Excel File for this exercise : <https://drive.google.com/file/d/1H8hsXayk-Gf2cng1BZk5AIDRf3eU2Wrw/view?usp=sharing>

1. **Question:**

How many of tutor Smith's students live in Private accommodation?

**Answer:**

**First:** click on the list arrow in cell H1, turn off (Select All) then turn on Smith – press <Enter>

**finally:** click on the list arrow in cell F1, turn off (Select All) then turn on Private – press <Enter>

You should have 4 out of the 390 records displayed.

1. **Question:**

Filter the students to show the 12 oldest.

**Hint:** you will need to convert the dates to numbers first (and then back again after filtering)

**Answer:**

**First:** select column J by clicking on the letter at the top of the column

**next:** click on the [NumberFormat] button and turn each date into a Number

**then:** click on the list arrow in cell J1 and select Number Filters then Top10...

**and:** using the list arrow, select bottom in the left box and type 12 in the centre box

**finally:** click on the [NumberFormat] button and turn the numbers back into a Long Date

A date is defined as the number of days since 1 Jan 1900 so you need the smallest 12 values here. You should have 12 records displayed, the youngest of which is Sarah Pedder who was born on 5 May 1974.

1. **Question:**

Filter the students to show all those with a birthday in April.

**Hint 1:** you will need to create a new column of data using the Month function. Try to amend this to show all those students with a birthday coming up later this month.

**Hint 2:** you will need to create another new column using the Day function.

**Hint 3:** a criteria such as <30 can be entered directly into a cell; if it has to be calculated then use =">"&xxx where xxx could be a cell reference or function, for example.

**Answer:**

**First:** click on the [Clear] button then <Delete> the values previously typed into rows 2 to 5

**then**: type the heading Month into cells L1 and L6

**next**: into cell L7 type the formula =Month(J7)

**and**: in L7, double click on the cell handle to fill the values down the column

**next**: in cell L2 type 4 - April is the fourth month!

**next**: click on the [Advanced] button

**finally**: set the criteria range to A1:L2 and the list range to A6:L396 - press <Enter>

You should have 34 of the 390 records displayed.

For the final part of the exercise:

**First**: click on the [Clear] button

**next**: type the heading Day into cells M1 and M6

**next**: into cell M7 type the formula =Day(J7)

**and**: in M7, double click on the cell handle to fill the values down the column

**next**: in cell L2 type =Month(Now()) - or type the number for this month

**next**: in cell M2 type =">="&Day(Now()) - or type > the number for today’s date

**next**: click on the [Advanced] button

**finally**: set the criteria range to A1:M2 and the list range to A6:M396 - press <Enter>

The number of records displayed will obviously vary