



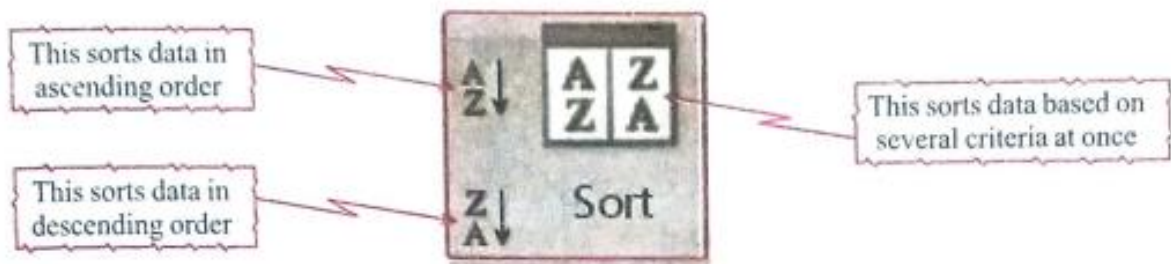
UNIT-III

More On MS Excel 2007:

Formulae And Functions

SORTING DATA

- ✓ **Sorting** means to arrange data either in ascending or descending order.
- ✓ MS Excel 2007 provides three options to sort.



To sort the data, follow the given steps:

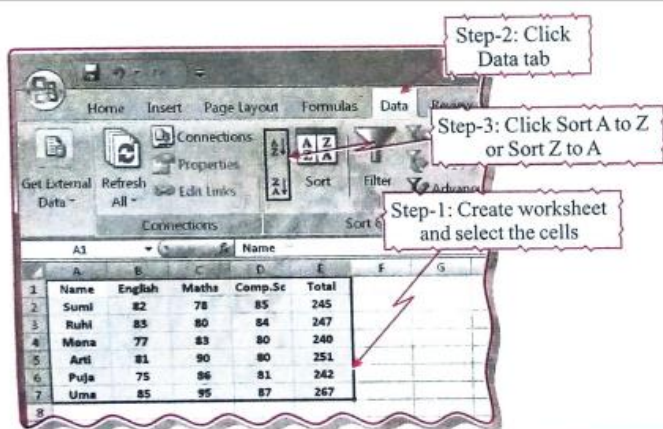
Step-1

- ✓ Create the worksheet and select the cells. For example, A1:E7.

Step-2

- ✓ Click the **Data** tab on the Ribbon.

Step-3. From the Sort & Filter group, click **Sort A to Z**  to sort in ascending order or **Sort Z to A**  to sort in descending order. Your data gets sorted.



	A	B	C	D	E
1		English	Maths	Comp.Sc	Total
2	Arti	81	90	80	251
3	Mona	77	83	80	240
4	Puja	75	86	81	242
5	Ruhi	83	80	84	247
6	Sumi	82	78	85	245
7	Uma	85	95	87	267

data sorted in ascending order

	A	B	C	D	E
1		English	Maths	Comp.Sc	Total
2	Uma	85	95	87	267
3	Sumi	82	78	85	245
4	Ruhi	83	80	84	247
5	Puja	75	86	81	242
6	Mona	77	83	80	240
7	Arti	81	90	80	251

data sorted in descending order

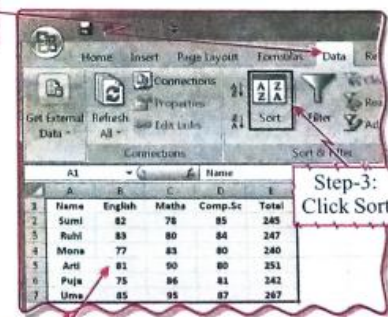
To sort the data based on several criteria, follow the given steps :

Step-1 Create the worksheet and select the cells. For example, A1:E7.

Step-2 Click the **Data** tab on the Ribbon.

Step-3 From the Sort & Filter group, click the **Sort** option. A Sort dialog box appears.

