

Load Excel. A blank spreadsheet will be displayed on your screen.

1. Using Absolute Referencing

Task

Set up a table to calculate the tax payable by four people working in a company.

Basic steps

Create a new spreadsheet showing tax rate, sales and tax as shown below:

| | | | | |
|----|------------------|--------------|------------|---|
| | E17 | | | |
| | A | B | C | D |
| 1 | | | | |
| 2 | Tax rate: | 10% | | |
| 3 | | | | |
| 4 | | | | |
| 5 | Name | Sales | Tax | |
| 6 | Alufeyo | 3000 | | |
| 7 | Mangani | 50000 | | |
| 8 | Mfuneni | 10000 | | |
| 9 | Chidongo | 4500 | | |
| 10 | Wisiki | 30000 | | |
| 11 | | | | |

Basic Steps

- Click in cell C6.
- Type the formula `=B6*B2` as shown below:

| | | | | | |
|----|------------------|--------------|-------------------------|---|---|
| | SUM | | | | |
| | A | B | C | D | E |
| 1 | | | | | |
| 2 | Tax rate: | 10% | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | Name | Sales | Tax | | |
| 6 | Alufeyo | 3000 | <code>=B6*\$B\$2</code> | | |
| 7 | Mangani | 50000 | | | |
| 8 | Mfuneni | 10000 | | | |
| 9 | Chidongo | 4500 | | | |
| 10 | Wisiki | 30000 | | | |
| 11 | | | | | |

- Press Enter
- The result of the formula should display as shown below:

| | C7 | | fx | |
|----|------------------|--------------|------------|---|
| | A | B | C | D |
| 1 | | | | |
| 2 | Tax rate: | 10% | | |
| 3 | | | | |
| 4 | | | | |
| 5 | Name | Sales | Tax | |
| 6 | Alufeyo | 3000 | 300 | |
| 7 | Mangani | 50000 | | |
| 8 | Mfuneni | 10000 | | |
| 9 | Chidongo | 4500 | | |
| 10 | Wisiki | 30000 | | |
| 11 | | | | |

- Copy the formula in cell C6 to cells C7, C8, C9 and C10. Your spreadsheet should look as shown below:

| | E13 | | fx | |
|----|------------------|--------------|------------|---|
| | A | B | C | D |
| 1 | | | | |
| 2 | Tax rate: | 10% | | |
| 3 | | | | |
| 4 | | | | |
| 5 | Name | Sales | Tax | |
| 6 | Alufeyo | 3000 | 300 | |
| 7 | Mangani | 50000 | 5000 | |
| 8 | Mfuneni | 10000 | 1000 | |
| 9 | Chidongo | 4500 | 450 | |
| 10 | Wisiki | 30000 | 3000 | |
| 11 | | | | |

2. Sorting

You can sort the data in your worksheet into ascending or descending order. You can use a simple sort, using the entries in one column, or a more complex sort, sorting up to three columns at a time. Consider the example below:

| | G15 | | | <i>f_x</i> |
|----|--|----------------|-------------------|----------------------|
| | A | B | C | D |
| 1 | END OF SEMESTER EXAMINATION RESULTS | | | |
| 2 | | | | |
| 3 | Firstname | Surname | Total Mark | Remark |
| 4 | John | Botomani | 50 | Pass |
| 5 | Grace | Kamanga | 55 | Pass |
| 6 | Chifundo | Chidothi | 43 | Fail |
| 7 | Jack | Ngoma | 70 | Pass |
| 8 | Chifuniro | Nkhata | 37 | Fail |
| 9 | Malume | Yobe | 45 | Pass |
| 10 | Chatsalira | Mkute | 60 | Pass |
| 11 | Crispin | Sekani | 65 | Pass |
| 12 | Emmanuel | Phiri | 54 | Pass |
| 13 | Tanyada | Galimoto | 40 | Fail |
| 14 | | | | |

