

Explaining functions in MS EXCEL

BY,

MINAL BHASME
HINDAV KALBHOR
RUTUJA JADHAV
SAMRUDDHI KHARADE

Guided By- Sanket B
Github ID : bsanketm

AGENDA

TO EXPLAIN FILTERS, SORTING OF DATA
AND TEXT TO COLUMN FUNCTION IN MS
EXCEL

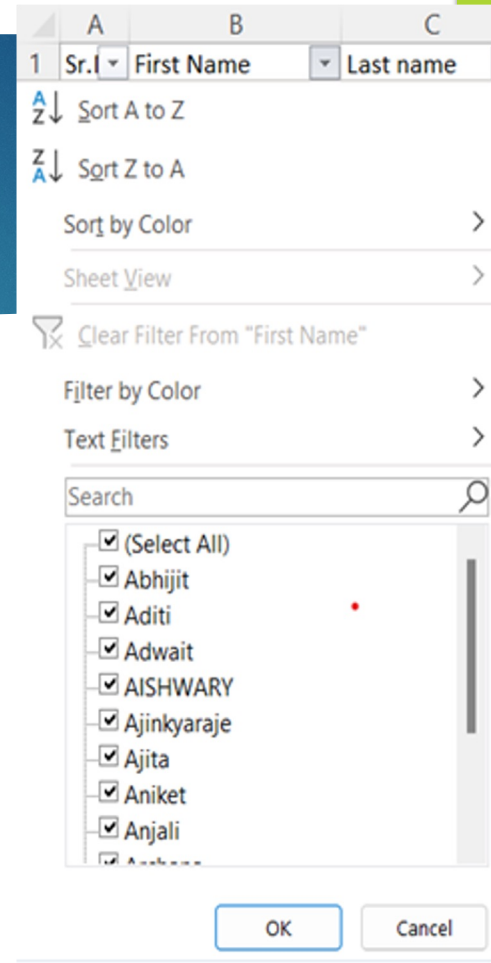
EXPLAINING FILTERS

In Excel we can start filter block by shortcut keys Alt+A+T and Ctrl+Shift+L.

By different ways we can filter the data and make it simple to analyse.

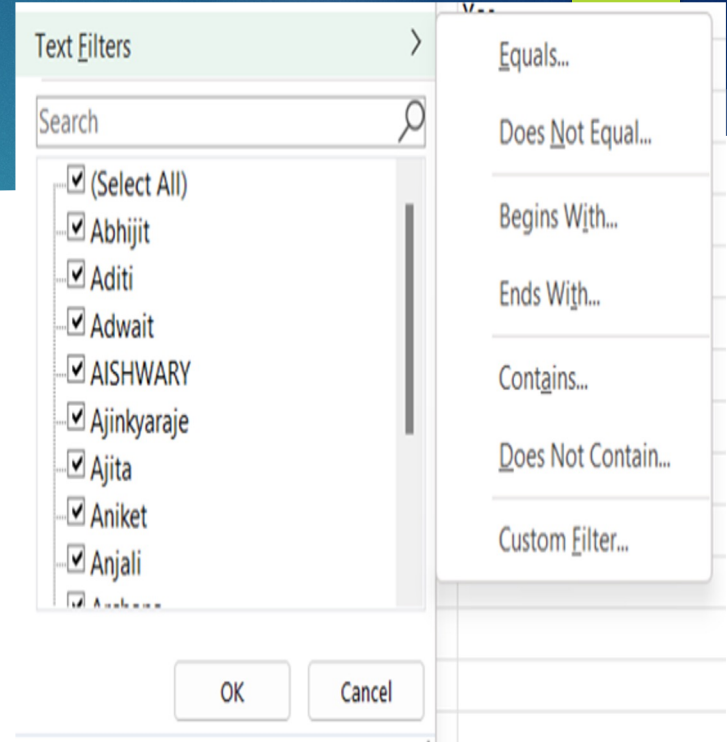
- 1) Text Filter
- 2) Number Filter
- 3) Colour Filter
- 4) Advance Filter
- 5) Auto Filter

STEPS →



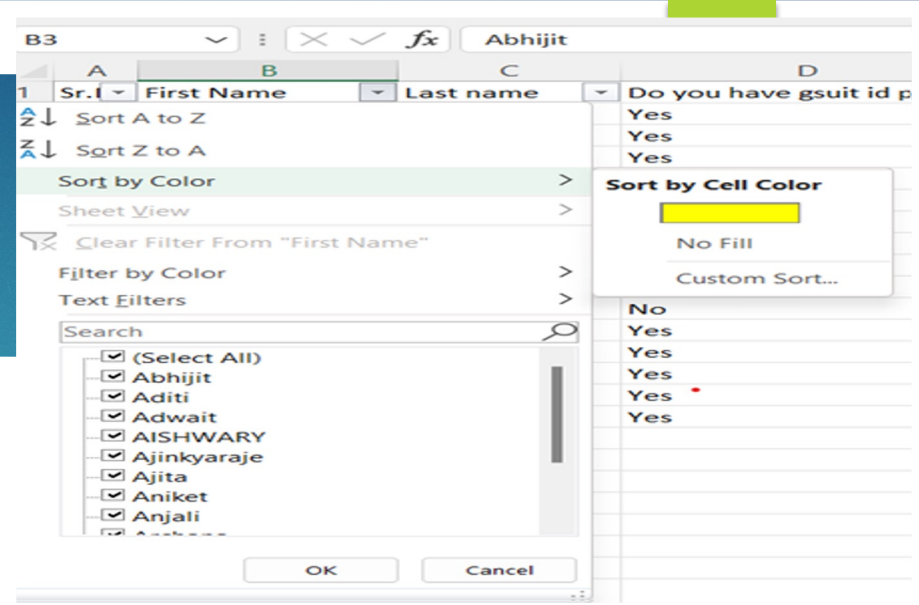
1) TEXT FILTER

- Equals to
- Does not equal to
- Begins with
- Ends with
- Contains
- Does not Contains
- Custum Filter