Step-2: Click Data tab



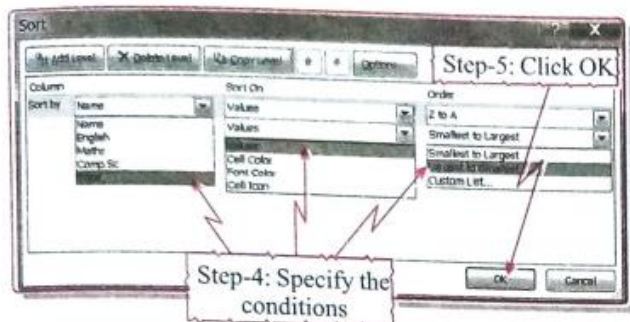
Step-1: Create worksheet and select the cells

Step-4

- ✓ Now, specify the conditions based on which you want your data to be sorted.
- ✓ For example, **Sort by**: Total, **Sort On**: Values and **Order**: Largest to Smallest.

Step-5

- ✓ Click **OK** button.
- ✓ Your data gets sorted based on the conditions specified.



	A	B	C	D	E
1	Name	English	Maths	Comp.Sc	Total
2	Uma	85	95	87	267
3	Arti	81	90	80	251
4	Ruhi	83	80	84	247
5	Sumi	82	78	85	245
6	Puja	75	86	81	242
7	Mona	77	83	80	240

data sorted based on
Total field in descending order



FILTERING DATA

- ✓ **Filtering** is a quick way to find a set of data in a range.
- ✓ A filtered range displays only the rows that meet the condition specified for a column.

To filter the data, follow the given steps:

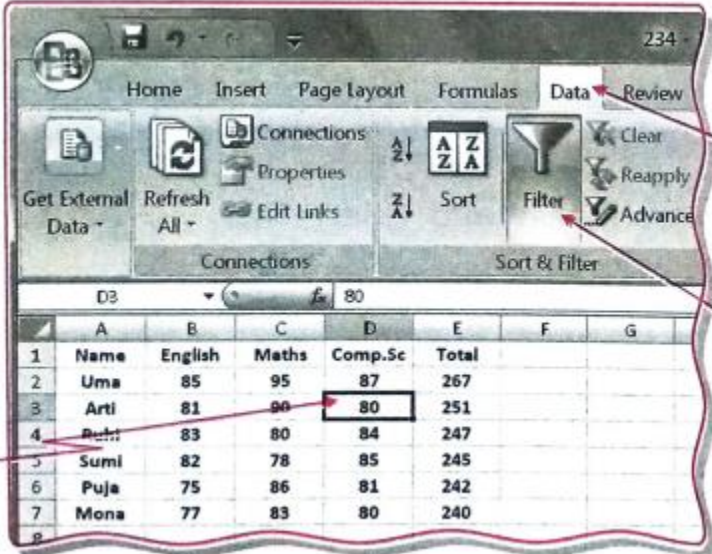
Step-1

- ✓ Click a cell in the range you want to filter.

Step-2

- ✓ Click the **Data** tab on the Ribbon.

Step-3 Click the **Filter**  from the Sort & Filter group. You see small arrows on each column heading.



The screenshot shows the Microsoft Excel interface with the 'Data' tab selected on the ribbon. The 'Sort & Filter' group contains the 'Filter' button, which is highlighted by a callout labeled 'Step-3: Click Filter'. The 'Data' tab is also highlighted by a callout labeled 'Step-2: Click Data tab'. Below the ribbon, a table is displayed with columns A through G. The table data is as follows:

	A	B	C	D	E	F	G
1	Name	English	Maths	Comp.Sc	Total		
2	Uma	85	95	87	267		
3	Arti	81	90	80	251		
4	Pooja	83	80	84	247		
5	Sumi	82	78	85	245		
6	Puja	75	86	81	242		
7	Mona	77	83	80	240		

A callout labeled 'Step-1: Click a cell in the range' points to cell D3, which contains the value '80'.

Step-4 Click on the **arrow**  on the column heading, for example 'Comp. Sc'.

Step-5 A list opens with all the values selected, by default. Choose the value you want, for example 80, and click the **OK** button.



The data gets filtered and only those rows that satisfy the condition are visible.

