Explaining functions in MS EXCEL

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AGENDA

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

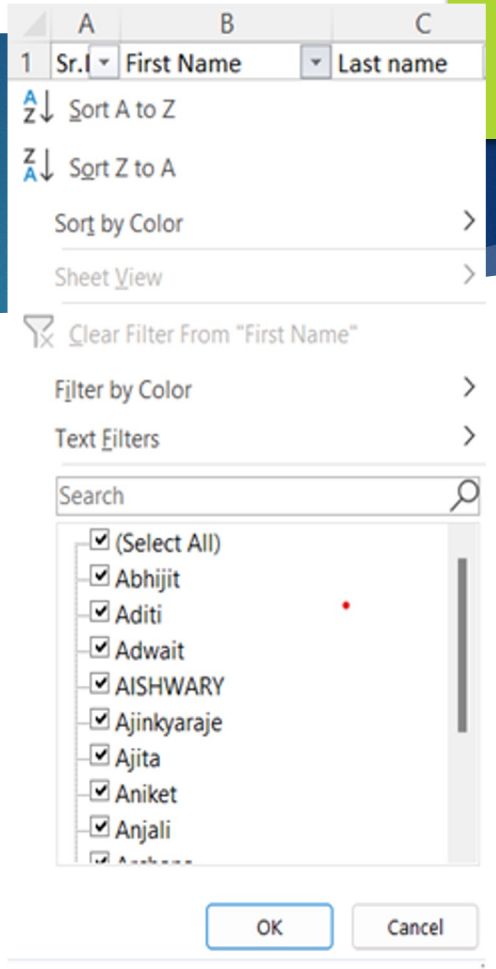
EXPLAINING FILTERS

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.

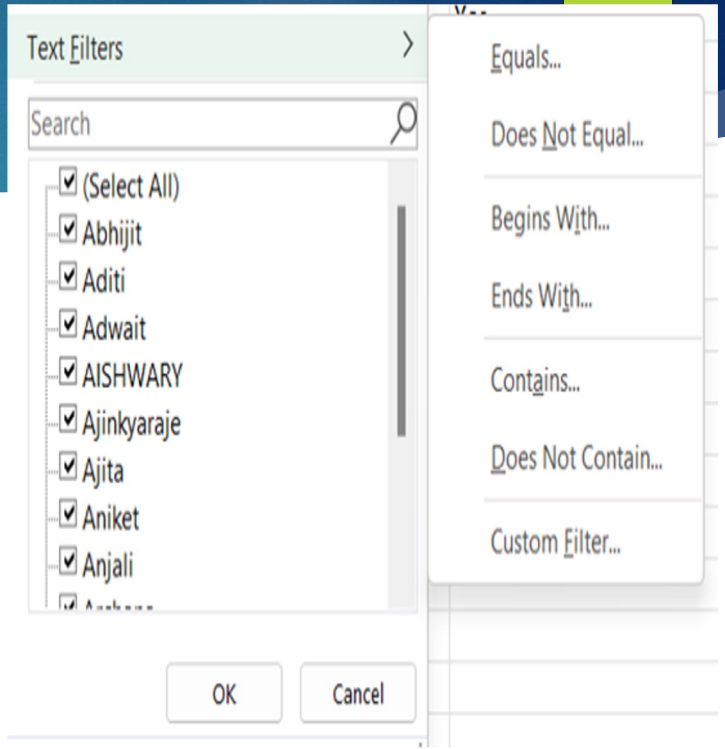
1) Text Filter
2) Number Filter
3) Colour Filter
4) Advance Filter
5) Auto Filter

