

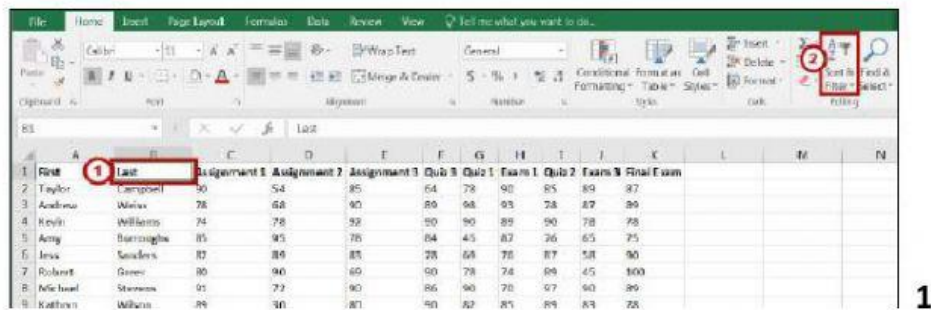
Lesson 2

Sorting of Tables

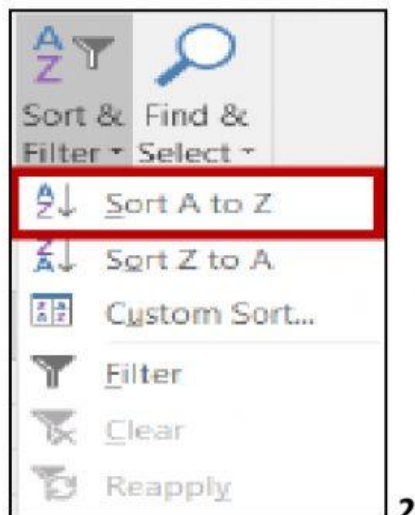
Sorting with the Sort & Filter Button.

Excel gives you the ability to sort of items, names or numbers. You can select which field or fields you want to use for the sort, and whether to sort in *ascending* or *descending* order. The following explains how to sort the **first names** in a table

1. Click in the cell you want to use for sorting to make it an active cell. In the example below cell **B1** has been selected to sort by Last Name 1
2. On the **Home** tab, click the **Sort & Filter** button.



3. Select Sort **A to Z**. This will sort the list alphabetically by *Last Name*, since the active cell was in the *Last Name* column.2



4. The list is now sorted in *alphabetical* order by **Last Name**. 3

	A	B	C	D	E	F	G	H	I	J	K
1	First	Last	Assignment 1	Assignment 2	Assignment 3	Quiz 3	Quiz 1	Exam 1	Quiz 2	Exam 3	Final Exam
2	Amy	Burroughs	85	95	78	84	45	87	76	65	75
3	Taylor	Campbell	90	54	85	64	78	90	85	89	87
4	Robert	Greer	80	90	69	90	78	74	89	45	100
5	Jess	Sanders	82	89	83	78	69	76	87	58	90
6	Michael	Stevens	91	72	90	86	90	70	97	90	89
7	Andrew	Weiss	78	68	90	89	98	93	78	87	89
8	Kevin	Williams	74	78	92	90	90	89	90	78	78
9	Kathryn	Wilson	89	30	80	90	82	85	89	83	78

3

Sorting with the Data Sort Menu.

Another way to sort in Excel is with the **Data Sort** menu. The following explains how to sort by the *Last Name* using **Data Sort**.

1. Click the *heading labelled Last* to select the Last Name column 4

	A	B	C	D	E	F	G	H	I	J	K
1	First	Last	Assignment 1	Assignment 2	Assignment 3	Quiz 3	Quiz 1	Exam 1	Quiz 2	Exam 3	Final Exam
2	Taylor	Campbell	90	54	85	64	78	90	85	89	87
3	Andrew	Weiss	78	68	90	89	98	93	78	87	89
4	Kevin	Williams	74	78	92	90	90	89	90	78	78
5	Amy	Burroughs	85	95	78	84	45	87	76	65	75
6	Jess	Sanders	82	89	83	78	69	76	87	58	90
7	Robert	Greer	80	90	69	90	78	74	89	45	100
8	Michael	Stevens	91	72	90	86	90	70	97	90	89
9	Kathryn	Wilson	89	30	80	90	82	85	89	83	78

1

2. From the **data** tab, click the **Sort** button. 2



2

3. The **Sort dialog box** appears. Select the column heading that want to sort by from the **Sort by** field. 3

The screenshot shows the 'Sort' dialog box. At the top, there are buttons: 'Add Level', 'Delete Level', 'Copy Level', and 'Options...'. On the right, there is a checkbox labeled 'My data has headers' which is checked. Below these, there are three dropdown menus: 'Sort by', 'Sort On', and 'Order'. The 'Sort by' dropdown is highlighted with a red box and shows 'Last' selected. The 'Sort On' dropdown shows 'Values' and the 'Order' dropdown shows 'A to Z'. At the bottom right, there are 'OK' and 'Cancel' buttons.