Step-4: Click the arrow on the column heading

Step-5: Choose the required value → click OK

Filtered rows

	A	B	C	D	E	F	G
	Name	English	Math	Comp.	Total		
2	Uma	85	90	80	255		
3	Arti	81	80	80	241		
4	Ruhi	83	86	80	249		
5	Sumi	82	79	86	247		
6	Puja	78	86	86	250		
7	Mona	77	83	80	240		

To see all the rows again, click **Clear** from the Sort & Filter group.

Do You Know?

You can apply filters to only one range on a worksheet at a time.

Custom Filter

Custom Filter is a way to filter data based on some specific conditions. For example, you can view rows where marks of Maths is between 80 and 90.

To apply **Custom Filter**, follow the given steps :

Step-1 Click the **Data** tab → **Filter**

Step-2 Click the **arrow** in the column heading, for example, Maths.

Step-3 Select **Number Filters** from the list, that appears.

Step-4 Click **Custom Filter** from the submenu. The Custom AutoFilter dialog box appears.

Step-1: Click Data tab → Filter

Step-2: Click the arrow on the column heading

Step-3: Click Number Filters

Step-4: Click Custom Filter

	A	B	C	D	E	F	G
	Name	English	Math	Comp.	Total		
2	Uma	85	90	80	255		
3	Arti	81	80	80	241		
4	Ruhi	83	86	80	249		
5	Sumi	82	79	86	247		
6	Puja	78	86	86	250		
7	Mona	77	83	80	240		



Step-5

- ✓ Choose the option according to the condition you want, for example, **is greater than**.
- ✓ In the box on the right, enter a number.

Step-6

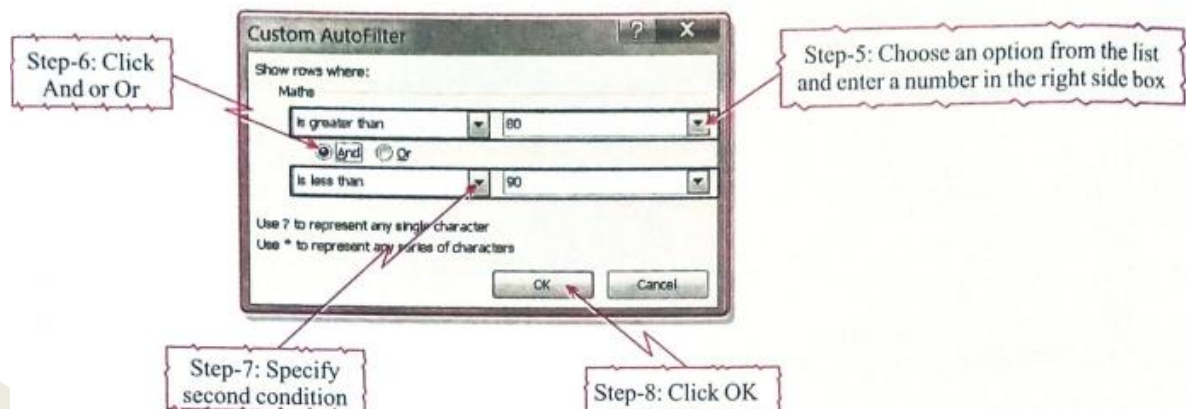
- ✓ To add another criteria, click **And** (if you want both the conditions to be true) or **Or** (if you want any one of the conditions to be true).

Step-7

- ✓ Specify the second condition in the same way.

Step-8

- ✓ Click the **OK** button to view the rows according to the condition specified.



	A	B	C	D	E
1	Name	Englis	Math	Comp.	Total
2	Puja	75	86	81	242
3	Mona	77	83	80	240
4					
5					
6					

Filtered rows



To remove filter, click Filter  from the Sort & Filter group.

Key Points

- Cell referencing means how a cell address behaves in the formulae when it is copied from one cell to the other.
- The three types of cell referencing are relative, absolute and mixed.
- In relative referencing, both column part and row part are not fixed.
- In absolute referencing, both column part and row part are fixed.
- In mixed referencing, either column part or row part is fixed.
- Functions are predefined commands that act on a cell or a range of cells to perform a particular operation quickly.
- Conditional Formatting is the feature that allows you to format the data in the worksheet depending on the condition specified.
- Filtering is a quick way to find a set of data in a range.