**SEU/IS/22/ICT/075**

A black and white emblem with a lion and an open book

AI-generated content may be incorrect.

**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

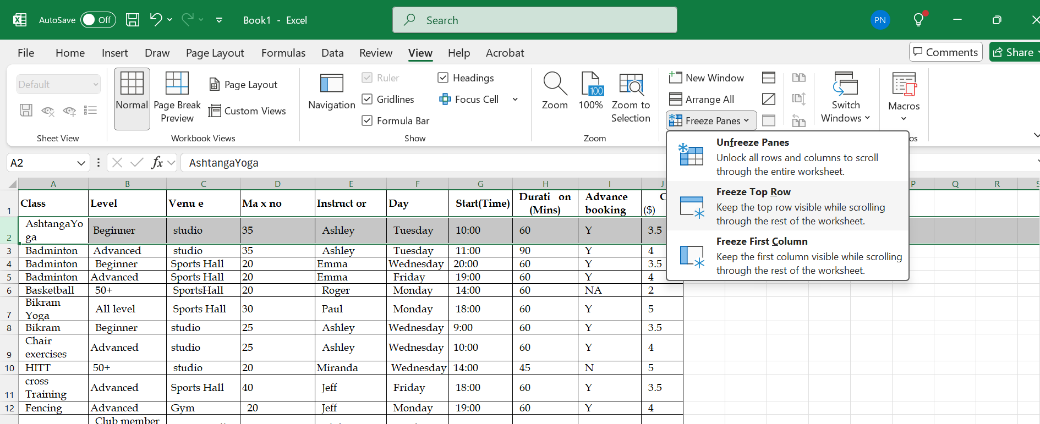
Faculty of Technology

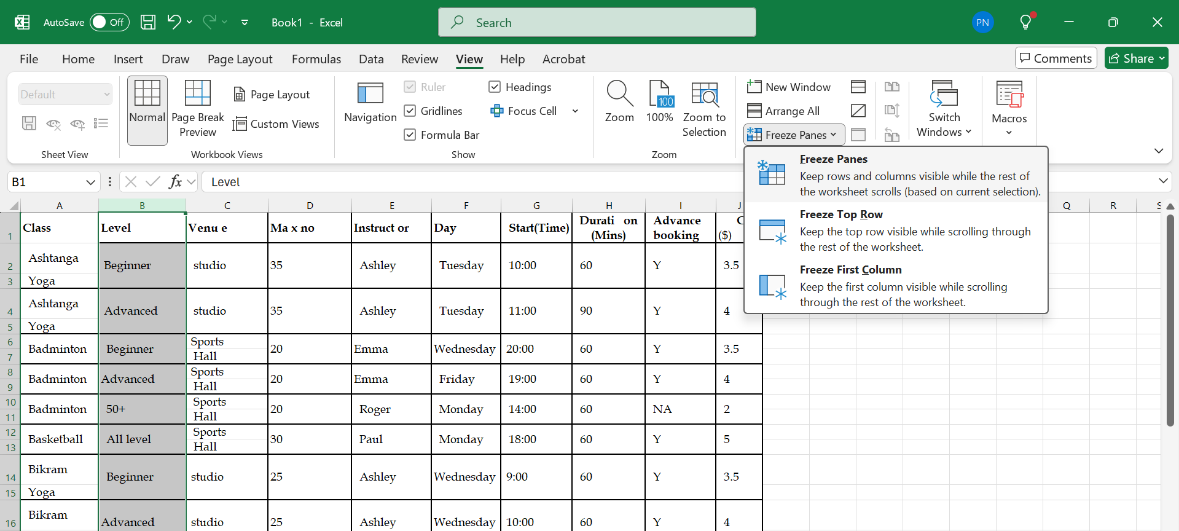
South Eastern University of Sri Lanka

Aims:

