

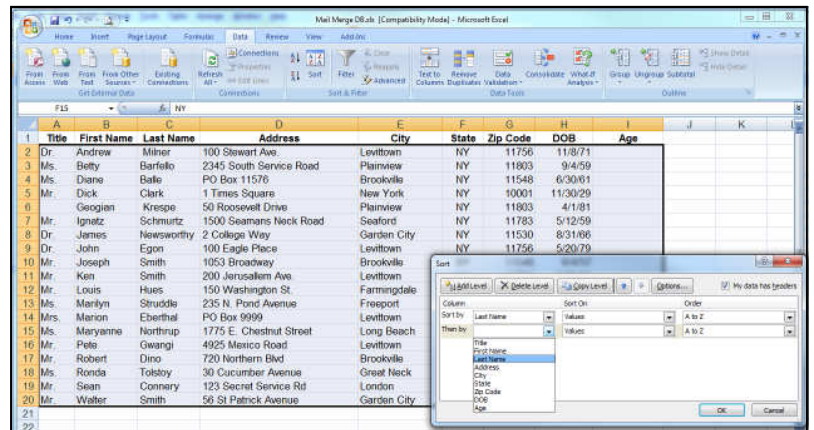
Microsoft Excel – Data Management

There are several key functions for handling data in Excel.

SORTING

First, click somewhere within the range of data. Doing this will allow Excel to “stretch out” and detect the range of the data, which will become highlighted. Now from the menu, choose: DATA—SORT

You can choose up to three levels of sorting. If the first row in your sheet or selection contains the column headings, click the “Header row” button.

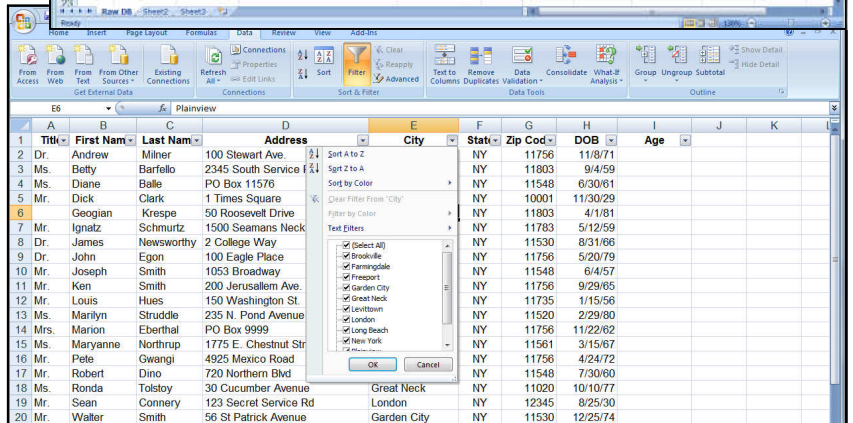


AUTOFILTERS

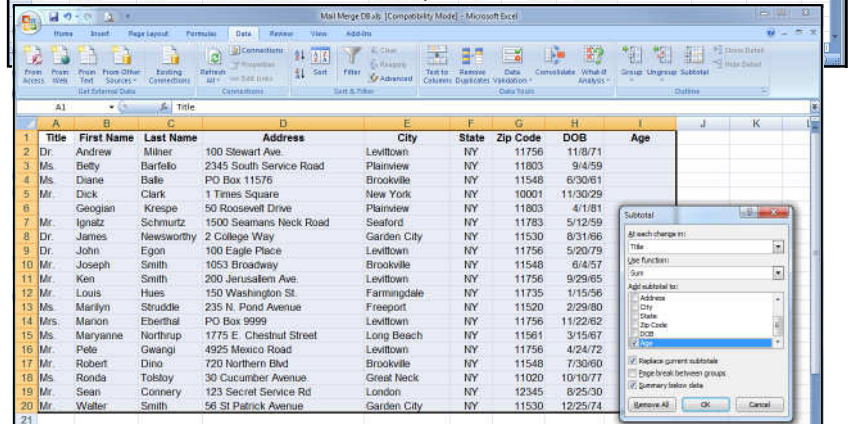
Autofilters allow you to quickly limit the display of rows of information based on criteria you select. To activate the Autofilters, choose from the menu: DATA—FILTER

DATA—FILTER

You will notice that pull-down arrows will have been added to the tops of each column. These arrows do not print. To turn off the Autofilters, repeat the menu command again.



When you click on a pull-down arrow, you will see a unique list of the entries in that column. Simply choose one of those items in the list and your list will be limited to only those records.



SUBTOTALS

You can Sum, Count or Average the information in a column with the Subtotals feature. Before you use this feature, however, you must SORT your data first to match the desired Subtotal. Choose from the menu: DATA—SUBTOTAL

DATA—SUBTOTAL

A window will appear from which you must set:

- At each change in:
this should be the same as the top level of sorting you chose (ie: City).
- Use function:
If you want to total up salaries or quantities, set this to “Sum.” If you want to count the number of people in a town, choose “Count.”
- Add subtotal to:
Here you would check off the columns you want to apply the above function to. You can select multiple columns.

To remove the subtotals, simply repeat the menu choice and click the “Remove All” button from the Subtotal window.

