

Subject Code: CIS11042

Subject Name: Essential of ICT and PC Application

Title:

MS Excel (work with data)

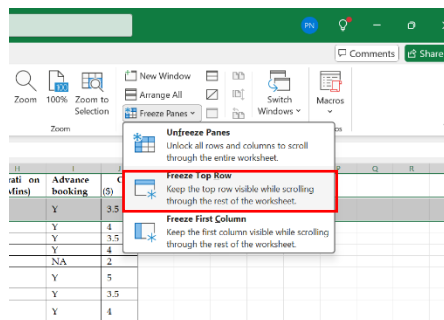
Labsheet:13

Aims:

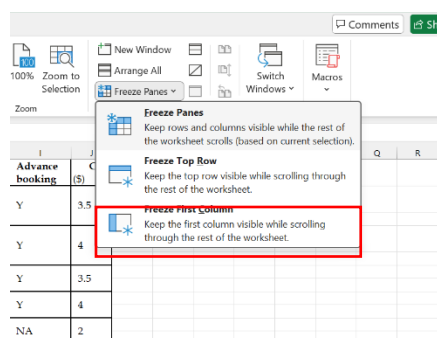
- Sort and filter data.
- View options.
- Pivot tables

Task 01

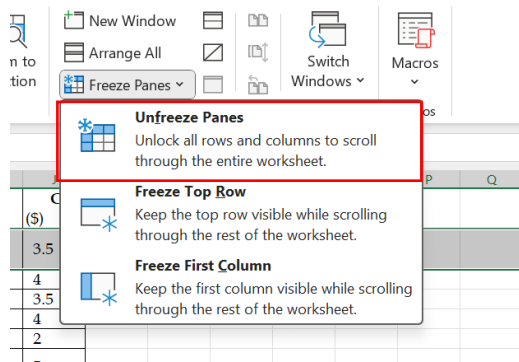
1.



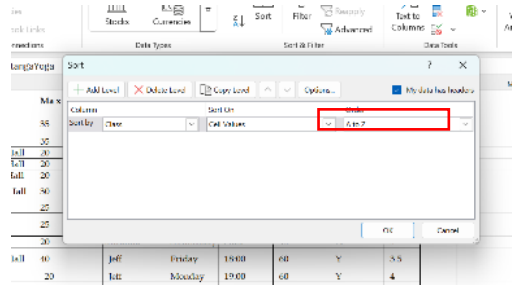
2. first column → View → Freeze panes → Freeze first column option



3. first column → View menu → Freeze panes → Unfreeze panes



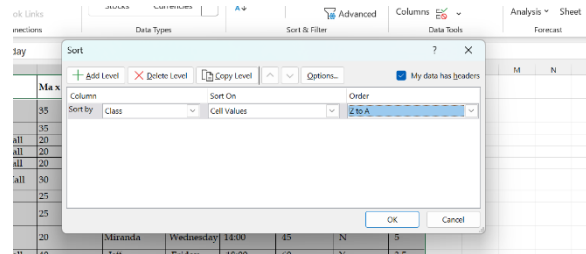
4.



Output

	A	B	C	D	E	F	G	H	I	J	K
	Class	Level	Venu e	Ma x no	Instruct or	Day	Start(Time)	Durati on (Mins)	Advance booking	Cost (\$)	
2	AshtangaYo ga	Beginner	studio	35	Ashley	Tuesday	10:00	60	Y	3.5	
3	Badminton	Advanced	studio	35	Ashley	Tuesday	11:00	90	Y	4	
4	Badminton	Beginner	Sports Hall	20	Emma	Wednesday	20:00	60	Y	3.5	
5	Badminton	Advanced	Sports Hall	20	Emma	Friday	19:00	60	Y	4	
6	Basketball	50+	Sports Hall	20	Roger	Monday	14:00	60	NA	2	
7	Bikram	All level	Sports Hall	30	Paul	Monday	18:00	60	Y	5	
8	Bikram	Beginner	studio	25	Ashley	Wednesday	9:00	60	Y	3.5	
9	Chair exercises	Advanced	studio	25	Ashley	Wednesday	10:00	60	Y	4	
10	cross Training	50+	studio	20	Miranda	Wednesday	14:00	45	N	5	
11	Fencing	Advanced	Sports Hall	40	Jeff	Friday	18:00	60	Y	3.5	
12	Gymnastics	Advanced	Gym	20	Jeff	Monday	19:00	60	Y	4	
13	Gymnastics	Club member only	Sports Hall	25	Club	Sunday	11:00	120	N	2	
14	Gymnastics	Beginner	Sports Hall	32	Debbie	Monday	19:00	60	Y	3.5	
15	Hardcore Parkour	Advanced	Sports Hall	32	Debbie	Sunday	20:00	60	Y	4	
16	HIIT	Club member only	Sports Hall	32	Club	Monday	20:00	120	NA		
17	HIIT	Advanced	Sports Hall	20	Ash	Monday	18:00	60	Y	4	

