Subject Code: CIS11042

Subject Name: Essential of ICT and PC Application

Title:

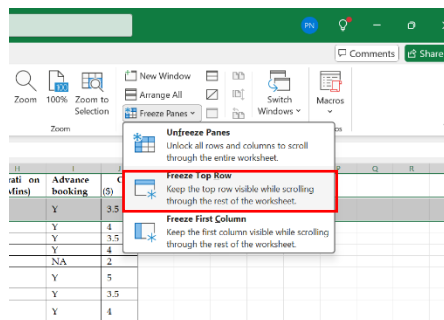 **MS Excel (work with data)**

Labsheet:13

Department of Information and Communication Technology

Faculty of Technology

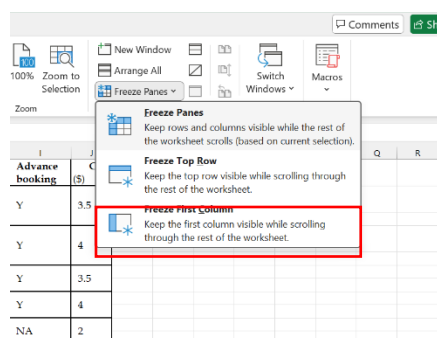South Eastern University of Sri Lanka

Aims:

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

Task 01
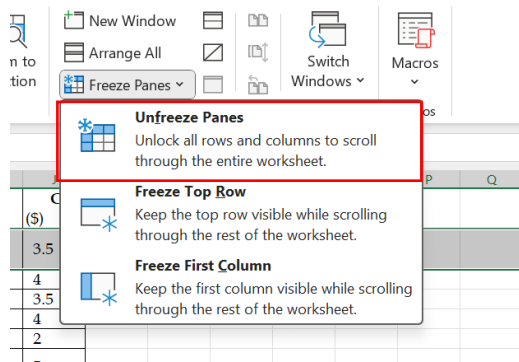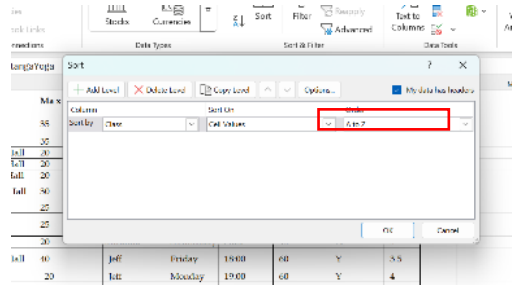
1.

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

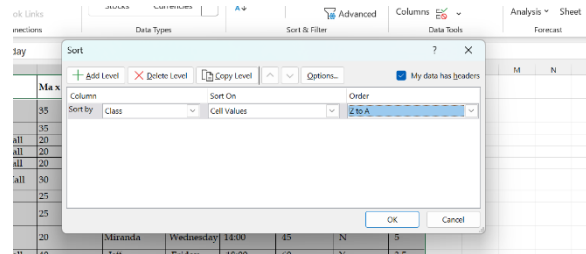3. first column → View menu → Freeze panes → Unfreeze panes

4.

Output

5.

Output →

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

7. Select all table → Data menu → filter option
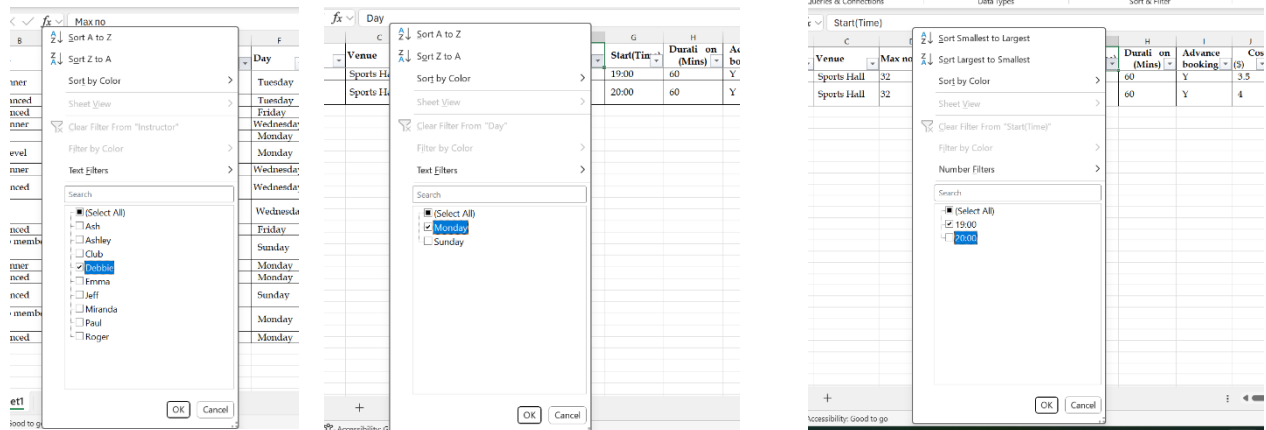
Output→

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Class	Level	Venue	Max no	Instructor	Day	Start(Tim	Durati on (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

Grader than or equal to 20.00

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

(Create a pivot table)

