter** command button.

There are three types of filters that can be used they are **text**, **date** and **number**. Filters are applied differently depending on the data to be filtered.

Numbers

To apply a **Custom Filter** to a **NUMBER** there are a variety of options experiment with some of these options to understand how they behave. Notice that those options with the three dots after them for example **Greater than...** will open a **Custom Auto Filter** dialogue box to allow the required figures to be set (see below).

Number <u>F</u> ilters	• • • • • • • • • • • • • • • • • • •	<u>E</u> quals
Search	٩	Does <u>N</u> ot Equal
(Select All)	×	<u>G</u> reater Than
	=	Greater man Or Equal To
		Less Than
		Less Than Or Egual To
€460.00		Between
€570.00		<u>T</u> op 10
	-	Above Average
El crop pp	•	Below Average
	OK Cancel	Custom Filter

Custom AutoFilter				? ×
Show rows where: Amount				
is greater than	▼ 1500			•
	•	 		•
Use ? to represent any single Use * to represent any series				
			ОК	Cancel

Text

Example 1

To sort data by a single value or text item, drop down the filter list as shown and select the desired option. In the example show the data is being filtered by the word apple.

sson 4 Fruit and Veg - Filtering [Compatibility Mode] - Microsoft Excel								
Data	Review V	/iew Developer						
Connections Properties Edit Links	A Z Z A Z ↓ Sort	Filter	Text to Remove Columns Duplicates					
ctions	S	ort & Filter	Data Tools					
	С		Enable filtering of the selected cells.					
'eg Shoj		Constant and An Constant and Co	Once filtering is turned on, click the arrow in the column header to choose a filter for the column.					
Cost Price		COMINSIO .						
	£0. £0. £0.		help.					
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2		Fruit and Veg	Shop		
3	Fruit	✓ Variety	▼ Cost Pric ▼	Sale Price	The following is the result of the
Az↓ Z↓	Sort Z to A Sort by Color Clear Filter From "Fruit"	k Lady rs Pink ▶ a nny Smith an	£0.49 £0.89 £0.23 £0.23 £0.23 £0.78	£1.3 £0.4 £0.4	 0.55 1.35 0.40 0.43 1.05 filter. Note that the lines have not all been displayed.
	Filter by Color Text Eilters (Select All) Apple Nuts Orange	od den Delicious encia zil ish Queens	£0.31 £0.22 £0.31 £0.64 £0.65	£0.5	Fruit and Veg Shop
	Potato	a g Edward rel øster shew	£0.27 £0.69 £0.75 £0.82 £0.83	5 Apple 8 Apple 11 Apple 15 Apple	Ie Pink Lady £0.49 £0.51 Ie Granny Smith £0.23 £0.43 Ie Golden Delicious £0.22 £0.43
	OK Cano	:el			

Example 2

A text filter can also be used on part of a word, for example in this filter the letters *Ja* are searched and this returns two names

/				
8	Order 🔹	Date	 Salesperson 	⊤ A
9	1009	29 <mark>A</mark>	↓ <u>S</u> ort A to Z	- E
10	1010	01 Z	Sort Z to A	
11	1011	01	Sor <u>t</u> by Color	- F
12	1012	02	Clear Filter From "Salesperson"	·····
13	1013	02		
14	1014	02	F <u>i</u> lter by Color	· ·
15	1015	04	Text Eilters	•
16	1016	04	Ja	×
17	1017	04	(Select All Search Results)	
18	1018	05	Add current election to filter	
19	1019	05	James	
20	1020	06	International Mary Jane	
21	1021	06		

8	Order 🔹	Date 💌	Salesperson 🖵	Amount 💌
29	1029	21/06/2011	Mary Jane	€4,270.00
33	1033	07/01/2012	James	€460.00
35	1035	07/01/2012	Mary Jane	€1,570.00
38	1038	09/01/2012	Mary Jane	€925.00
40	1040	14/01/2012	Mary Jane	€2,074.00
42	1042	03/02/2013	James	€4,765.00
45	1045	05/02/2013	Mary Jane	€780.00
46				

Date

Custom Filters can also be used for **DATE** filters. In this example the month of May is custom searched in the Date column. The filter list automatically shows all the available dates showing May, when applied only sales in May are shown. Clicking on the plus symbol next to the month will show all the available days in that month.

8	Order 💌	Date 🧊	Salesperson 💌	Amount <
9	1009	29/05/2011	Tommy	€1,245.00
39	1039	10/05/2012	Tommy	€360.00
45	1045	05/05/2013	Mary Jane	€780.00
46				

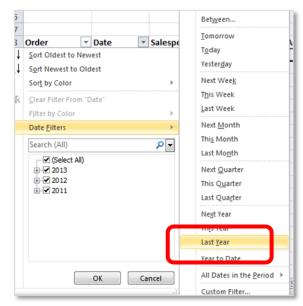
In addition using a number here will bring up all the dates with that number in them. For example typing 4 - will give any dates with $4^{\text{th}} 14^{\text{th}}$ or 24^{th} .