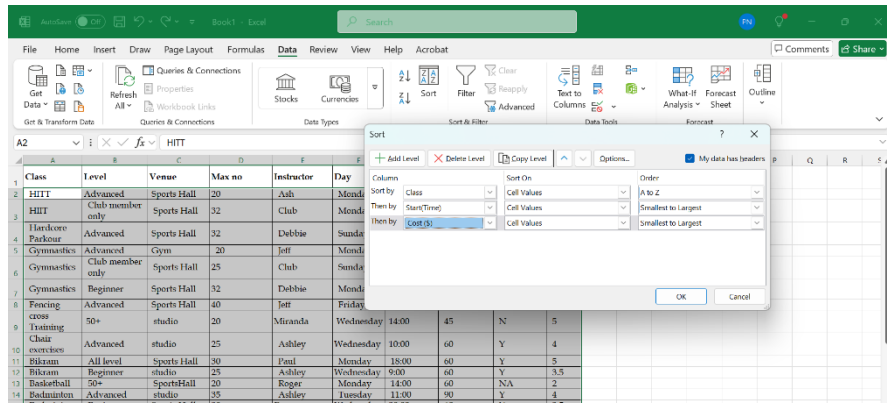
5.



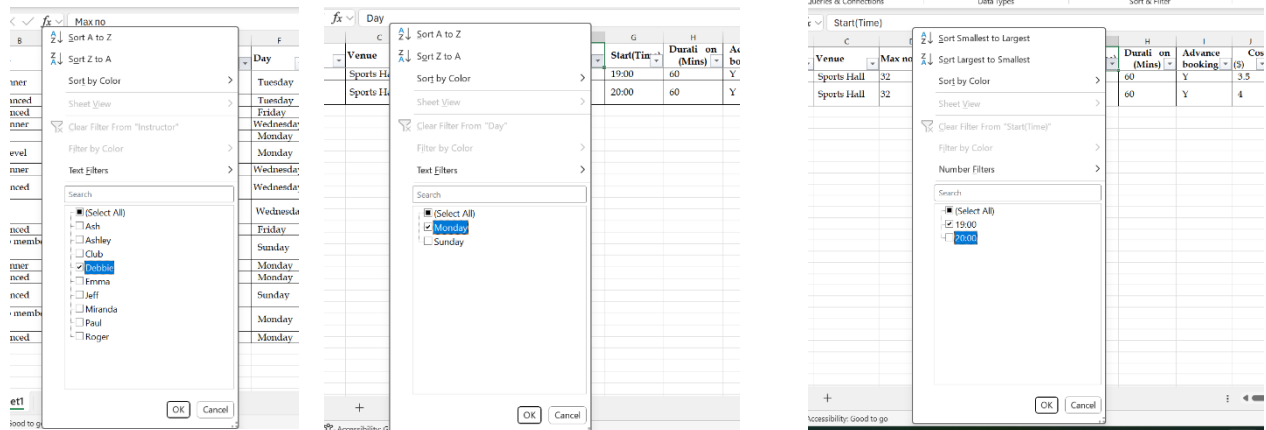
Output →

	A	B	C	D	E	F	G	H	I	J	K	L
	Class	Level	Venu e	Ma x no	Instruct or	Day	Start(Time)	Durati on (Mins)	Advance booking	Cost (\$)		
1	HIIT	Advanced	Sports Hall	20	Ash	Monday	18:00	60	Y	4		
3	HIIT	Club member only	Sports Hall	32	Club	Monday	20:00	120	NA			
4	Hardcore Parkour	Advanced	Sports Hall	32	Debbie	Sunday	20:00	60	Y	4		
5	Gymnastics	Advanced	Gym	20	Jeff	Monday	19:00	60	Y	4		
6	Gymnastics	Club member only	Sports Hall	25	Club	Sunday	11:00	120	N	2		
7	Gymnastics	Beginner	Sports Hall	32	Debbie	Monday	19:00	60	Y	3.5		
8	Fencing	Advanced	Sports Hall	40	Jeff	Friday	18:00	60	Y	3.5		
9	cross Training	50+	studio	20	Miranda	Wednesday	14:00	45	N	5		
10	Chair exercises	Advanced	studio	25	Ashley	Wednesday	10:00	60	Y	4		
11	Bikram	All level	Sports Hall	30	Paul	Monday	18:00	60	Y	5		
