Chapter 2.3 Excel Tutorial

**Sorting and Filtering Data in Excel**

The **Top20Cars2019** file contains data on the 20 top-selling passenger-car automobiles in the United States in February 2019. The table shows the model and manufacturer of each automobile as well as the sales for the model in February 2019 and February 2018.

1. **Create a Percent Change in Sales from 2018 to 2019 Column in F**
   1. In Cell F2 type formula =(D2 -E2)/E2
   2. $ arrow drop down and choose More Accounting Formats
   3. Click Percentage and 1 decimal place

**Observations: Toyota Corolla is best selling in 2019**

1. **Sort by 2018 February Sales**
   1. Select Cells A1:F21
   2. Click Data tab in Ribbon
   3. Click Sort in the Sort & Filter group
   4. Check Box for “My Data has headers”
   5. In drop down select Sales(February 2018)
   6. In Order dropdown, select Largest to Smallest.
   7. Click Ok

**Observations: Camry and Civic outsell Corolla in 2018**

1. **Filter for only Nissan Vehicles**
   1. Select Cells A1:F21
   2. Click Data tab in Ribbon
   3. Click Filter in the Sort & Filter group
   4. Click on the Filter Arrow in Column B, next to Manufacturer
   5. If all choices are checked, you can easily deselect all choices by unchecking (Select All). Then select the check box for Nissan
   6. Click Ok

**Observations: 3 Nissan Models made the top 20 cars sold**

1. Select all again to see all data
2. **Conditional Formatting of Data in Excel**

**Conditional Formatting makes it easy to identify data in the table when certain conditions are met. For example, lets say we want to quickly identify the automobile models in the table for which sales have decreased from 2018 to 2019.**

* 1. Select F1:F21
  2. Click Home Tab
  3. Click Conditional Formatting in the Styles group
  4. Select **Highlight Cells Rules** and **Click Less Than**: box
  5. Enter 0% in the **Format cells that are Less Than** box
  6. Click Ok

**Models that decreased in sales = Camry, Civic, Altima, Sentra etc.**

1. **Data Bars**
   1. Highlight F1:21
   2. Conditional Formatting
   3. Data Bars
   4. Green
   5. Click ok

**You can turn off the red coloring if you want.**

**Observations: Bars not only show you red (decrease) and green (increase) but the magnitude of the increase or decrease as well.**

1. **Quick Analysis** 
   1. Click on cells or highlight again F1-F21
   2. The quick analysis box shows up in the bottom right corner of the cells selected
   3. Clicking the box gives you shortcuts for conditional formatting, data bars, etc.