The following wildcard characters can be used as comparison criteria for **number** filters.

Use	To find
*4	This will show any number containing a 4 anywhere in the number.
?4*	This will show any value starting with the number 4.
?1,*	This will show all values that start with one thousand – 1,???.

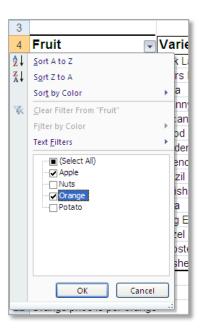
Date filters can also be applied in pre-set group categories as shown here. In this example the filter will show all orders places **Last Year**.

There are a variety of different options here for date filters. Some of these options can be filtered further, for example the **Between...** filter can be used to set two specific dates.



By multiple values in one column

To filter data by multiple values in one column, select more than one value and the resulting list will show all of the rows with the two selected values.



On multiple columns

1						_		
2				Fruit and	d Veg Sl	10	р	
3					_			
4	Fruit		Ţ	Variety	[•	Cost Pric	Sale Price
5	Apple	A↓	Sort /	A to Z			£0.49	£0.55
7	Orange	Z↓	S <u>o</u> rt 2	Z to A			£0.23	£0.40
8	Apple		Sor <u>t</u> I	by Color		×	£0.23	£0.43
10	Orange	K	Clear	Filter From "Vari	etv"		£0.31	£0.58
11	Apple	1		by Color			£0.22	£0.41
12	Orange						£0.31	£0.58
15	Apple		Text r	Eilters			£0.27	£0.54
20			····[(Select All)				
21	Apple price is per a			∃Blood ∃Gala				
22	Orange price is pe			_ Golden Delicious				
23	Nuts are priced pe			Granny Smith				
24	Potatoes are price			🖌 Jaffa				
25] Pink Lady Valencia				
26				- Valencia				
27								
28								
29				OK	Cancel			
30							ļ	
		_	_			-		

Filters can be applied on multiple columns at the same time. Choose the filter to be set and select the value it should be filtered by. It is important to note that filters are **additive**, which means that each additional filter is based on the current filter and further reduces the subset of data.

Colour

Filters can also be applied according to the colour of the cell - font or background.

Experiment with the Resource on Filtering – Fruit and Veg.

File	Ho	me	Insert	Page Layo	ut	Formulas	Data	Revie	ew View	Deve	eloper	
From	From	From Text	From Other Sources *	r Exist Conne		Refresh All *	Connect	es	A Z Z A Z ↓ Sort	Eilter	K Clear Reappl Advancer	Text to
	B5	V 2.	- 6		Kerr	's Pink						
			A				В		С			D
1		Fruit and Veg Shop							0			
2						unt un	la rog	•	·P			
3	Fruit			-	/ari	ety		T	Cost F	Pric -	Sale	Price -
	Apple				ink	Lady				£0.49		£0.50
5	Potato				Kerrs	Pink				£0.89		£1.35
6	Orange				Jaffa					£0.23		£0.40

LO3: Common Spreadsheet Usability Features

Complete the following filters:

- 1. Filter the Fruit by Apples and Oranges as shown.
- Sort the Fruit A to Z from the filter drop down.
- 3. Sort by the Colour Green, Orange, Brown as shown.

X			Acres 1. Mar	Artes Testing Mil		Resource on Filterin	g - Fruit and Ve	g [Compa
Fil	le Home	Insert	Page Layout	Formulas Data	Revie	ew View Dev	eloper	
From	m From From ss Web Tex		r Existing Connections	Refresh All + Connections	ies	2↓ 2Z Z↓ Sort Sort & Filter	K Clear Reapply Advanced	Text to Columns
	9 - (2 - 🛷	≵↓ ⊞ - ■	— —					
	A21	• (=	f_{κ}					
		А		В		С	D	
1			Fi	ruit and Veg	Sho	р		
3	Fruit		™ Var	iety	Ŧ	Cost Pric -	Sale Pr	ice 🗸
₽↓	Sort A to Z			Lady		£0.49		£0.50
Z ↓	S <u>o</u> rt Z to A			ny Smith		£0.23		£0.43
	Sor <u>t</u> by Color		•	Sort by Cell Color		£0.12		£0.44
*	Clear Filter Fron	n "Fruit"				£0.27		£0.54
	Filter by Color		+			£0.23		£0.40
	Text <u>F</u> ilters		+			£0.31		£0.58
v	Search	1)	م	Custom Sort		£0.33		£0.58
	Orange							
		OK	Cancel					
23	-			,				

Using comparison operators Less Than, Greater Than, Equals, etc.