12	Bikram	Beginner	studio	25	Ashley	Wednesday	9:00	60	Y	3.5		
13	Basketball	50+	Sports Hall	20	Roger	Monday	14:00	60	NA	2		
14	Badminton	Advanced	studio	35	Ashley	Tuesday	11:00	90	Y	4		
15	Badminton	Beginner	Sports Hall	20	Emma	Wednesday	20:00	60	Y	3.5		
16	Badminton	Advanced	Sports Hall	20	Emma	Friday	19:00	60	Y	4		
17	AshtangaYo ga	Beginner	studio	35	Ashley	Tuesday	10:00	60	Y	3.5		

6. Select All table → Sort → Add Multiple level → Choose column and Order → Ok



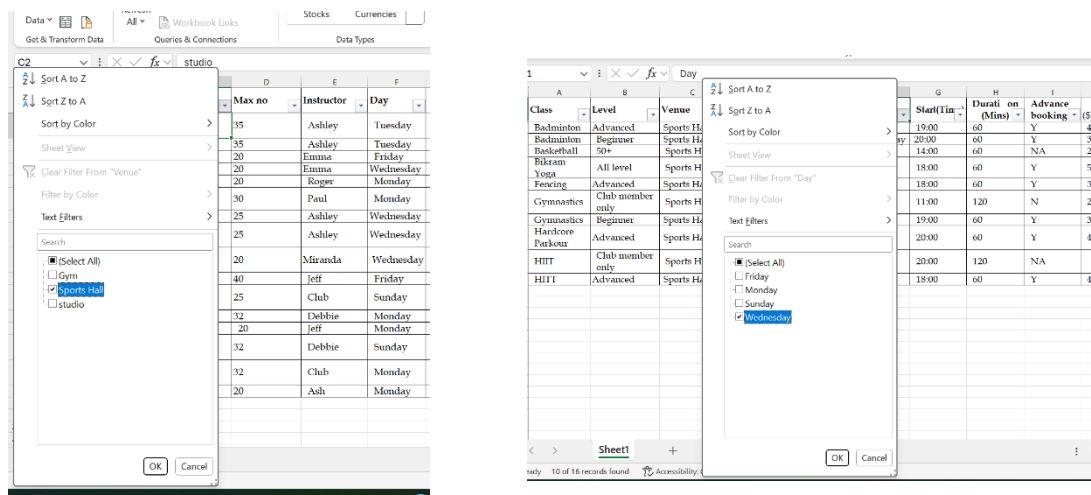
7. Select all table → Data menu → filter option



Output →

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Class	Level	Venue	Max no	Instructor	Day	Start Time	Duration (Mins)	Advance booking	Cost (\$)			
13	Gymnastics	Beginner	Sports Hall	32	Debbie	Monday	19:00	60	Y	3.5			
18													
19													
20													
21													
22													

8.