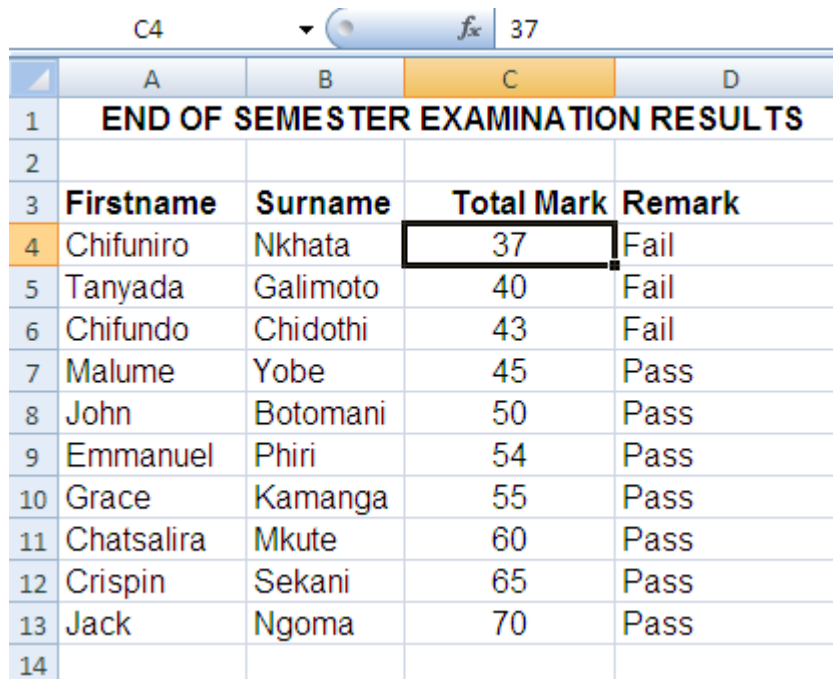
Task

Perform a simple sort on the table above.

Basic Steps

- Select any cell in the column you want to sort on
- Click the **Sort Ascending** or **Sort Descending** tool on the Standard toolbar

The table below shows the results sorted into Ascending order on the *Total Mark* column



The screenshot shows an Excel spreadsheet with the following data:

| | A | B | C | D |
|----|--|----------------|-------------------|---------------|
| 1 | END OF SEMESTER EXAMINATION RESULTS | | | |
| 2 | | | | |
| 3 | Firstname | Surname | Total Mark | Remark |
| 4 | Chifuniro | Nkhata | 37 | Fail |
| 5 | Tanyada | Galimoto | 40 | Fail |
| 6 | Chifundo | Chidothi | 43 | Fail |
| 7 | Malume | Yobe | 45 | Pass |
| 8 | John | Botomani | 50 | Pass |
| 9 | Emmanuel | Phiri | 54 | Pass |
| 10 | Grace | Kamanga | 55 | Pass |
| 11 | Chatsalira | Mkute | 60 | Pass |
| 12 | Crispin | Sekani | 65 | Pass |
| 13 | Jack | Ngoma | 70 | Pass |
| 14 | | | | |

Task

Perform a multi-level sort.

Basic Steps

- Select any cell within the group of cells you want sorted
- Open the **Data** menu and choose **Sort...**
- Select the main sort field from the **Sort by** list
- Choose the order – **Ascending** or **Descending**
- Select the second level sort field from the first **Then by** list, and set its sort order
- If necessary, set the third level sort options
- Click **OK**

Note: By default, Excel assumes that your list has a Header row. If your list does not have a header row i.e., you want the first row to be included in the sort, select the *No header row* option.

The list in the example below has been sorted into Surname order (ascending) then Firstname order (ascending).

| | | | | |
|----|--|----------------|-------------------|---------------|
| C4 | | | <i>fx</i> | 50 |
| | A | B | C | D |
| 1 | END OF SEMESTER EXAMINATION RESULTS | | | |
| 2 | | | | |
| 3 | Firstname | Surname | Total Mark | Remark |
| 4 | John | Botomani | 50 | Pass |
| 5 | Chifundo | Chidothi | 43 | Fail |
| 6 | Grace | Chidothi | 55 | Pass |
| 7 | Tanyada | Galimoto | 40 | Fail |
| 8 | Chifuniro | Nkhata | 37 | Fail |
| 9 | Chatsalira | Phiri | 60 | Pass |
| 10 | Emmanuel | Phiri | 54 | Pass |
| 11 | Jack | Phiri | 70 | Pass |
| 12 | Crispin | Sekani | 65 | Pass |
| 13 | Malume | Yobe | 45 | Pass |
| 14 | | | | |