









Sorting & Filtering with Excel

Excel is a versatile and flexible data analysis and organisation tool.

As well as basic functions, such as calculating averages or creating charts of results, *Excel* can help you examine long lists of data quickly and easily.

In this task, you will try out *Excel's* sorting and filtering tools. You will organise data and look for outlying items or focus on areas of particular interest.

Learn more about this and related topics with IT Learning Centre courses on **spreadsheets**.

- ✎ Use the icon **Sort and Filter** on the Desktop
This opens a spreadsheet called 'Department Transactions'
- ✎ Select **any one** cell containing data, within **column F**
- ✎ Choose **Data** from the ribbon and click  (sort largest to smallest)
- ✎ Select any one cell containing data within column B and click  (note that ties are broken by existing line order), then do the same with column A
- ✎ For more detailed sort options, choose **Data | Sort**  from the ribbon
In the dialog, choose Sort by **Cost Centre** and Order **A to Z**, and click **OK**
- ✎ Re-open the **Sort** dialog and use **Add Level** to add a secondary sort by Description (A to Z), then click **OK**
Switch sort order in the dialog and sort again
- ✎ Select the "Barcode reader" cell in the Descriptions column and colour its background red using **Home |** . Repeat for the "Label printing machine", "Microscope" and "Odour analysis equipment" cells. In the **Data | Sort** dialog, add a sort by **Description** on **Cell Colour** with red **On Top**. Move the new sort to be the top level and click **OK**. (*This technique allows you to give sorting priority to certain items chosen by colour, regardless of criteria.*)
- ✎ Choose **Data | Filter** . Drop down filter arrows appear at the top of each column of the table. Drop down the Supplier filter, uncheck **Select All**, then check the box for "Copley Ltd" and click **OK**.
- ✎ On the Description filter menu, select **Text Filters | Contains**
- ✎ Enter "Hire" as the text and click **OK**. Click  to reset all filters.
- ✎ On the Date filter menu, un-**Select All**, then use check boxes to create a filter including only the last 10 days in July and the first 10 days in August
Use the Cost filter menu to display only **Number Filters | Greater Than 500**
- ✎ Click . On the Cost filter menu, select **Number Filters | Above Average**. Change the Cost filter to **Top 10 Items**, then to **Top 10 Percent**
- ✎ Click  to remove all filters