Sports hall

Wednesday

Venue	Max no	Duration (Mins)	Advance booking (\$)	Cost
studio	35	60	Y	3.5
studio	35	90	Y	4
Sports Hall	20	60	Y	4
Sports Hall	20	60	Y	3.5
Sports Hall	20	60	NA	2
Sports Hall	30	60	Y	5
studio	25			
studio	25			
studio	20			
Sports Hall	40			
Sports Hall	25			
Sports Hall	32			
Gym	20			
Sports Hall	32			
Sports Hall	32			
Sports Hall	20			

Grader than or equal to 20.00

9. Select the table → Insert menu → Pivot table → ok

Class	Level	Venue	Max no	Instructor	Day	Start Time	Duration (Mins)	Advance booking (\$)	Cost
Ashtanga Yoga	Beginner	studio	35	Ashley	Tuesday	10:00	60	Y	3.5
Badminton	Advanced	studio	35	Ashley	Tuesday	11:00	90	Y	4
Badminton	Advanced	Sports Hall	20	Emma	Friday	19:00	60	Y	4
Badminton	Beginner	Sports Hall	20	Emma	Wednesday	20:00	60	Y	3.5
Badminton	50+	Sports Hall	20	Rogee	Monday	14:00	60	NA	2
Yoga	All level	Sports Hall	30	Paul	Monday	18:00	60	Y	5
Badminton	Beginner	studio	25	Ashley	Wednesday	9:00	60	Y	3.5
Chair exercises	Advanced	studio	25	Ashley	Wednesday	10:00	60	Y	3.5
cross Training	50+	studio	20	Miranda	Wednesday	14:00	60	Y	3.5
Fencing	Advanced	Sports Hall	40	Jeff	Friday	18:00	60	Y	3.5
Gymnastics	Club member only	Sports Hall	25	Club	Sunday	11:00	120	N	2
Gymnastics	Beginner	Sports Hall	32	Debbie	Monday	19:00	60	Y	3.5
Gymnastics	Advanced	Gym	20	Jeff	Monday	19:00	60	Y	4
Hardcore Parkour	Advanced	Sports Hall	32	Debbie	Sunday	20:00	60	Y	4

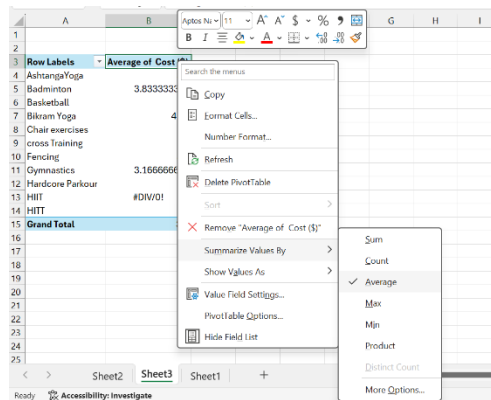
(Create a pivot table)

Sum of each classes

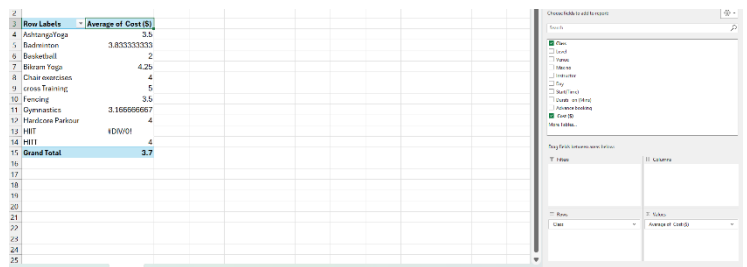
Class	Sum of Cost (\$)
Ashtanga Yoga	3.5
Badminton	11.5
Badminton	2
Badminton	8.5
Chair exercises	4
cross Training	5
Fencing	3.5
Gymnastics	9.5
Hardcore Parkour	4
HIT	0
HIT	4
Grand Total	55.5

(Drag and drop the class into Row section and Cost into value section)

10.

