ExperimentNo.1.3

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1. Aim/Overview of the practical:

a) Assign a name to a range of cells to make it easier to reference those ranges in calculations, create a drop-down menu to make data entry quicker and more efficient.

b) Use sort and filter to find and organize data in large databases, custom filters.

2. Code for practical: (a)

Step 1 : Open Excel and add data on which you want to apply operations.

Step 2 : To give name to a range first select the data you want to give a reference name.

Step 3 : Go to **Formulas tab** and select **Define Name** option. A new window will appear enter give name and a range to make a reference and click on **OK**.
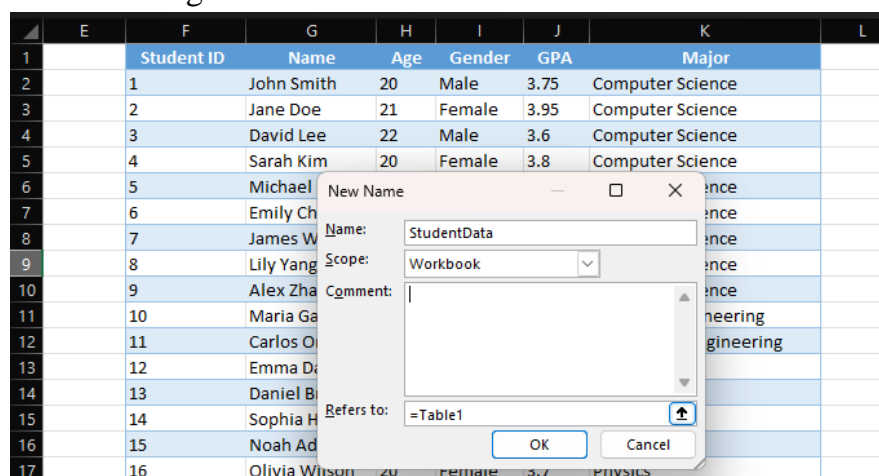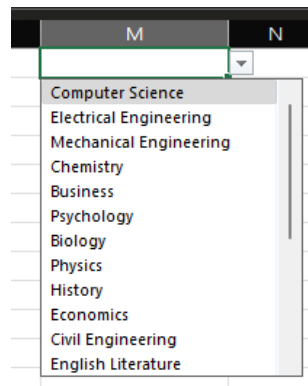

Step 4 : Now, you can use the name StudentData in calculation and data references.

Step 5 : To create a drop-down menu for a column, select an empty cell.

Step 6 : Go to **Data tab** and select **Data Validation.**

Step 7 : A new window will appear choose list as the validation criteria and give the range of cells in **Source field** and click **OK.**
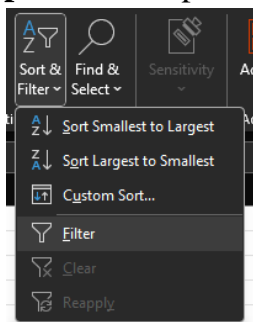
Step 8 :   Now, you will see a dropdown menu in that empty cell.

Code for practical: (b)

Step 1 :   To sort and filter and apply custom filter to organize large database. First select the range of your data.

Step 2 :   Select **Sort & Filter** option present in **Home Tab.** A menu will appear click on **Filter.**

Step 3 :   A drop-down option will appear on the header of your data.

Step 4 :   By using those drop-down options now, you can sort data in ascending or descending order and can also apply custom filter to analyze data more efficiently.