

Sort

Workbooks are easier to look at if sorted in specific ways. Sorting will keep all your data on the page but will organize it alphabetically or numerically.



Custom Sort

You can sort a list in multiple columns by performing a custom sort.



Filter

Filter allows you to get rid of all extraneous information. If you only want to see the men in this contact list, you can have all the women filtered out so they don't even show up on the screen.

Turn On Your Filters

1 Click anywhere in your data.

2 Click on the **Sort & Filter** button on the **Home** tab.

3 Click on **Filter**.

Title	Last Name	First Name	email address	Address	City	State
Ms.	Jubiehu	Eve	msevejubiehu@yahoo.com	927 Sheridan Blvd. 113	Lakewood	CO
Mr.	Greene	Igor	monsternashing@gmail.com	234 Broadway St. 16	Highlands Ranch	CO

Use Your Filters

1 Click on the arrow beside the column you want to filter.

NOTICE:
You can also use Text or Number Filters to provide a range of options.

2 Uncheck any options you don't want to see in your worksheet.

3 Click on **OK**.

Title	Last Name	First Name	email address	Address	City	State	Phone	Previous Contribution
Dr.	Jubiehu	Eve	evejubiehu@yahoo.com		Denver	CO	80218 970-592-3348	\$0,000.00
Dr.	Monsternashing	Igor	monsternashing@gmail.com		Denver	CO	80204 303-553-8989	\$500.00
Dr.	Industries		nsindustries@comcast.net		Denver	CO	80218 720-255-9173	\$900.00
Dr.	Heart		htheheart@yahoo.com		Denver	CO	80218 605-992-6363	\$900.00
Dr.	Gcmskrishna		gcmskrishna@gmail.com		Denver	CO	80205 505-426-6513	\$800.00
Dr.	Heartmaria		lmyheartmaria@gmail.com		Denver	CO	80216 870-923-4646	\$1,450.00
Dr.	Diannesmith		ladiannesmith@yahoo.com	456 W. 2nd St	Denver	CO	80230 303-218-5743	\$200.00
Dr.	Heartmaria		lmyheartmaria@gmail.com		Denver	CO	80210 303-951-5607	\$3,000.00
Dr.	Diannesmith		ladiannesmith@yahoo.com		Aurora	CO	80218 970-592-3348	\$900.00
Dr.	Diannesmith		ladiannesmith@yahoo.com		Denver	CO	80208 720-983-4615	\$3,000.00
Dr.	Diannesmith		ladiannesmith@yahoo.com		Denver	CO	80218 720-255-9173	\$7,200.00
Dr.	Diannesmith		ladiannesmith@yahoo.com		Denver	CO	80218 605-992-6363	\$15,000.00
Dr.	Diannesmith		ladiannesmith@yahoo.com		Denver	CO	80205 505-426-6513	\$100.00
Dr.	Diannesmith		ladiannesmith@yahoo.com		Denver	CO	80216 870-923-4646	\$200.00
Dr.	Diannesmith		ladiannesmith@yahoo.com		Denver	CO	80230 303-218-5743	\$4,000.00
Dr.	Diannesmith		ladiannesmith@yahoo.com		Denver	CO	80210 303-951-5607	\$6,000.00
Dr.	Diannesmith		ladiannesmith@yahoo.com		Denver	CO	80208 720-983-4615	\$250.00
Dr.	Diannesmith		ladiannesmith@yahoo.com		Parker	CO	80218 720-652-9876	\$1,250.00
Dr.	Diannesmith		ladiannesmith@yahoo.com		Denver	CO	80220 615-284-0954	\$7,420.00
Dr.	Diannesmith		ladiannesmith@yahoo.com		Erie	CO	80204 970-654-1238	\$10,000.00
Dr.	Diannesmith		ladiannesmith@yahoo.com		Denver	CO	80218 505-684-5692	\$500.00

Math Functions

Name	Sample Formula	What It Does	Example
AutoSum	=SUM(A1:A5)	Add together all the numbers in a range of cells.	Determine the total value of the inventory I have in my store.
Average	=AVERAGE(A1:C5)	Find the average of all the numbers in a range of cells.	Determine the average salary employees in a division of my company make so I can assess pay increases.
Maximum	=MAX(E:E)	Find the largest number in a range of cells.	Determine the highest salary of any of the employees in my division.
Median	=MEDIAN(E:E)	Finds the value in the exact middle of the lowest and highest value in a range of numbers.	Determine the median attendance at events I organize for my company to report to my boss.