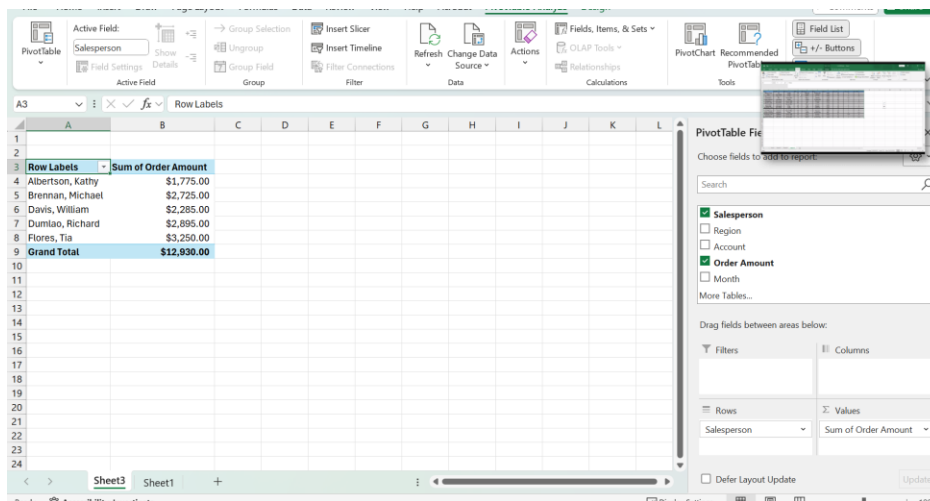


Output→



Exercise 01

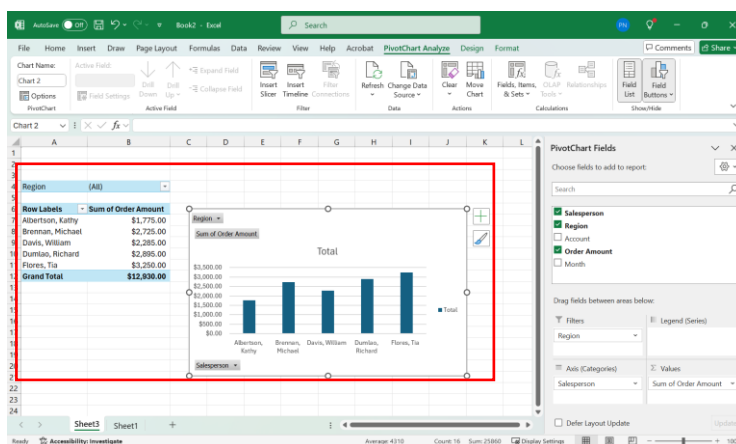
1. Select the all table → insert → pivot table → From table/Range → Check the range → Ok



2. Select the “Account column” → Change number format to Accounting

	A	B	C	D	E	F	G	H	I	J
1	Salesperson	Region	Account	Order Amount	Month					
2	Brennan, Michael	West	\$ 29,386.00	\$925.00	January					
3	Albertson, Kathy	East	\$ 74,830.00	\$875.00	February					
4	Albertson, Kathy	East	\$ 90,099.00	\$500.00	February					
5	Davis, William	East	\$ 74,830.00	\$350.00	March					
6	Brennan, Michael	West	\$ 82,853.00	\$400.00	January					
7	Davis, William	East	\$ 72,949.00	\$850.00	January					
8	Dumlaio, Richard	West	\$ 90,044.00	\$1,500.00	January					
9	Brennan, Michael	West	\$ 82,853.00	\$350.00	February					
10	Albertson, Kathy	East	\$ 72,949.00	\$400.00	March					
11	Davis, William	South	\$ 55,223.00	\$235.00	February					

3. Click on the Pivot table → Insert Menu → Chart section → Choose and click of chart



4. Drag and drop “Salesperson”, “Region”, “Account”, “Order amoun” into filter section

	A	B	C	D	E	F
1	Salesperson	Brennan, Michael				
2	Region	West				
3	Account	\$ 82,853.00				
4	Order Amount	\$500.00				
5						
6	Sum of Order Amount					
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						

5. Drag and drop salesperson into value section and region into row section