Comparison operators can be used in filtering. In the following example we will show all fruit or vegetables which have a cost price of less than $\notin 0.50$.

Choose the appropriate comparison for the filter and enter the values required for comparison, in this example it is less than €0.50.

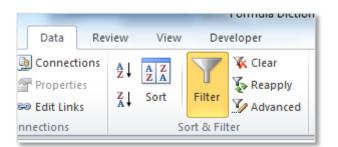
	- 14									
2	Fruit and Veg Shop									
3										
4 Fruit	Variety	Cost Pric	Sale Price							
5 Apple	Pink La 🛃	Sort Smallest to Largest	£0.55							
7 Orange	Jaffa 👗	Sort Largest to Smallest	£0.40							
8 Apple	Granny	Sort by Color	£0.43							
10 Orange	Blood 🥋	Clear Filter From "Cost Price"	£0.58							
11 Apple	Golden	Filter by Color	£0.41							
12 Orange	Valenc		£0.58							
15 Apple	Gala 🦰	Number <u>F</u> ilters	Equals							
20		(Select All)	Does <u>N</u> ot Equal							
21 Apple price is per apple		£0.22	<u>G</u> reater Than							
22 Orange price is per orang	e	£0.27	Greater Than O	r Equal To						
23 Nuts are priced per bag of	100g	£0.31	Less Than							
24 Potatoes are priced per 11	g		Less Than Or Eg	ual To						
25			Between							
26			Top 10							
27										
28			Above Average							
29		OK Cancel	Below Average							
30			Custom <u>F</u> ilter							
31										

1		F	and Man Cha			
2		Fruit	and Veg Sho	p		
3						
4	Fruit 🔽	Variety	•	Cost Pric	Sale Price	
5	Apple	Pink Lady		£0.49	9 £0.55	
7	Orange	Jaffa		£0.23	3 £0.40	
8	Apple	Granny Sr	nith	£0.23	3 £0.43	
10	Orange	Blood		£0.31	1 £0.58	
11	Apple	Golden De	licious	£0.22	£0.41	
12	Orange	Valencia		£0.31	1 £0.58	
15	Apple	Gala		£0.27	£0.54	
20						
21	Apple price is per apple		Custom AutoFilte	er		?
22	Orange price is per orange	;	Show rows where:			
23	Nuts are priced per bag of	100g	Cost Price			
24	Potatoes are priced per 1k	g	is less than	~	0.5	_
25			⊙ And (Or		
26				~		_
27					l	_
28			Use ? to represent a			
29			Use * to represent a	ny series of charact	ers	
30				ſ	OK Can	cel
31						_
00						_

These notes have been compiled by Rynagh McNally for students of Monaghan Institute.

Remove a Filter

To remove any filter that has been applied first click in the table anywhere, then go to the **Data** tab to the **Sort & Filter** group and deselect the **Filter** command button.



Alternatively click on the heading which has a filter applied to it. The filter symbol will have changed



and from the filter list select the **Clear Filter From:** option.

-	Date		•	Salesperson	T	Amou
1009	29	Ag↓ S	ort	A to Z		
1018	05	ZA↓ S	<u>o</u> rt	Z to A		
1024	08	5	ort	by Color 🔹 🕨		
1026	19	¥ (lea	r Filter From "Salesperson"	1	
1034	7)
1039	10		_	r by Color		
		1	ext	<u>F</u> ilters	_	
		9	ear	ch 🔎		
		\checkmark	;	🔳 (Select All)	1	
				James		
				Jonathon		
				Mary Jane		



- **TASK 9** Type the following table into a worksheet and experiment with filtering by numbers, by text, by multiple values and on multiple columns.
- **TASK 10** Edit the table to have font colour and cell colour and apply filtering by colour.
- TASK 11 Use comparison operators of Greater Than, Less Than and Equal To to data in the table.

	Α	В	С	D		
1						
2		Fruit and Veg Sho	op			
3						
4	Fruit	Variety	Cost Price	Sale Price		
5	Apple	Pink Lady	£0.49	£0.55		
6	Potato	Kerrs Pink	£0.89	£1.35		
7	Orange	Jaffa	£0.23	£0.40		
8	Apple	Granny Smith	£0.23	£0.43		
9	Nuts	Pecan	£0.78	£1.05		
10	Orange	Blood	£0.31	£0.58		
11	Apple	Golden Delicious	£0.22	£0.41		
12	Orange	Valencia	£0.31	£0.58		
13	Nuts	Brazil	£0.64	£0.95		
14	Potato	British Queens	£0.65	£1.20		
15	Apple	Gala	£0.27	£0.54		
16	Potato	King Edward	£0.69	£1.05		
17	Nuts	Hazel	£0.75	£1.00		
18	Potato	Rooster	£0.82	£1.30		
19	Nuts	Cashew	£0.83	£1.15		
20						

NOTES: