

Sociedade da Informação e do Conhecimento

Aula 3

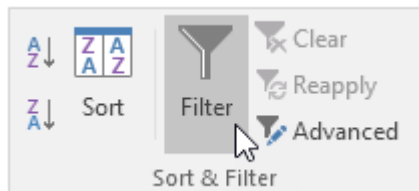
Tutorial Excel

DCT DEPARTAMENTO CIÊNCIA
E TECNOLOGIA

Filter

Filter your Excel data if you only want to display records that meet certain criteria.

1. Click any single cell inside a data set.
2. On the Data tab, in the Sort & Filter group, click Filter.



Arrows in the column headers appear.

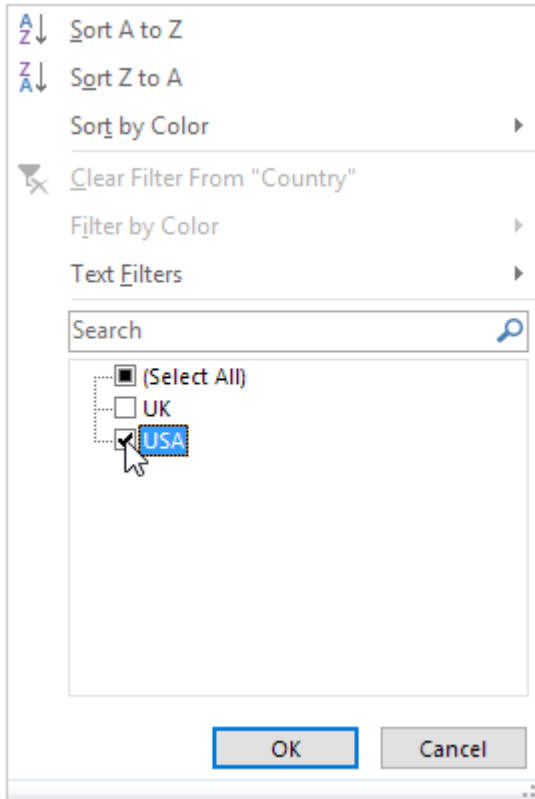
	A	B	C	D	E
1	Last Name	Sales	Count	Quarter	
2	Smith	\$16,753.00	UK	Qtr 3	
3	Johnson	\$14,808.00	USA	Qtr 4	
4	Williams	\$10,644.00	UK	Qtr 2	
5	Jones	\$1,390.00	USA	Qtr 3	
6	Brown	\$4,865.00	USA	Qtr 4	
7	Williams	\$12,438.00	UK	Qtr 1	
8	Johnson	\$9,339.00	UK	Qtr 2	
9	Smith	\$18,919.00	USA	Qtr 3	
10	Jones	\$9,213.00	USA	Qtr 4	
11	Jones	\$7,433.00	UK	Qtr 1	
12	Brown	\$3,255.00	USA	Qtr 2	
13	Williams	\$14,867.00	USA	Qtr 3	
14	Williams	\$19,302.00	UK	Qtr 4	
15	Smith	\$9,698.00	USA	Qtr 1	
16					

Filter

3

3. Click the arrow next to Country.

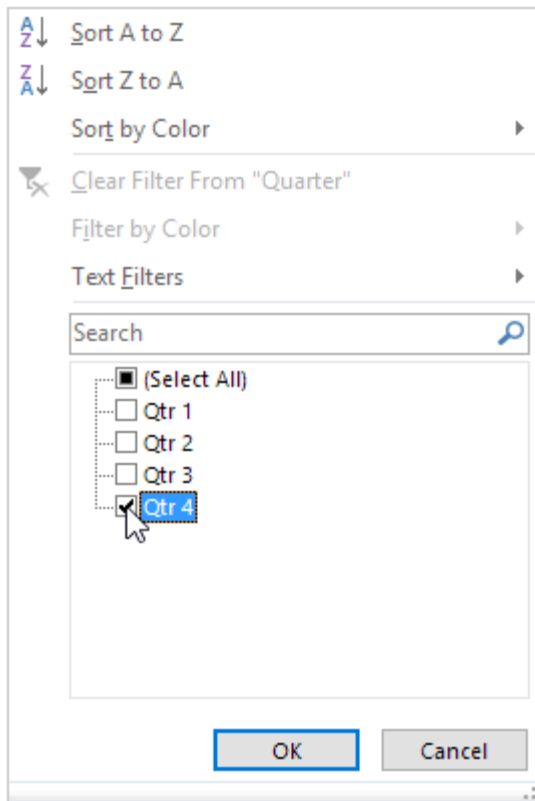
4. Click on Select All to clear all the check boxes, and click the check box next to USA.



Filter

6. Click the arrow next to Quarter.

7. Click on Select All to clear all the check boxes, and click the check box next to Qtr 4



To remove the filter, on the Data tab, in the Sort & Filter group, click Clear. To remove the filter and the arrows, click Filter.

Summary / Subtotals

1. Remove all the filters (if they exist)
2. Sort the data by the column we wish to group by. For example, if we wish to group the data by quarter, we need to sort it by column C
3. On the Data tab, click Summary and then Subtotal
4. Use the following configuration:
 - **For each change in: Quarter** [because we want to group by quarter]
 - **Use function: Sum** [because we wish to sum the sales values]
 - **Add subtotal to: Sales** [because we want to use the sales values]

	A	B	C	D
1	Last Name	Country	Quarter	Sales
2	Williams	UK	Qtr 1	\$12 438,00
3	Jones	UK	Qtr 1	\$7 433,00
4	Smith	USA	Qtr 1	\$9 698,00
5	Williams	UK	Qtr 2	\$10 644,00
6	Johnson	UK	Qtr 2	\$9 339,00
7	Brown	USA	Qtr 2	\$3 255,00
8	Smith	UK	Qtr 3	\$16 753,00
9	Jones	USA	Qtr 3	\$1 390,00
10	Smith	USA	Qtr 3	\$18 919,00
11	Williams	USA	Qtr 3	\$14 867,00
12	Johnson	USA	Qtr 4	\$14 808,00
13	Brown	USA	Qtr 4	\$4 865,00
14	Jones	USA	Qtr 4	\$9 213,00
15	Williams	UK	Qtr 4	\$19 302,00

Subtotais

A cada alteração em:

Quarter

Utilizar a função:

Soma

Adicionar subtotal a:

☐ Last Name

☐ Country

☐ Quarter

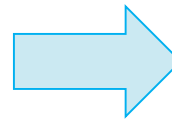
☒ Sales

☒ Substituir subtotais atuais

☐ Quebra de página entre grupos

☒ Sumário por baixo dos dados

Remover todos OK Cancelar



	A	B	C	D
1	Last Name	Country	Quarter	Sales
2	Williams	UK	Qtr 1	\$12 438,00
3	Jones	UK	Qtr 1	\$7 433,00
4	Smith	USA	Qtr 1	\$9 698,00
5			Qtr 1 Total	\$29 569,00
6	Williams	UK	Qtr 2	\$10 644,00
7	Johnson	UK	Qtr 2	\$9 339,00
8	Brown	USA	Qtr 2	\$3 255,00
9			Qtr 2 Total	\$23 238,00
10	Smith	UK	Qtr 3	\$16 753,00
11	Jones	USA	Qtr 3	\$1 390,00
12	Smith	USA	Qtr 3	\$18 919,00
13	Williams	USA	Qtr 3	\$14 867,00
14			Qtr 3 Total	\$51 929,00
15	Johnson	USA	Qtr 4	\$14 808,00
16	Brown	USA	Qtr 4	\$4 865,00
17	Jones	USA	Qtr 4	\$9 213,00
18	Williams	UK	Qtr 4	\$19 302,00
19			Qtr 4 Total	\$48 188,00
20			Total Geral	\$152 924,00

Summary / Subtotals

We can see more or less detailed information by clicking on the numbers on the left:

1. Only grand total

1	2	3	A	B	C	D
	1		Last Name	Country	Quarter	Sales
+	20				Total Geral	\$152 924,00

2. Subtotals grouped by quarters and grand total

1	2	3	A	B	C	D
	1		Last Name	Country	Quarter	Sales
+	5				Qtr 1 Total	\$29 569,00
+	9				Qtr 2 Total	\$23 238,00
+	14				Qtr 3 Total	\$51 929,00
+	19				Qtr 4 Total	\$48 188,00
-	20				Total Geral	\$152 924,00

3. All the data, including subtotals grouped by quarters and grand total

1	2	3	A	B	C	D
	1		Last Name	Country	Quarter	Sales
	2		Williams	UK	Qtr 1	\$12 438,00
	3		Jones	UK	Qtr 1	\$7 433,00
	4		Smith	USA	Qtr 1	\$9 698,00
-	5				Qtr 1 Total	\$29 569,00
	6		Williams	UK	Qtr 2	\$10 644,00
	7		Johnson	UK	Qtr 2	\$9 339,00
	8		Brown	USA	Qtr 2	\$3 255,00
-	9				Qtr 2 Total	\$23 238,00
	10		Smith	UK	Qtr 3	\$16 753,00
	11		Jones	USA	Qtr 3	\$1 390,00
	12		Smith	USA	Qtr 3	\$18 919,00
	13		Williams	USA	Qtr 3	\$14 867,00
-	14				Qtr 3 Total	\$51 929,00
	15		Johnson	USA	Qtr 4	\$14 808,00
	16		Brown	USA	Qtr 4	\$4 865,00
	17		Jones	USA	Qtr 4	\$9 213,00
	18		Williams	UK	Qtr 4	\$19 302,00
-	19				Qtr 4 Total	\$48 188,00
-	20				Total Geral	\$152 924,00

We can also click on the [+] and [-] signs on the left to show and hide information

Create dynamic charts from summary data

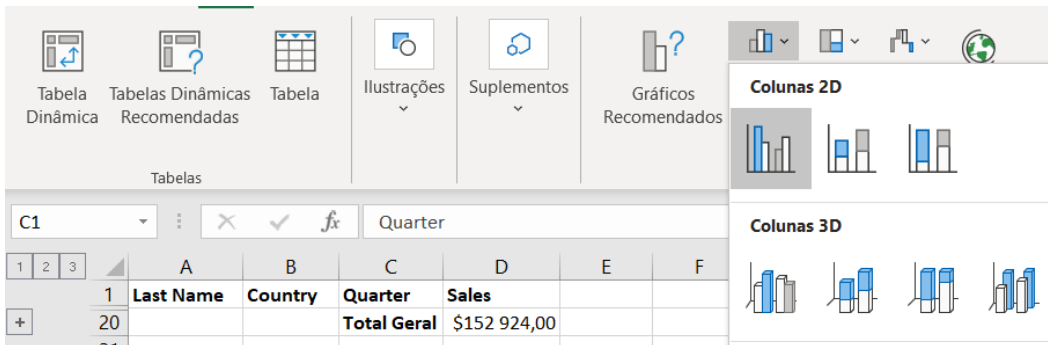
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We can create a chart to show the sales subtotals by quarter

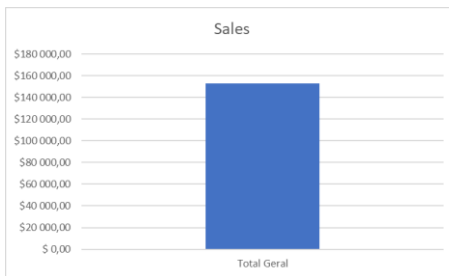
1. Select the less detailed view (click the number 1 on the left)
2. Select the data

1	2	3	A	B	C	D
1			Last Name	Country	Quarter	Sales
20					Total Geral	\$152 924,00
21						

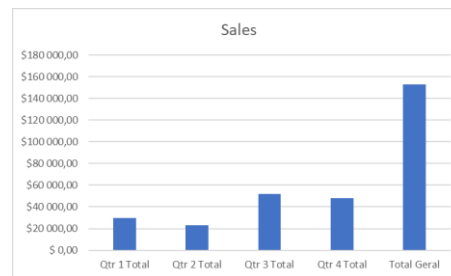
3. Insert a chart



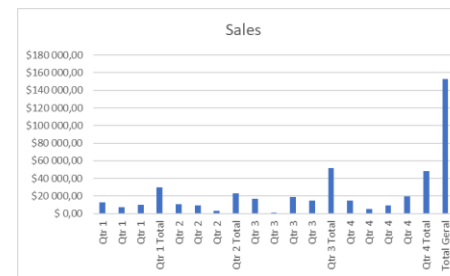
4. Different levels of detail originate different charts:



Level 1

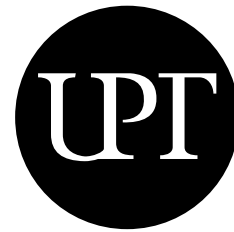


Level 2



Level 3





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Do conhecimento à prática.