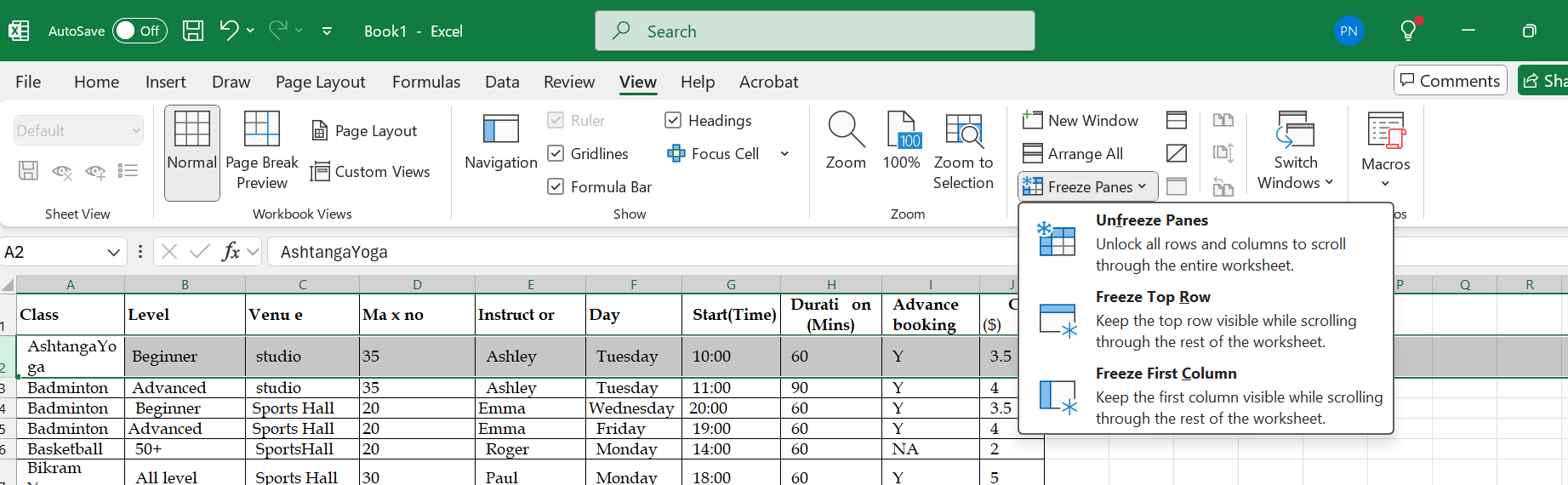
* Sort and filter data.
* View options.
* Pivot tables