Logical Functions

Name	Sample Formula	What It Does	Example
If	=IF(G6>15,"Advertise","")	Use an if function if you need to return different results based on the outcome of your data.	I need to have a visual notice whenever I have any inventory in my store for more than 60 days.
Count	=COUNT(B:B)	Count checks every cell to see if there is a number in it, then returns the number of cells that do.	Determine the number of events I organized for my company where at least one person showed up.
Sumif	=SUMIF(A1:A35, ">65", B1:B35)	Add numbers together from a list as long as they meet a criteria you set in the formula.	I want to know the total number of students in my class over the age of 65.
Countif	=COUNTIF(A:A, 16)	Counts every cell that meets a criteria you set in the formula.	I want to know the number of times I have all the seats filled in my classroom.

Create a Formula

1 Click in the cell where you want the total to appear and press **=**.

2 Click in the cell with the first value you want to add, and press **+**.

3 Click in the cell with the second value you want to add.

4 Include as many cells as you need. When you are done, press **Enter**.

NOTICE: You can check a formula when you are done by looking in the Formula Bar.

	A	B	C	D	E	F	G	H	I
1	1	2	3	4	5	6	=A1+B1+C1+D1+E1+F1		
2	1	2	3	4	5	6			

Functions

Functions are preprogrammed formulas in Excel to make calculations easier.

AutoSum

AutoSum is a function used to add together values in a range of cells.

1 Click in the cell where you want the total.

2 Click on the **AutoSum** button.

3 Click and drag to select the range of cells you want to add together. Then press **Enter**.

	E	F
46	\$ 39,115	2/11/2015
47	\$ 39,552	3/11/2015
48	\$ 41,525	2/9/2015
49	\$ 41,550	1/16/2015
50	\$ 45,882	

Total inventory =SUM(E2:E47)

Graphs

A visual representation of your data.

1 Start on the Insert tab.

2 Click anywhere in your data.

3 Click on the type of graph that best suits your data.

4 Select the graph type you like best.

	Denver store	Aurora store	Lakewood store
January	\$ 25,000	\$ 37,000	\$ 65,000
February	\$ 29,000	\$ 37,000	\$ 68,000
March	\$ 37,000	\$ 29,400	\$ 42,000
April	\$ 42,000	\$ 25,000	\$ 37,000
May	\$ 54,000	\$ 20,600	\$ 42,000
June	\$ 60,000	\$ 22,000	\$ 46,000
July	\$ 67,000	\$ 52,000	\$ 60,000
August	\$ 52,000	\$ 81,000	\$ 67,000
September	\$ 19,000	\$ 20,600	\$ 42,000
October	\$ 22,000	\$ 46,000	\$ 54,000
November	\$ 35,000	\$ 52,000	\$ 60,000
December	\$ 48,000	\$ 81,000	\$ 67,000

NOTICE:
As long as you have your graph selected, you have Chart Tools tabs added to your ribbon.

Change graph features, including: add a chart title, move your legend or title your axes.

	Denver store	Aurora store	Lakewood store
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February	\$ 29,000	\$ 37,000	\$ 68,000
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April	\$ 42,000	\$ 25,000	\$ 37,000
May	\$ 54,000	\$ 20,600	\$ 42,000
June	\$ 60,000	\$ 22,000	\$ 46,000
July	\$ 67,000	\$ 52,000	\$ 60,000
August	\$ 52,000	\$ 81,000	\$ 67,000
September	\$ 19,000	\$ 20,600	\$ 42,000
October	\$ 22,000	\$ 46,000	\$ 54,000
November	\$ 35,000	\$ 52,000	\$ 60,000
December	\$ 48,000	\$ 81,000	\$ 67,000

Need more help?

- Be sure to sign up for another class at the Baldwin Borough Public Library.
- Come to the library and practice on a library computer.
- Go to: <http://www.gcflearnfree.org>
- Call Pam at the Baldwin Library and schedule a one-on-one appointment: 412-885-2255.