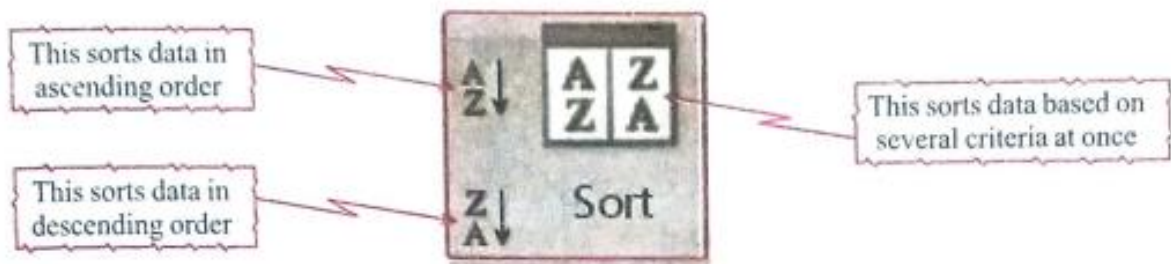# UNIT-III

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.
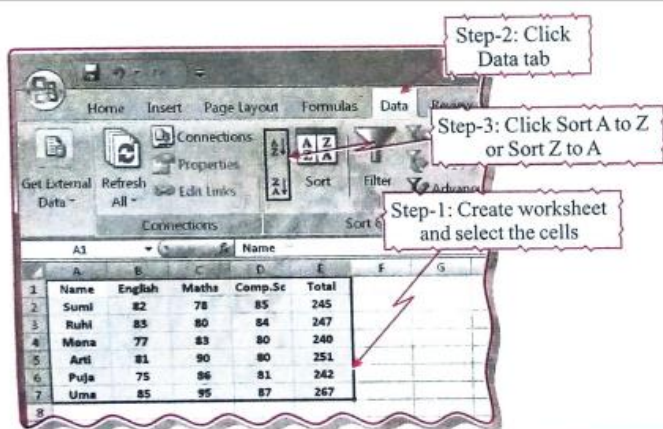

To sort the data, follow the given steps:

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.

data sorted in ascending order
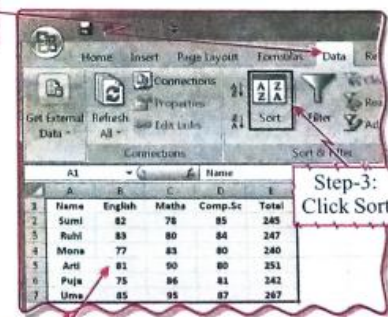
data sorted in descending order

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.

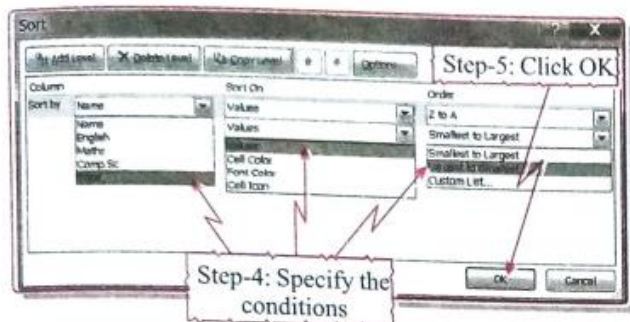**Step-3** From the Sort & Filter group, click the **Sort** option. A Sort dialog box appears.

Step-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.
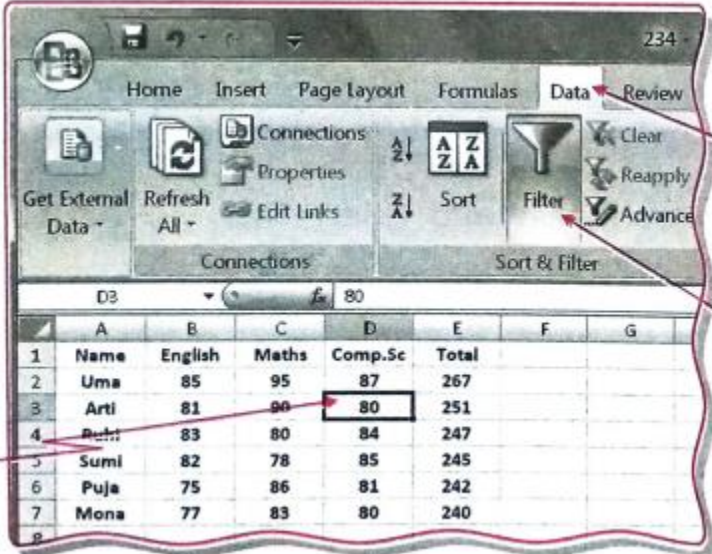
To filter the data, follow the given steps:

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.

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

To see all the rows again, click **Clear** 🦅 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 Data tab → Filter

Step-2: Click the arrow on the column heading

Step-3: Click Number Filters

Step-4: Click Custom Filter

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-5

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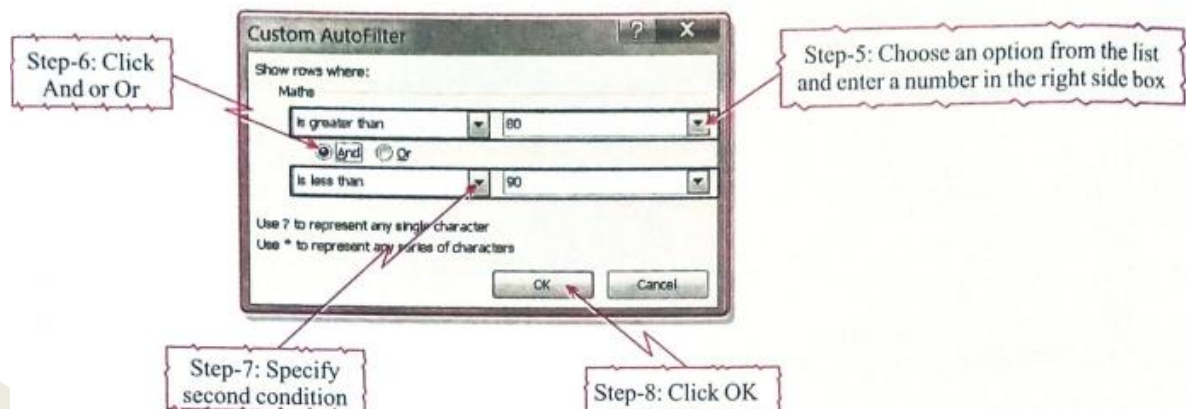
✓ In the box on the right, enter a number.

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.