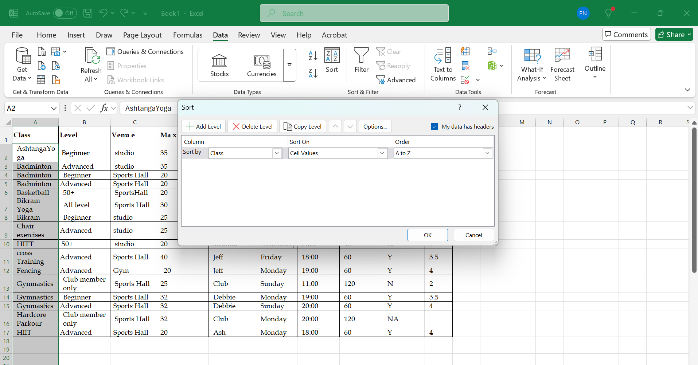
Task 01

1. 
2. first column 🡪 View 🡪 Freeze panes 🡪 Freeze first column option

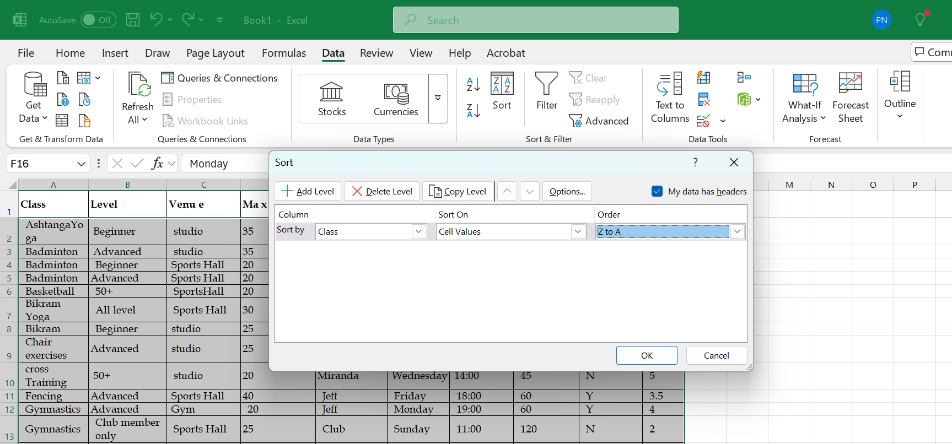


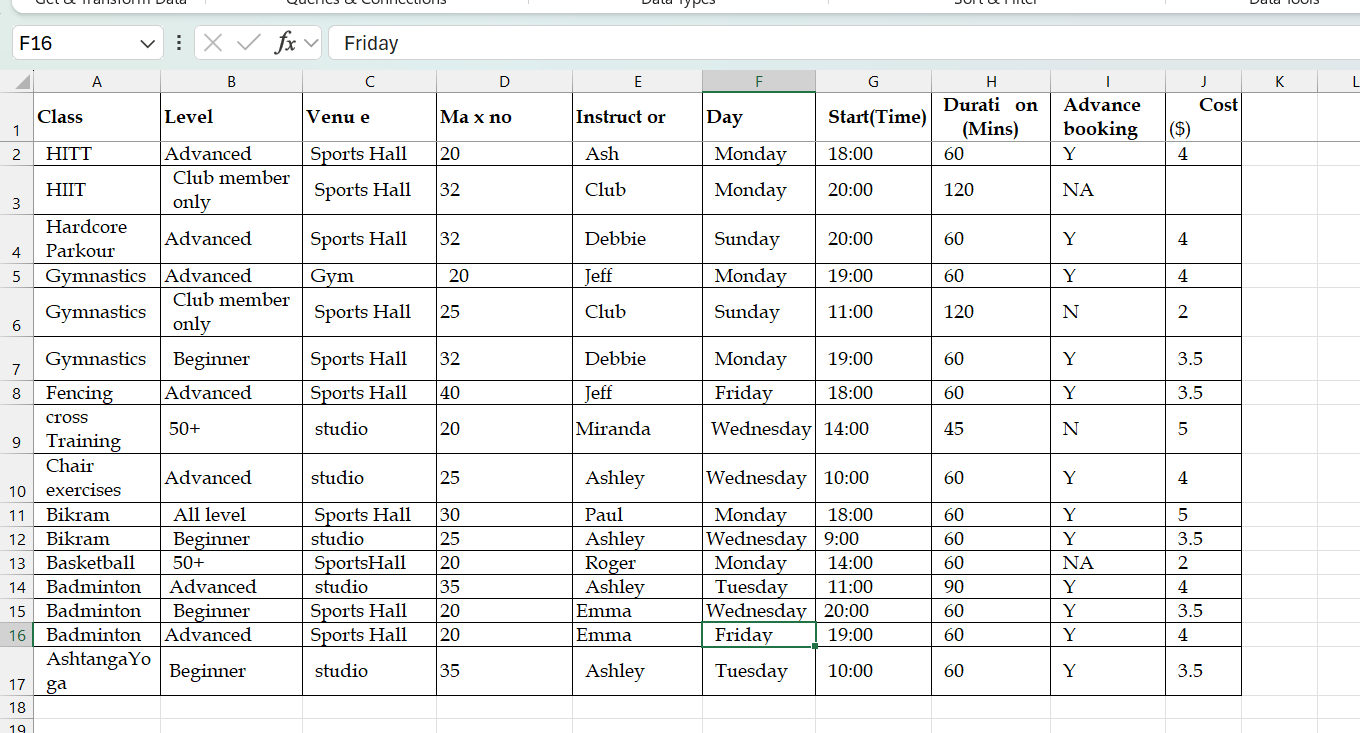
1. first column 🡪 View menu 🡪 Freeze panes 🡪 Unfreeze panes



