

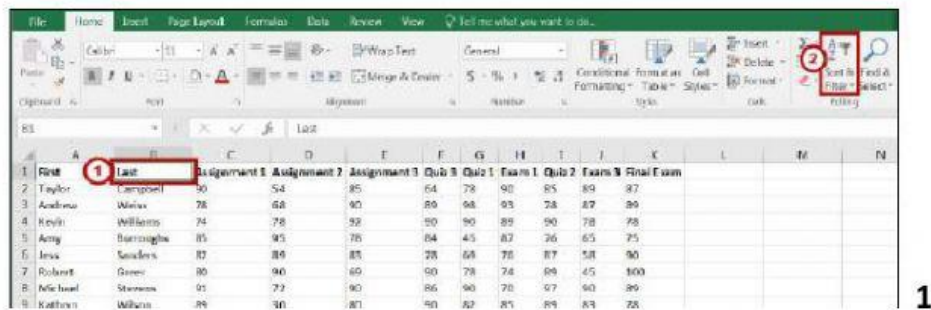
## Lesson 2

## Sorting of Tables

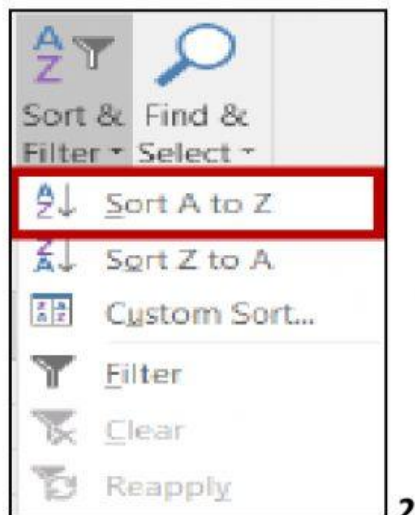
### Sorting with the Sort & Filter Button.

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...'. To the right is a checked checkbox labeled 'My data has headers'. Below these are three dropdown menus: 'Sort by' (highlighted with a red box and showing 'Last'), 'Sort On' (showing 'Values'), and 'Order' (showing 'A to Z'). At the bottom right 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

This screenshot is similar to the previous one, but the 'Order' dropdown menu is now highlighted with a red box, showing 'A to Z' selected. The 'Sort by' dropdown still shows 'Last' and the 'Sort On' dropdown still shows 'Values'. The 'My data has headers' checkbox remains checked. The 'OK' and 'Cancel' buttons are at the bottom right.

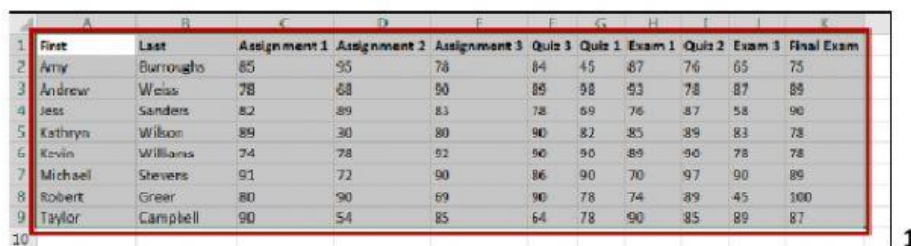
6. Click **Ok**. The data will be sorted by alphabetical order.

## 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*

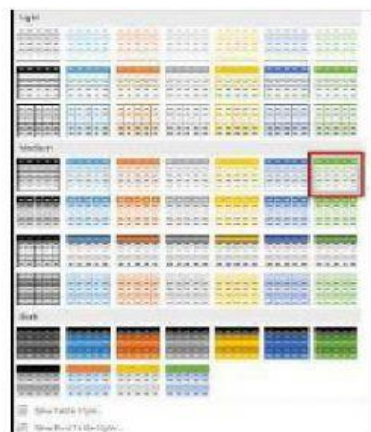


| First   | Last      | Assignment 1 | Assignment 2 | Assignment 3 | Quiz 1 | Quiz 2 | Exam 1 | Exam 2 | Exam 3 | Final Exam |
|---------|-----------|--------------|--------------|--------------|--------|--------|--------|--------|--------|------------|
| Amy     | Burroughs | 85           | 95           | 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 | Stevens   | 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         |

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



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



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



3

5. 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.

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

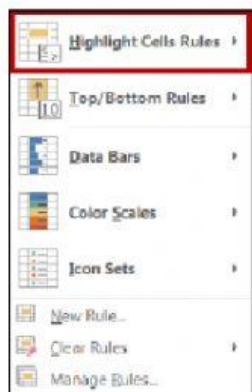
|   | A        | B     | C     | D     | E     | F     | G     | H | I        |
|---|----------|-------|-------|-------|-------|-------|-------|---|----------|
| 1 |          | Jan   | Feb   | Mar   | Apr   | May   | Jun   |   | Average  |
| 2 | Wilson   | 3042  | 4245  | 4235  | 5678  | 6890  | 7053  |   | 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

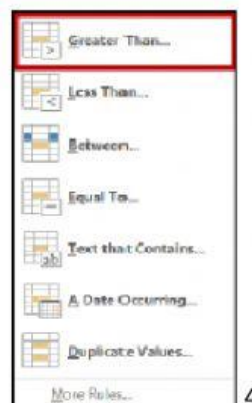
2. From the *Home* tab, Click **Conditional Formatting**. 2



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

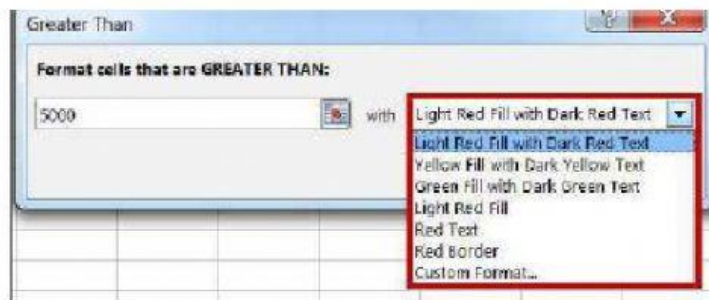


5. In the *Greater Than* box that appears, enter the desired value into the field. In the **example** enter \$5000. 5



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.**