Title: MS Excel (work with data)

Aims:

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

Task:

1. Freezing panes and options
   a. Freeze rows.
      (select the row below to be freeze – View – Freeze panes)
   b. Freeze columns
      (select the column next to be freeze – View – Freeze panes)
   c. Unfreeze panes.
      (View – Unfreeze panes)
   d. To open new window for the current workbook.
      (View –New Window)

2. Sorting data
   a. Sort data vertically. (Select Data - Data – Sort – Modify Sort window)
   b. Sort data horizontally. (Select Data - Data – Sort – options – left to right – sort row)
   c. Create custom sort.(Select Data - Data – Sort – order by Custom list – Create New list – OK)
   d. Sorting levels. (Select Data - Data – Sort- Add level)
      i. Add a level

3. Filtering data.
   a. To filter data. (Select Data – Data – Enable Filter)
   b. To clear filters (Select Data – Data – Disable Filter)
   c. To apply number filter (Click drop down – select number filter – apply)
   d. Advanced filtering
      i. To create unique list
      (Data – Advance Filtering – Copy to a new location –
      select the range – select the new place – tick unique
      records)
      ii. To create unique list using criteria (and)

(Data – Advance Filtering – Copy to a new location – select the range – select the criteria table - select the new place - ok)

    iii. To create unique list using criteria (or)
(Data – Advance Filtering – Copy to a new location – select the range – select the criteria table where data should be top to bottom - select the new place - ok)

4. Pivot Tables : Easy to analyze data with out using functions
        Change the data table to table format
        Summarize to a pivot table
        Choose new work sheet
        Click OK
        Then Drag the rows as required
        If sum of any column to be taken add to sigma

Task 01

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	3.50
Ashtanga Yoga	Advanced	studio	35	Ashley	Tuesday	11:00	90	Y	4.00
Badminton	Beginner	Sports Hall	20	Emma	Wednesday	20:00	60	Y	3.50
Badminton	Advanced	Sports Hall	20	Emma	Friday	19:00	60	Y	4.00
Badminton	50+	Sports Hall	20	Roger	Monday	14:00	60	NA	2.00
Basketball	All level	Sports Hall	30	Paul	Monday	18:00	60	Y	5.00
Bikram Yoga	Beginner	studio	25	Ashley	Wednesday	9:00	60	Y	3.50
Bikram Yoga	Advanced	studio	25	Ashley	Wednesday	10:00	60	Y	4.00
Chair exercises	50+	studio	20	Miranda	Wednesday	14:00	45	N	5.00
Circuit Training	Advanced	Sports Hall	40	Jeff	Friday	18:00	60	Y	3.50
cross Training	Advanced	Gym	20	Jeff	Monday	19:00	60	Y	4.00

Fencing	Club member only	Sports Hall	25	Club	Sunday	11:00	120	N	2.00
Gymnastics	Beginner	Sports Hall	32	Debbie	Monday	19:00	60	Y	3.50
Gymnastics	Advanced	Sports Hall	32	Debbie	Sunday	20:00	60	Y	4.00
Gymnastics	Club member only	Sports Hall	32	Club	Monday	20:00	120	NA	
Hardcore Parkour	Advanced	Sports Hall	20	Ash	Monday	18:00	60	Y	4.00
HIIT	Advanced	studio	20	Fiona	Thursday	19:00	60	Y	3.50
Hoop tone	Beginner	Sports Hall	20	Fiona	Monday	10:00	45	NA	4.00

1. Freeze the first row of the above table.

2. Freeze the first column of the above table.

3. Unfreeze the row and column.

4. Sort the data into A to Z and Z to A according to class column.

5. Sort the table according to duration in descending order.

6. Sort the table by course level, then start time, then cost.

7. Debbie has asked for Monday evening off. Use filtering to show row where:

   • The instructor is Debbie

   • The day is Monday

   • The time after 17:00

8. The sports hall floor is being deep cleaned on Wednesday evening at 8pm. Use filtering to find the classes you need to cancel this is where;

   • The venue is the sports hall; and

   • The day is Wednesday; and

   • The time is greater than or equal to 20:00.

9. Find the sum of cost for each class using Pivot table.

10. Calculate the average of duration for each instructor using Pivot table.

Exercise 01

Salesperson	Region	Account	Order Amount	Month
Brennan, Michael	West	29386	$925.00	January
Albertson, Kathy	East	74830	$875.00	February
Albertson, Kathy	East	90099	$500.00	February
Davis, William	East	74830	$350.00	March
Brennan, Michael	West	82853	$400.00	January
Davis, William	East	72949	$850.00	January
Dumlao, Richard	West	90044	$1,500.00	January
Brennan, Michael	West	82853	$550.00	February
Albertson, Kathy	East	72949	$400.00	March
Davis, William	South	55223	$235.00	February
Brennan, Michael	West	10354	$850.00	January
Davis, William	South	50192	$600.00	March
Davis, William	South	27589	$250.00	January
Flores, Tia	West	67275	$400.00	January
Dumlao, Richard	South	41828	$965.00	February
Dumlao, Richard	West	87543	$125.00	March
Flores, Tia	South	97446	$1,500.00	March
Dumlao, Richard	West	41400	$305.00	January
Flores, Tia	South	30974	$1,350.00	January

1. Construct the table salesman and the total amount of order using pivot table

2. Put the$ sign in the in the amount of order

3. Filter each sales person summary according to the Region. Construct the bar chart for summarized data in question 1

4. Use filtering to show row where:

   a. Salesperson name is Brennan, Michael; and

   b. The Region is west; and

   c. The account is 82853

   d. The order amount is more than $500

5. Find the count of the person for each region using Pivot table

6. Calculate the order amount for each salesperson using Pivot table