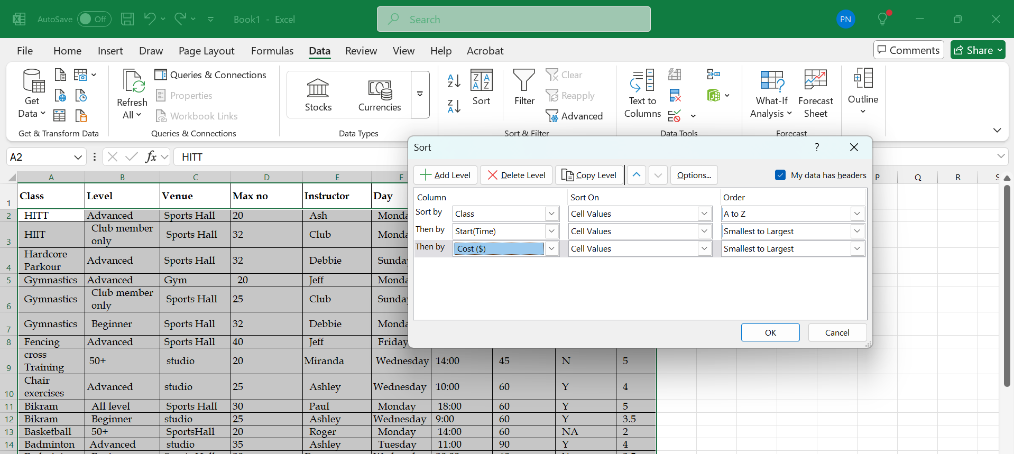
1. 

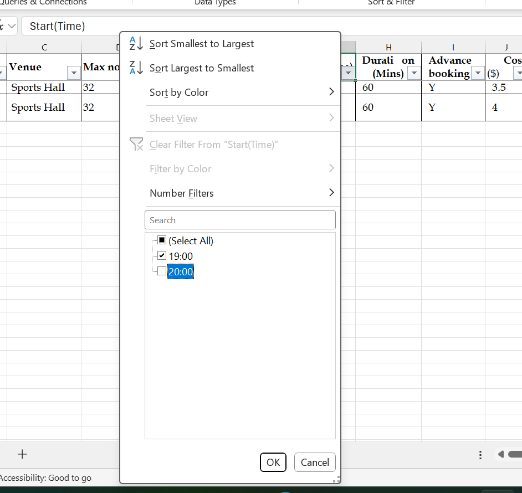
Output

1. 

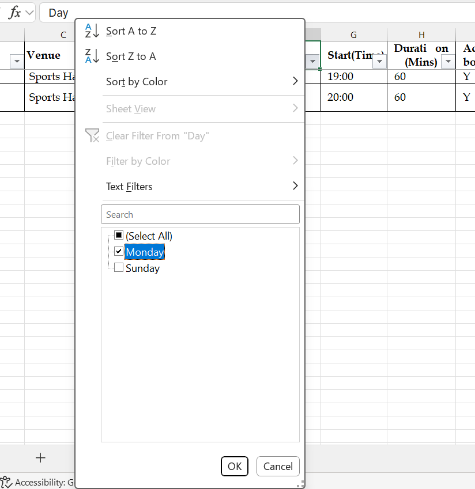
 Output 🡪

1. Select All table 🡪 Sort 🡪 Add Multiple level 🡪 Choose column and Order 🡪 Ok



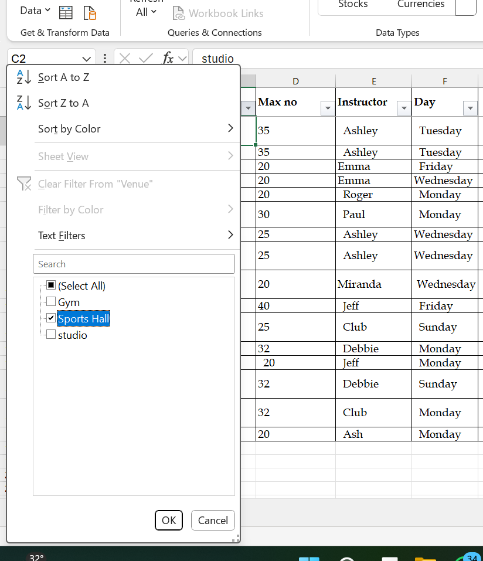
1. Select all table 🡪 Data menu 🡪 filter option

A screenshot of a computer

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A screenshot of a computer

AI-generated content may be incorrect.