STEPS →



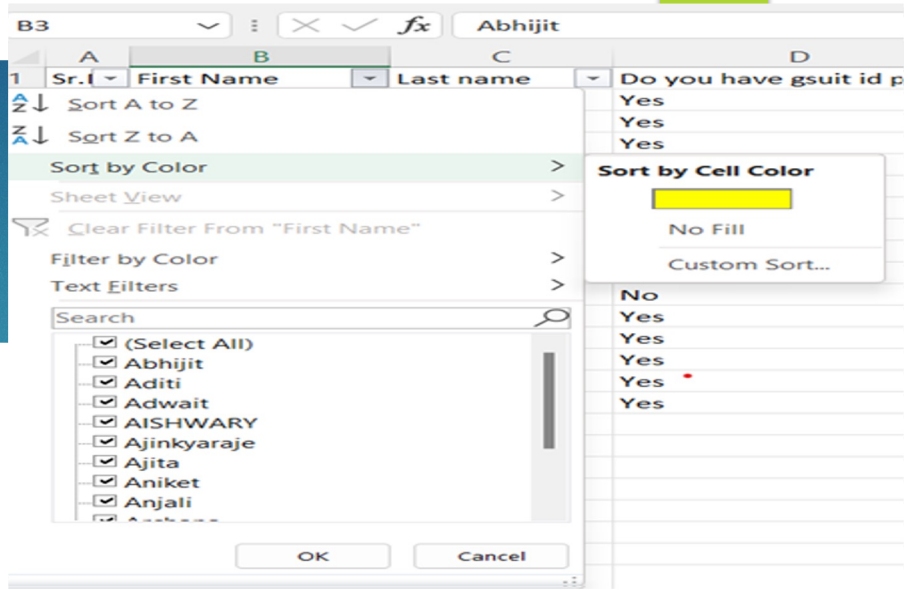
1) TEXT FILTER

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

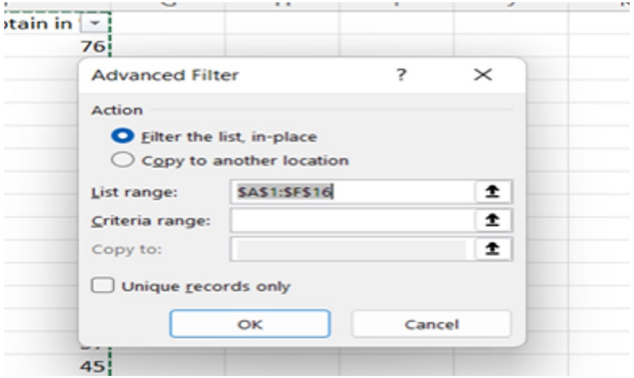


2) COLOUR FILTER

Sort by cell colour

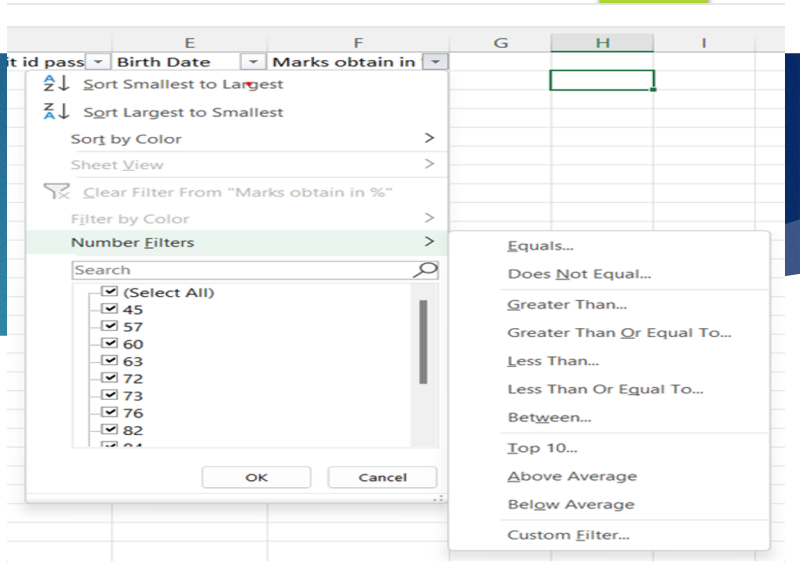


3) AUTO FILTER

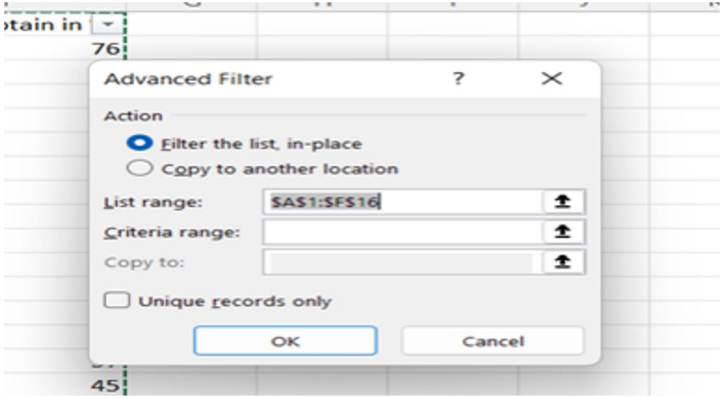


4) NUMBER FILTER

- 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

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VIELEN DANK
감사합니다
THANK YOU
MERCI
شكرا جزيلا
धन्यवाद
OBRIGADO
KIITOKSIA OIKEIN PALJON
XIN CÁM ƠN
Огромное спасибо
ممنونم
GRACIAS
Ευχαριστώ πολύ
GURA MÍLE
MULŢUMESC
ASANTE
ধন্যবাদ
多謝
TEŞEKKÜRLER
DZIĘKUJĘ
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TUSEN TACK
GRAZIE
KÖSZÖNÖM
TÄNAN TEID VÄGA
QUJANARSUAQ