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## Experiment 2.

Q 2. working with Data (1).

Importing data, Data entry & Manipulation

Sorting & filtering.

Def<sup>n</sup> Importing : the process of bringing external data.

Def<sup>n</sup> Data entry : Type the numbers or text that you want to enter. and then press Enter or TAB.

Def<sup>n</sup> Data manipulation : Data manipulation refers to the process of changing.

Def<sup>n</sup> Sorting : the process of ordering or arranging a given collection of elements in some particular order.

\* ascending (increasing)

\* descending (decreasing)

Def - Filtering : A function that allows you to sort data within a file.

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Step 1

Enter a data in your excel sheet.

Obtained marks.

Eg.

USN	Name	Total Marks	Percentage
101	Anu	88	88%
102	Mame	92	92%
103	Priya	95	95%
104	Akbar	100	100%
105	Raju	35	35%

Step 2 goto notepad and enter data & save.(eg. excel2)

Press tab

Eg.

USN	Name	Total Marks	Percentage
106	Anjali	58	58%
107	Paran	72	72%
108	Kanchana	92	92%
109	Maya	72	72%
110	Chandu	92	92%

Step 3. go back - to excel sheet.

Now we are merging Note - pad data into excel sheet.

1. click data [

2. Select from Text.

3. Select your folder. (eg. Desktop)

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4. Search your data.

Sq.  $\text{ctrl} + \text{F}$ , (type you saved name)

i'm saved excel2 (double click & open the file)

5. Now, data is set as  Delimited <sup>if not</sup> only & otherwise  
set Delimited.

6. click

7. set  Tab.

8. click

9. Finish

10. OK.

Now,

"your notepad data has been entered into your  
Excel sheet."

Note

this process is called as data importing.

USN	Name	Total	Percentage
101	Amne	82	88%
102			
:			
110	chandu	92	92%

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## \* Manipulation

Manipulation refers to "editing".

Explanation,

Suppose you have a list of names in column B, and you want to convert them to uppercase, lowercase, etc. you can use the UPPER, LOWER (etc) function to manipulate the data.

Eg. formula = UPPER(B1).

= LOWER(B1).

This formula takes the text in cell B1 and converts it to uppercase, lowercase, resulting in edited data.

\* Sorting.

In your excel sheet you entered USN, Name, Total and Percentage of students data.

In that table i'm using student name for sorting,

Just we entered student names randomly so we are arrange the student names as ascending or descending order.

Step 1. Select the entire dataset, going to the 'Data' tab

Step 2. Select 'Sort' option.

Step 3. choosing the 'Name' column

Step 4. opting for A-Z (ascending)  
or

Z-A (descending) order.

Step 5. OK.

## \* Filtering.

Narrowing down  a large dataset to show only specific rows that meet certain criteria.

Eg. Suppose you have a list of students with their percentage. You want to see only the students who scored above 80%. You can apply a filter option to the "percentage" column to show only the rows where the 'percentage' is greater than 80%.

Step 1. Select the dataset. (drag a student %. data set).

Step 2. Go to the "Data" tab.

Step 3. click on "filter"

Step 4. click on the filter arrow, in the 'Percentage' column, or total

Step 5. select Number filters > "Greater than"

Step 6.

is greater than  35

✓ and

is less than  90.

OK

Step 7.

Step 7. Result:

Excel will display only the rows where the 'Percentage' is above 35, hiding the rest.