



Microsoft Excel - Foundations

Organising Data (Sort/Filter/Find)

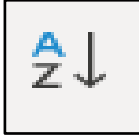
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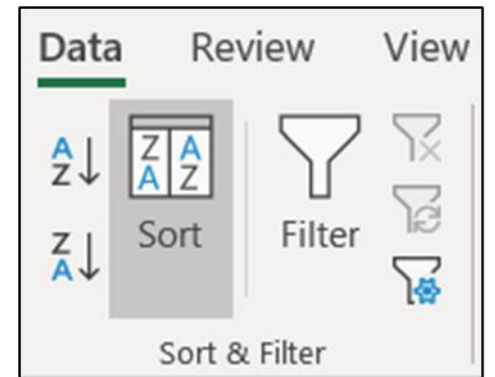
Sorting Data

A worksheet can be quickly reorganized by sorting the data:

- **Sort sheet** organizes all of the data in your worksheet by one column.
- **Sort range** sorts the data in a range of cells.

How to sort data:

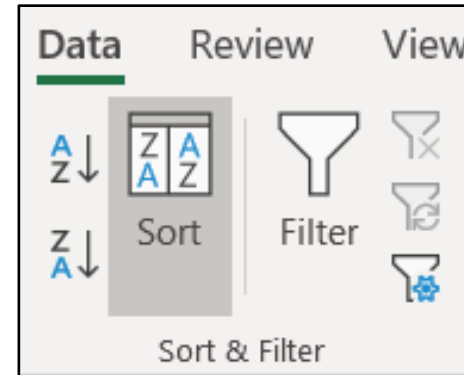
- Select a cell in the column you wish to sort by.
- Select the **Data** tab, then click the Ascending command  to Sort A to Z, or the Descending command  to Sort Z to A.



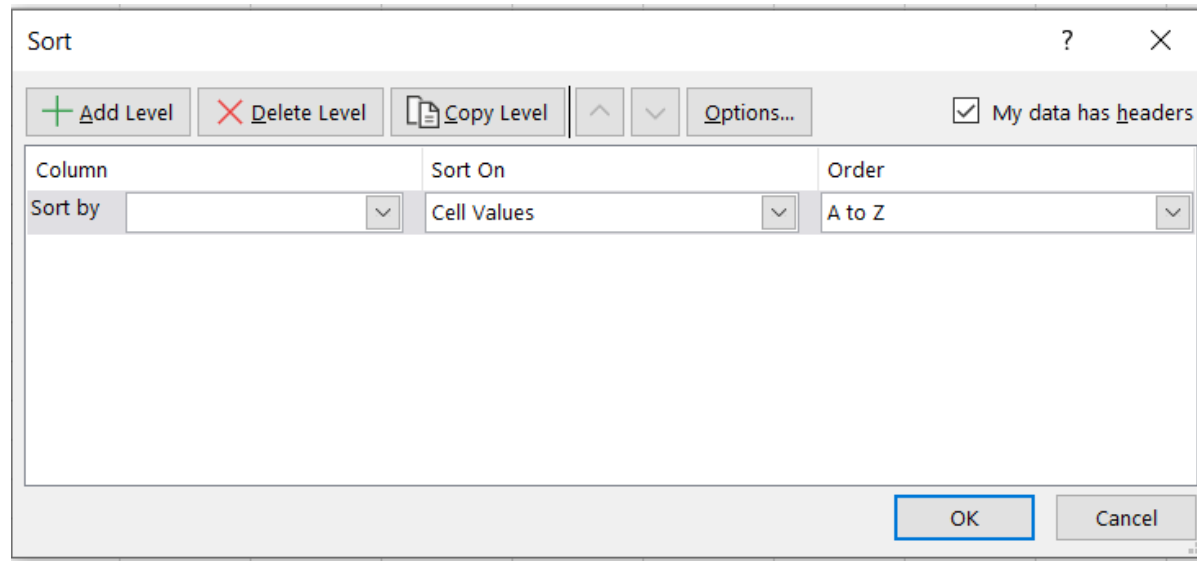
Sorting Data

An alternative way:

- Select the **Data** tab, then click the command



- A **customised Sort** window will appear:



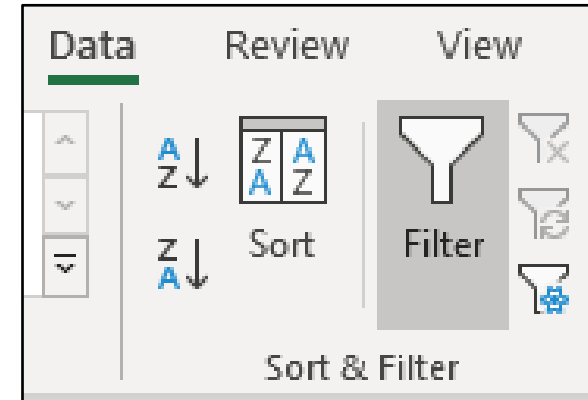
- For multi-level sorting, click **Add Level** and then make your selection

Filtering Data

If your worksheet contains a lot of content, it can be difficult to find information quickly. Filters can be used to narrow down the data in your worksheet, allowing you to view only the information you need.