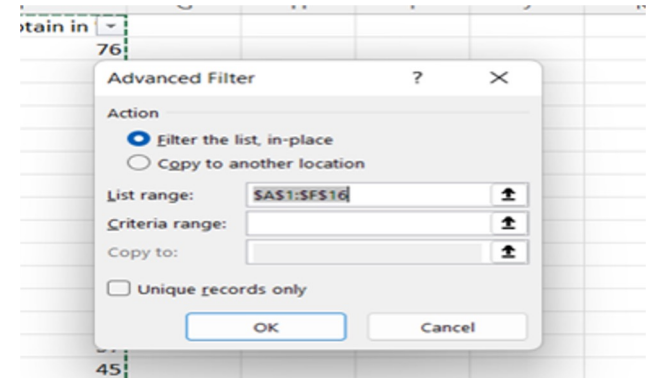


2) COLOUR FILTER

Sort by cell colour



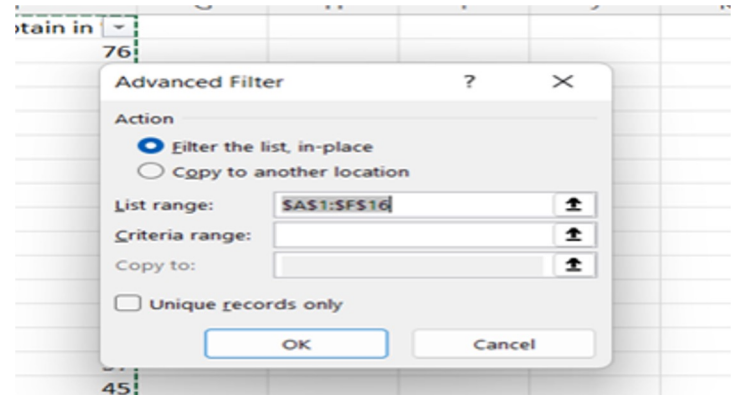
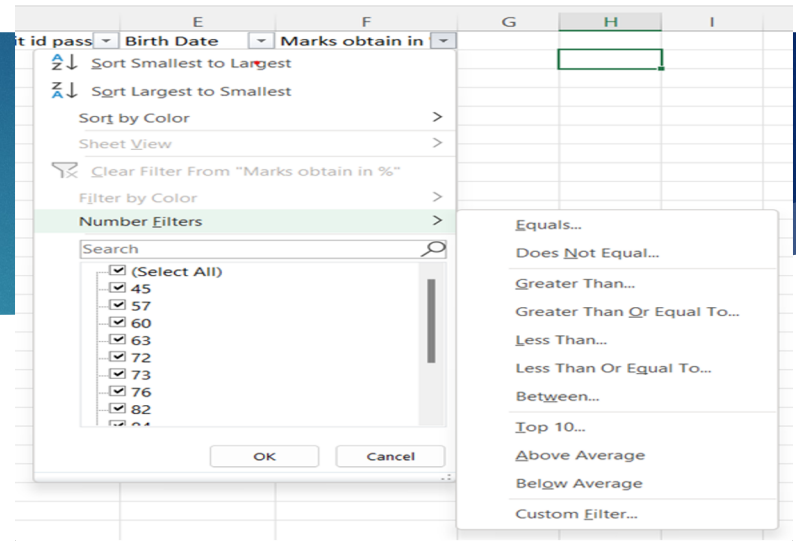
3) AUTO FILTER



4) NUMBER FILTER

- Equals to
- Does Not Equals to
- Greater than
- Greater than or Equala to
- Less than
- Less than or equals to
- Between
- Top
- Above average
- Below Average

5) ADVANCE FILTER



SORTING OF DATA

While entering data in a worksheet we enter data randomly. But we often need to rearrange the data according to our need/necessity. This method is called Sorting

Applications:

- 1) To compare variables.
- 2) To rearrange data in specific order.
- 3) To interpret data in census, Reports etc.
- 4) To analyse share prices.

STEPS



Enter the data in tabular form.

Press sort button.

Select the option for sorting.

TEXT TO COLUMN

Excel Text to Columns. Text to columns in Excel is a method that is used to separate a text into different columns based on some delimited or any fixed width.

There are two options to use text to columns in Excel.

Shortcut key: ALT+A+E

STEPS →

Select the cell or column that contains the text you want to split.

Select Data > Text to Columns.

In the Convert Text to Columns Wizard



どうも

THANK YOU

VIELEN DANK

감사합니다

MERCI

شكرا جزيل

धन्यवाद

OBRIGADO

Οφρολμοε
спасибо

KIITOKSIA
OIKEIN PALJON

XIN
CÀM ON

ممنونم

GRACIAS

GURA MÍLE

Ευχαριστώ
πολύ

MULTUMESC

תודה
רבה

ASANTE

धन्यवाद

多謝

TEŞEKKÜRLER

DZIĘKUJĘ

тквпвпв

GRAZIE

KÖSZÖNÖM

TÄNAN TEID
VAGA

TUSEN TACK

QUTANARSUAQ