1. A screenshot of a computer

   AI-generated content may be incorrect.

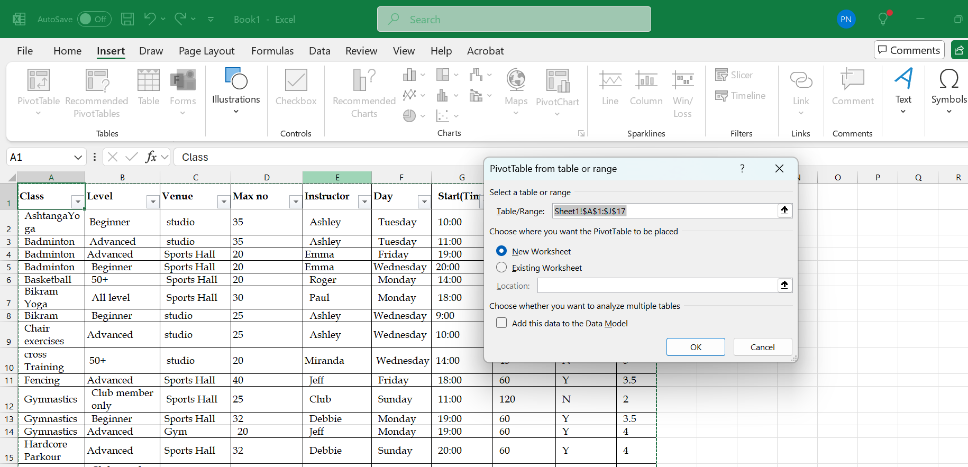
Sports hall Wednesday

A screenshot of a computer

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Grader than or equal to 20.00

1. Select the table 🡪 Insert menu 🡪 Pivot table 🡪 ok



(Create a pivot table)

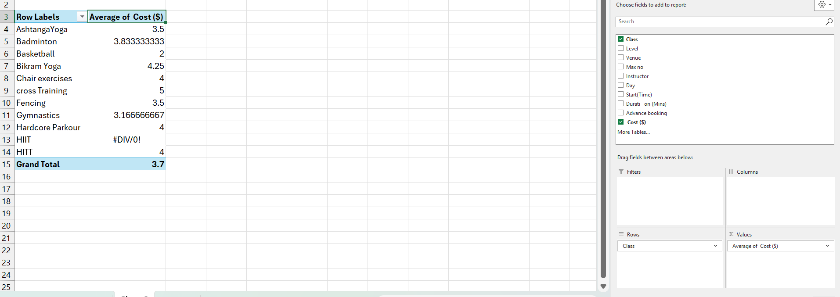
Sum of each classes

A screenshot of a computer

AI-generated content may be incorrect.(Drag and drop the class into Row section and Cost into value section)

1. A screenshot of a computer

   AI-generated content may be incorrect. Output🡪



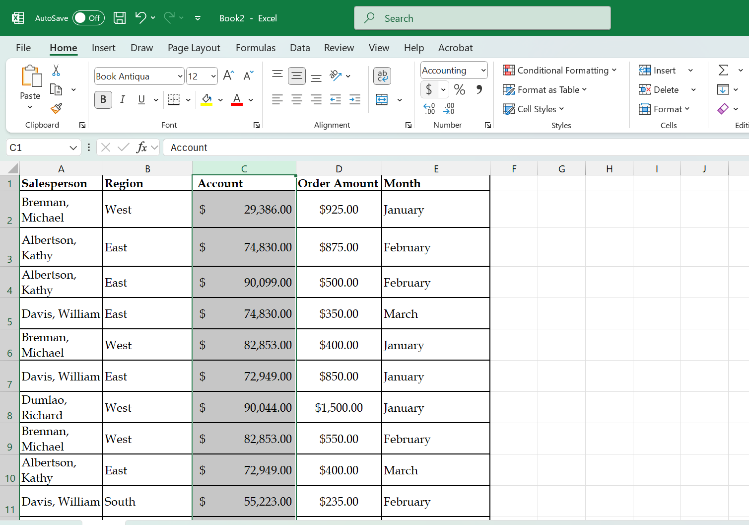
Exercise 01

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

A screenshot of a computer

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1. Select the “Account column” 🡪 Change number format to Accounting