How to filter data:

- Select the **Data** tab, then click the **Filter** command



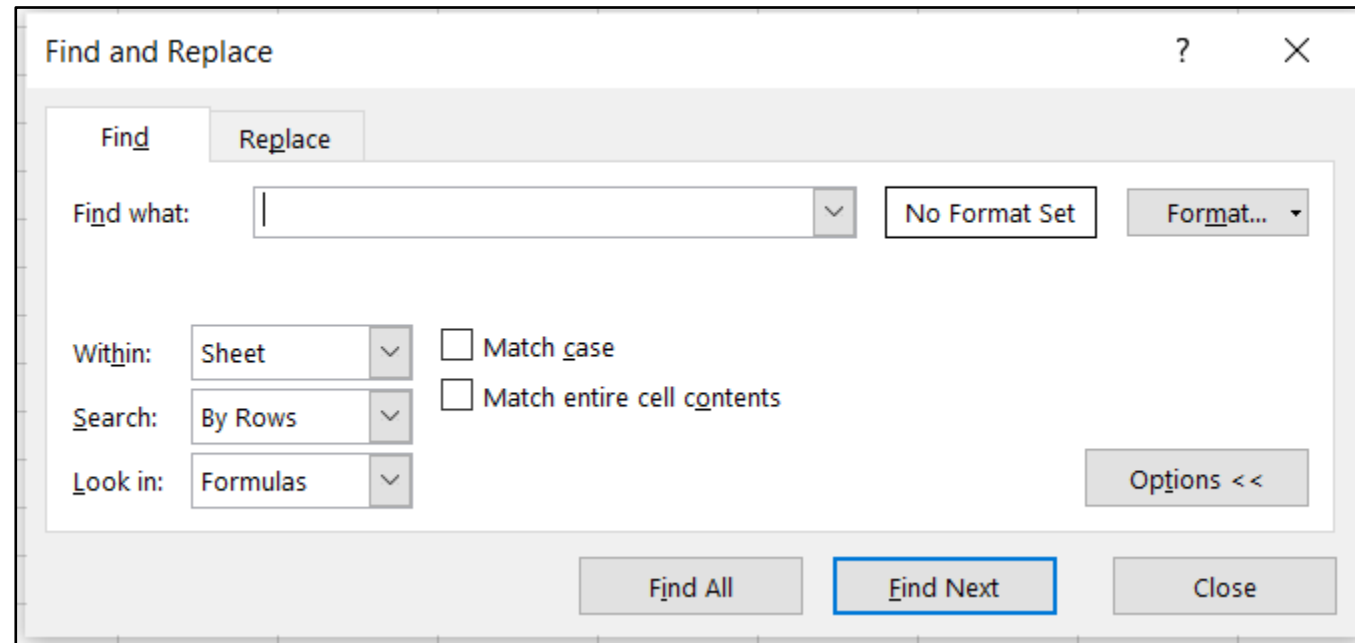
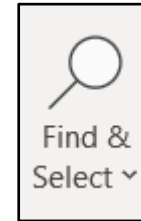
- A **drop-down arrow** will appear in the header cell for each column.
- Click the drop-down arrow for the column you wish to filter. The **Filter menu** will appear where you can **check/uncheck** the boxes next to the data you wish to filter.

To remove all filters from your worksheet, click the Filter command on the Data tab.

Find and Replace Data

You can locate specific data in an Excel worksheet by using the Find And Replace dialog box, which has two tabs:

- **Find** – it identifies cells that contain the data you specify.
- **Replace** - it is used to substitute one value for another.



Table

The purpose of a table is to enforce some structure around your data.

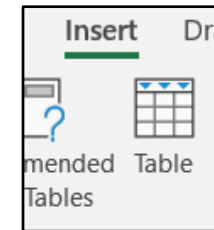
You can create a table from an existing range of data or from an empty range and fill in the data later.

Table's structure:

- The Header Row
- The Data Body

(e.g. If a column contains a formula, that formula is automatically inserted into the new row).

- The resizing handle
- Sorting and filtering options



	Header row				Sort and filter control	
	A	B	C	D	E	F
1	EmployeeID ▼	Name ▼	Department ▼	Hire Date ▼	Salary ▼	Days Employee ▼
2	00001	John Smith	Marketing	4/8/2001	\$ 80,000.00	6,262
3	00002	Jane Burns	Accounting	12/12/1996	\$ 110,000.00	7,840
4	Total				\$ 190,000.00	
5						