Sum of each classes

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

10.
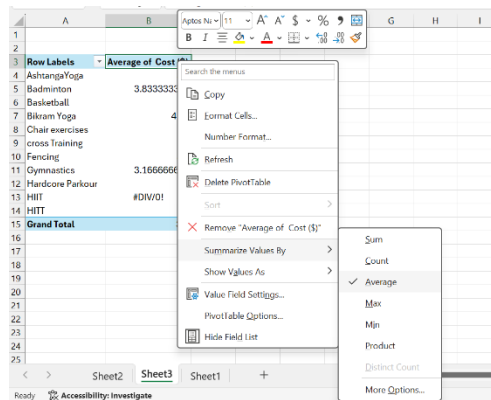
Output→
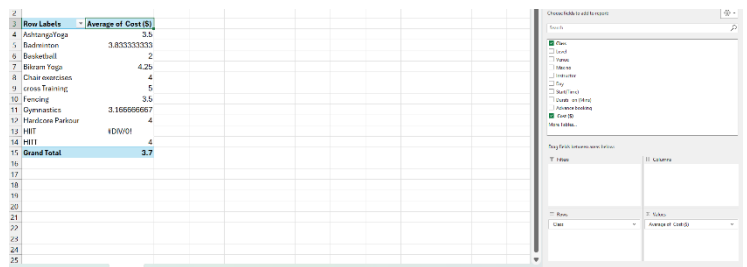
Exercise 01

1. Select the all table → insert → pivot table → From table/Range → Check the range → Ok
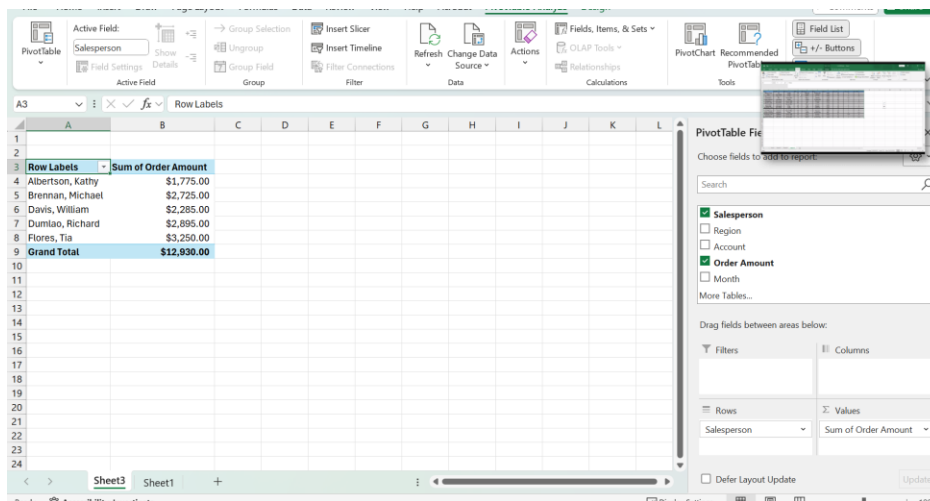
2. Select the "Account column" → Change number format to Accounting

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

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

Row Labels	Count of Salesperson
East	5
South	6
West	8
Grand Total	19

PivotTable Fields

Search

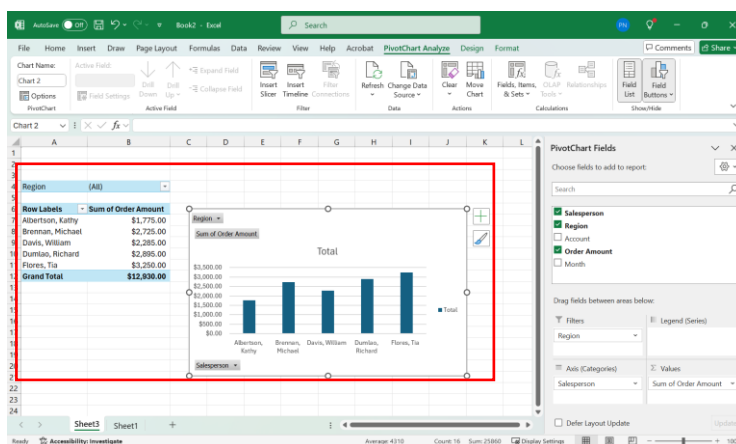- ☑ Salesperson
- ☑ Region
- ☐ Account
- ☐ Order Amount
- ☐ Month

More Tables...

Drag fields between areas below:

Filters

Columns

Rows
Region

Values
Count of Salesperson

☐ Defer Layout Update   Update

6.

Row Labels	Sum of Order Amount
Albertson, Kathy	$1,775.00
Brennan, Michael	$2,725.00
Davis, William	$2,285.00
Dumlao, Richard	$2,895.00
Flores, Tia	$3,250.00
Grand Total	$12,930.00

PivotTable Fields

Choose fields to add to report:

Search

- ☑ Salesperson
- ☐ Region
- ☐ Account
- ☑ Order Amount
- ☐ Month

More Tables...

Drag fields between areas below:

Filters

Columns

Rows
Salesperson

Values
Sum of Order Amount