

# Learner Series: Tips and Tricks to Better Use Spreadsheet Software

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# About Me

Technical Product Manager II at Rackspace for  
the Cloud Control Panel.

I like number crunching, breaking complex problems down to more manageable parts using lists and spreadsheets. I also like tea and rabbits.

# Class Topics

- Sorting & Filtering
- Lookups
- Pivot Table
- Graphing

# Sorting & Filtering

## Let's try

- Remove/repair incomplete data (empty/null)
- sort by MPG, Price
- find everything greater than a specific price, MPG etc. (filter)

## Find it

- Open Office
  - Data → Sort
  - Data → Filter (Auto)
- Excel
  - Data → Sort
  - Data → Filter
- Google Sheets
  - Data → Sort
  - Data → Filter

# Lookups

## Let's try

Make day of week human readable (1= Sunday)

### Formula (all programs)

=VLOOKUP(Cell with weekday#, Range, #  
column we want)

*You can HLOOKUP instead if the data is  
horizontal and not vertical*

You'll need to use \$'s to keep the range from  
changing!

# Pivot Table

## Let's try

- which brand gets the best MPG
- Best (min) prices by year, month, brand
- Avg MPG by month
- Count of each fuel brand

## Find it

Open Office

- Data → Pivot table → Create

Excel

- Data → Pivot Table

Google Sheets

- Data → Pivot table Report

# Graphing

## Let's try

- trending of PPG over time
- Trending of MPG over time

## Find it

Open Office

- Insert-Object-chart

Excel

- Charts

Google Sheets

- Insert → Chart

# Questions

What other things would you like to know?