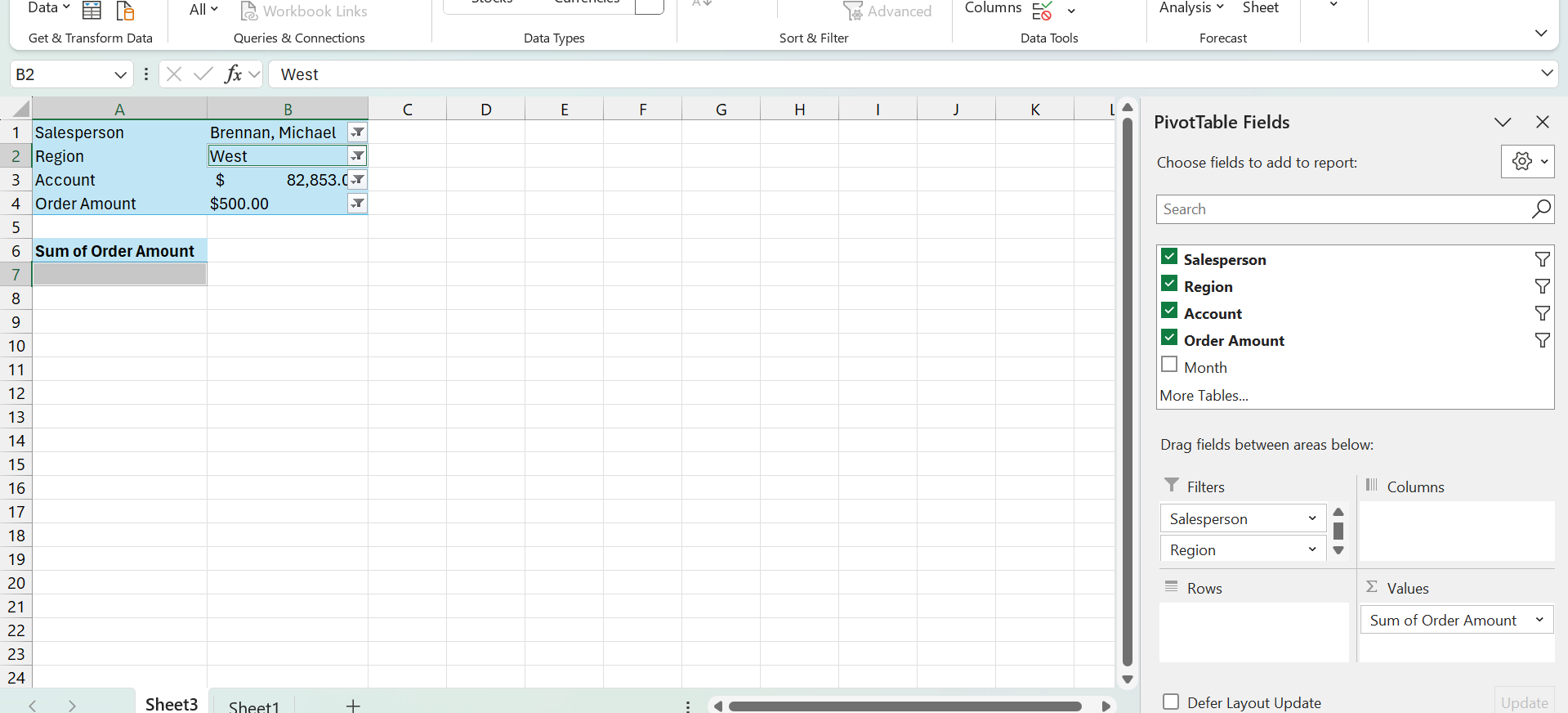


1. Click on the Pivot table 🡪 Insert Menu 🡪 Chart section 🡪 Choose and click of chart

A screenshot of a computer

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



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

A video player on a grid

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A screenshot of a computer

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