



**CSCA0102**

# **IT and Business Applications**

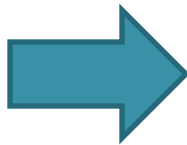
Chapter 8

## **Spreadsheet – Sorting, Filtering and Charts**

# Sorting

- **Sorting** is a common task that allows you to change or customize the order of your spreadsheet data.

Student Name
Susan
John
Mary
Kathy
Andrew
Michael
Sam
josh
Eric
Joanna



Student Name
Andrew
Eric
Joanna
John
josh
Kathy
Mary
Michael
Sam
Susan

Ascending

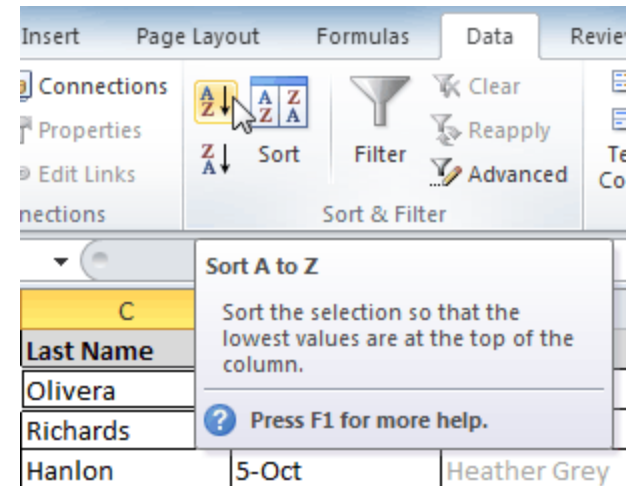
Student Name
Susan
Sam
Michael
Mary
Kathy
josh
John
Joanna
Eric
Andrew

Descending

# Sorting

To sort data:

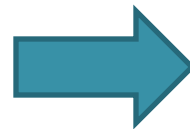
- Select a cell in the column you want to sort by. In this example, we will sort by Last Name.
- Select the **Data** tab, and locate the **Sort and Filter** group.
- Click the ascending command to **Sort A to Z**, or the descending command to **Sort Z to A**.
- The data in the spreadsheet will be organized alphabetically.



# Filtering

- **Filters** can be applied in many different ways to improve the performance of your worksheet.
- You can filter text, dates, and numbers.
- You can even use more than one filter to further narrow down your results.

Student Name	Programme	Age
Susan	Diploma	18
John	Diploma	18
Mary	Foundation	19
Kathy	Foundation	19
Andrew	Diploma	18
Michael	Undergraduate	20
Sam	Diploma	18
josh	Undergraduate	20
Eric	Undergraduate	20
Joanna	Diploma	19

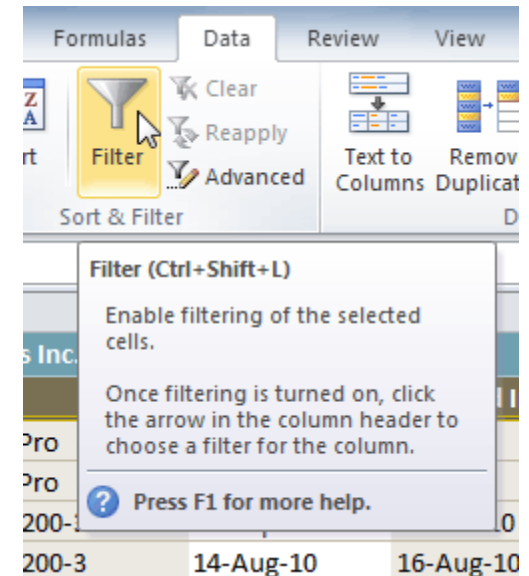


Student Name▼	Programme▼	Age▼
Susan	Diploma	18
John	Diploma	18
Andrew	Diploma	18
Sam	Diploma	18
Joanna	Diploma	19

# Filtering

To filter data:

- Begin with a worksheet that identifies each column using a header row.
- Select the **Data** tab, and locate the **Sort & Filter** group. Click the **Filter** command.
- Drop-down arrows will appear in the header of each column. Click the **drop-down arrow** for the column you would like to filter. In this example, we will filter the Type column to view only certain types of equipment.



# Filtering

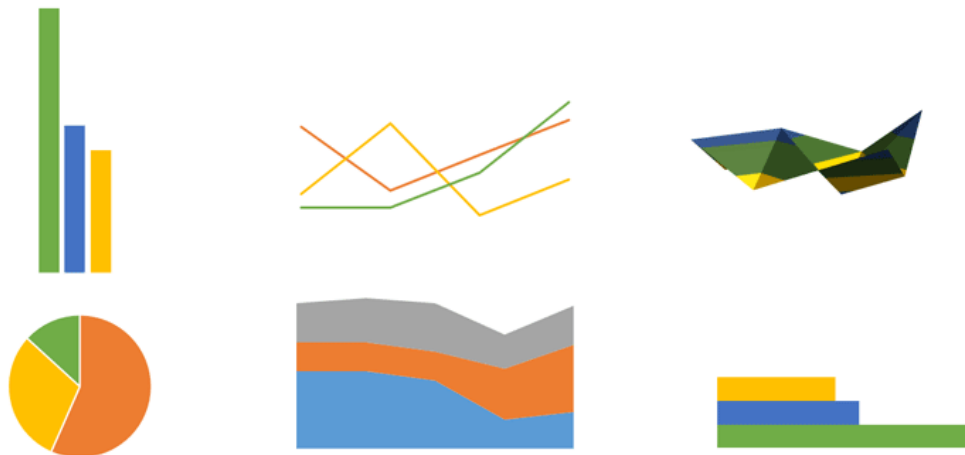
To filter data: (cont...)

- The **Filter** menu appears. **Uncheck** the boxes next to the data you don't want to view. (You can uncheck the box next to **Select All** to quickly uncheck all.)
- **Check** the boxes next to the data you do want to view.
- Click **OK**. All other data will be filtered, or temporarily hidden.

# Charts

- Excel workbooks can contain **a lot of data**, and that data can often be difficult to interpret.
- The data can become much clearer when the data is represented as a **chart**.

## Types of Charts



# Charts

To create a chart:

- Select the **cells** that you want to chart, including the **column titles** and the **row labels**. These cells will be the **source data** for the chart.
- Click the **Insert** tab. In the **Charts** group, select the desired **chart category**.
- Select the desired **chart type** from the drop-down menu.
- The chart will appear in the worksheet.



# Charts

## Chart tools:

- Once you insert a chart, a set of **Chart Tools**, arranged into three tabs, will appear on the Ribbon.
- These are only visible when the chart is selected.
- You can use these three tabs to **modify** your chart.