4. In the **Sort On drop-down**, make sure **Values** is selected.
5. In the **Order**, drop-down select **A – Z** to sort your **data by alphabetical order**. 4

The screenshot shows the 'Sort' dialog box. At the top, there are buttons: 'Add Level', 'Delete Level', 'Copy Level', and 'Options...'. On the right, there is a checkbox labeled 'My data has headers' which is checked. Below these, there are three dropdown menus: 'Sort by', 'Sort On', and 'Order'. The 'Sort by' dropdown shows 'Last', the 'Sort On' dropdown shows 'Values', and the 'Order' dropdown is highlighted with a red box and shows 'A to Z'. At the bottom right, there are 'OK' and 'Cancel' buttons.

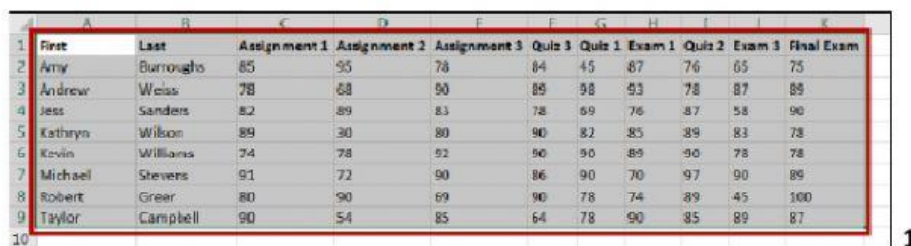
6. Click **Ok**. The data will be sorted by alphabetical order.

Formatting

Formattin as a Table

With *Excel* you have the ability to format as a table. With these letters, you ay readily organize, sort and filter your data while also easily making your cells isuallun appealing. The following explains how to format your data as a table.

1. Select the **desired cell range** that you wish to format as a *table 1*



First	Last	Assignment 1	Assignment 2	Assignment 3	Quiz 3	Quiz 1	Exam 1	Quiz 2	Exam 3	Final Exam
Amy	Burnoughs	85	95	78	84	45	87	76	65	75
Andrew	Weiss	78	68	90	88	98	53	78	87	88
Jess	Sanders	82	89	83	78	69	76	87	58	90
Kathryn	Wilson	89	30	80	90	82	85	89	83	78
Kevin	Williams	74	78	92	60	90	89	90	78	78
Michael	Shevers	91	72	90	86	90	70	97	90	89
Robert	Greer	80	90	69	90	78	74	89	45	100
Taylor	Campbell	90	54	85	64	78	90	85	89	87

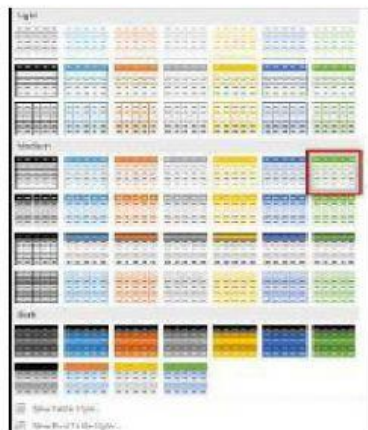
1

2. Click the **Format as Table** button located on the **Home** tab on the **ribbon**. 2



2

3. In the *drop-down* that appears, select your desired **Table style**. 3



3

- In the *Format as Table* window, the cells you selected in **Step 1** will appear. 3



3

- The data will be formatted as a table according to your specifications. 4

	A	B	C	D	E	F	G	H	I	J	K
1	First	Last	Assignment 1	Assignment 2	Assignment 3	Quiz 3	Quiz 1	Exam 1	Quiz 2	Exam 3	Final Exam
2	Amy	Burroughs	85	55	78	84	45	87	76	65	75
3	Andrew	Weiss	78	66	90	89	98	93	78	87	89
4	Jess	Sanders	82	89	83	78	69	76	87	58	90
5	Kathryn	Wilson	89	30	88	90	82	85	89	83	78
6	Kevin	Williams	74	76	92	90	90	89	90	78	78
7	Michael	Stevens	91	72	90	86	90	70	97	90	89
8	Robert	Greer	80	50	69	90	78	74	89	45	100
9	Taylor	Campbell	90	54	85	64	78	90	85	89	87
10											

4

Conditional Formatting

Conditional formatting is a very useful tool that will allow you to automatically format your data in order to provide a useful way to visualize information and make your worksheet easier to understand. With *conditional formatting*, you will be able to apply formatting such as different colours to one or more cells based on cell value. The following explains how to apply Conditional Formatting to your spreadsheet.

- Select the desired cell range that you wish to apply the conditional formatting rule. 1

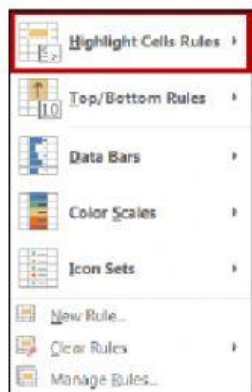
	A	B	C	D	E	F	G	H	I
1		Jan	Feb	Mar	Apr	May	Jun		Average
2	Wilson	3042	4245	4235	5678	6890	7053		5190.50
3	Murray	5676	3574	4263	6045	5267	4352		4862.83
4	Smith	5325	4567	6542	5674	4246	4563		5152.83
5	Richards	4367	3467	4324	4256	5667	6423		4750.67
6	Andrew	2685	5425	4903	3464	3424	6346		4374.50
7	Marshall	3636	3267	1256	2357	4326	5423		3377.50
8	Total	24731	24545	25523	27474	29820	34160		27708.83
9									

1

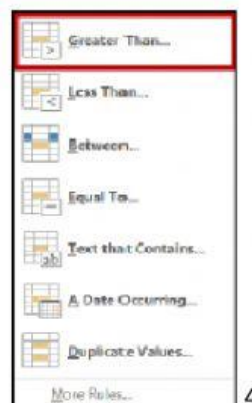
2. From the *Home* tab, Click **Conditional Formatting**. 2



3. In the *drop-down* menu, hover your mouse over **Highlight Cell Rules** to display *conditional formatting types*.3



4. In this example we want to highlight those values *greater than* \$5000. To do so, click the **Greater Than** option. 4

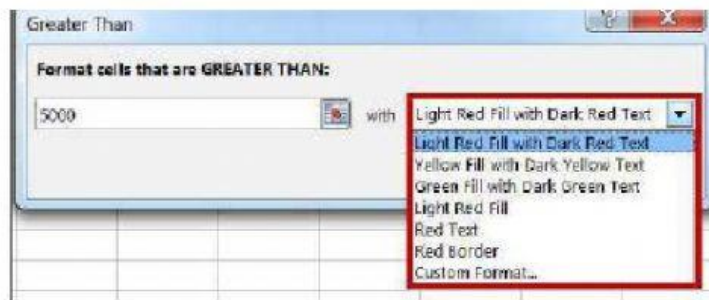


5. In the *Greater Than* box that appears, enter the desired value into the field. In the **example** enter \$5000. 5



5

6. In the *formatting style drop-down*, select your preferred **highlight** colours.



6

7. The *conditional formatting style* will be supplied to the **selected cells**.

	A	B	C	D	E	F	G	H	I
1		Jan	Feb	Mar	Apr	May	Jun		Average
2	Wilson	3042	4245	4235	5678	6890	7053		5190.50
3	Murray	5676	3574	4263	6045	5267	4352		4862.83
4	Smith	5325	4567	6542	5674	4246	4563		5152.83
5	Richards	4367	3467	4324	4256	5667	6423		4750.67
6	Andrew	2685	5425	4903	3464	3424	6346		4374.50
7	Marshall	3636	3267	1256	2357	4326	5423		3377.50
8	Total	24731	24545	25523	27474	29820	34160		27708.83

7

Removing Conditional Formatting.

The following explains how to remove conditional formatting from your entire spreadsheet.

1. From the **Home** tab, click *Conditional Formatting*.



2. A drop-down box appears. Hover your mouse over **Clear Rules** to view a list of options for removal of rules. 2



3. To clear rules from the entire sheet, click **Clear Rules** from Entire Sheet. Your *Conditional Formatting* rules will be cleared. 3



Questions

1. Explain the steps of formatting the table.

2 .Explain the steps of Conditional Formatting.

3.Explain the steps to remove conditional formatting.