

WEBBREEZ

SPECIALIZING IN PROFESSIONAL LOOKING WEB DESIGN

www.WebBreez.com

Microsoft Excel Tutorial

Microsoft Excel Tutorial

How to sort data

Microsoft Excel has a tool to help you easily sort your data in an ascending or descending manner.

	A	B	C	D
1		First Name	Last Name	State
2	00254	Leslie	Morgan	NC
3	00548	Adam	Landen	GA
4	00184	John	Wood	AK
5	00484	River	Stanley	KS
6	01848	Monty	Wilkes	TX
7	04897	Phoebe	Kelso	HI
8	85411	Bridget	Thomson	MO
9	00017	Jordan	Taylor	WI
10	08879	Penelope	Brown	NY
11	07949	Sandra	Petterson	OR
12				
13				

Select all the data you need to sort. Excel will sort the data according to the information in the starting column. In this case, the basis for the sort will be Column A.

	A	B	C	D
1		First Name	Last Name	State
2	00254	Leslie	Morgan	NC
3	00548	Adam	Landen	GA
4	00184	John	Wood	AK
5	00484	River	Stanley	KS
6	01848	Monty	Wilkes	TX
7	04897	Phoebe	Kelso	HI
8	85411	Bridget	Thomson	MO
9	00017	Jordan	Taylor	WI
10	08879	Penelope	Brown	NY
11	07949	Sandra	Petterson	OR

Once you have selected the data, click on the appropriate button found in the tool bar.



The data is now arranged from the lowest number up to the highest.

	A	B	C	D
1		First Name	Last Name	State
2	00017	Jordan	Taylor	WI
3	00184	John	Wood	AK
4	00254	Leslie	Morgan	NC
5	00484	River	Stanley	KS
6	00548	Adam	Landen	GA
7	01848	Monty	Wilkes	TX
8	04897	Phoebe	Kelso	HI
9	07949	Sandra	Petterson	OR
10	08879	Penelope	Brown	NY
11	85411	Bridget	Thomson	MO

To sort the data by last name, you would need to move the Last Name column to column A. One way to do this is to copy the entire column C.



Select column A, then right-click to see the menu. Click on insert.

	A	B	C	D
1			First Name	State
2	00017		Jordan	WI
3	00184		John	AK
4	00254		Leslie	NC
5	00484		River	KS
6	00548		Adam	GA
7	01848		Monty	TX
8	04897		Phoebe	HI
9	07949		Sandra	OR
10	08879		Penelope	NY
11	85411		Bridget	MO

This will insert a column before column A. Paste the item you copied into the empty column.

	A	B	C	D	E
1			First Name	Last Name	State
2		00017	Jordan	Taylor	WI
3		00184	John	Wood	AK
4		00254	Leslie	Morgan	NC
5		00484	River	Stanley	KS
6		00548	Adam	Landen	GA
7		01848	Monty	Wilkes	TX
8		04897	Phoebe	Kelso	HI
9		07949	Sandra	Petterson	OR
10		08879	Penelope	Brown	NY
11		85411	Bridget	Thomson	MO

Again, select the data you wish to sort.

	A	B	C	D	E
1	Last Name		First Name	Last Name	State
2	Taylor	00017	Jordan	Taylor	WI
3	Wood	00184	John	Wood	AK
4	Morgan	00254	Leslie	Morgan	NC
5	Stanley	00484	River	Stanley	KS
6	Landen	00548	Adam	Landen	GA
7	Wilkes	01848	Monty	Wilkes	TX
8	Kelso	04897	Phoebe	Kelso	HI
9	Petterson	07949	Sandra	Petterson	OR
10	Brown	08879	Penelope	Brown	NY
11	Thomson	85411	Bridget	Thomson	MO

Click on the appropriate sort button from the toolbar.

	A	B	C	D	E
1	Last Name		First Name	Last Name	State
2	Wood	00184	John	Wood	AK
3	Wilkes	01848	Monty	Wilkes	TX
4	Thomson	85411	Bridget	Thomson	MO
5	Taylor	00017	Jordan	Taylor	WI
6	Stanley	00484	River	Stanley	KS
7	Petterson	07949	Sandra	Petterson	OR
8	Morgan	00254	Leslie	Morgan	NC
9	Landen	00548	Adam	Landen	GA
10	Kelso	04897	Phoebe	Kelso	HI
11	Brown	08879	Penelope	Brown	NY

The items are now listed according to their Last Name.

You can now delete the extra column you created. To do this, select the column you wish to delete. Right-click, then select Delete.

	A	B	C	D	E
1	Last Name		First Name	Last Name	State
2	Wood		John	Wood	AK
3	Wilkes		Monty	Wilkes	TX
4	Thomson		Bridget	Thomson	MO
5	Taylor		Jordan	Taylor	WI
6	Stanley		River	Stanley	KS
7	Petterson		Sandra	Petterson	OR
8	Morgan		Leslie	Morgan	NC
9	Landen		Adam	Landen	GA
10	Kelso		Phoebe	Kelso	HI
11	Brown		Penelope	Brown	NY

Hiding and Un-hiding cells

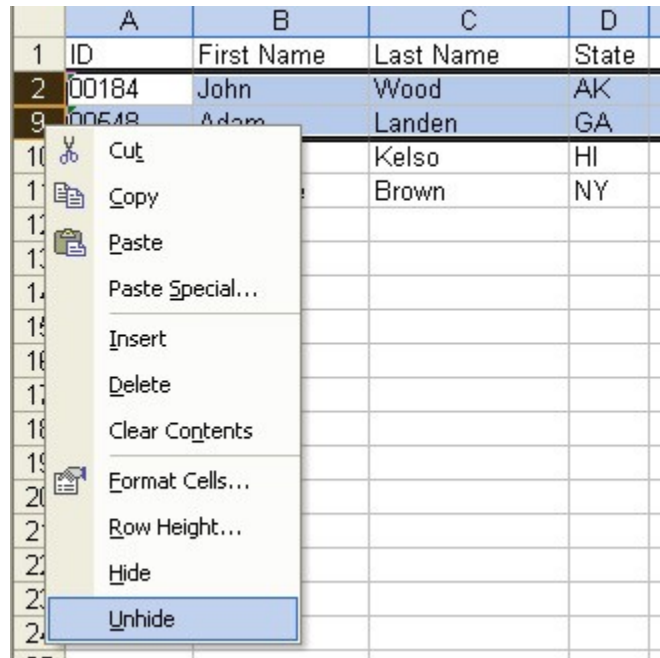
Select the columns or rows you want to hide.

	A	B	C	D
1	ID	First Name	Last Name	State
2	00184	John	Wood	AK
3	001848	Monty	Wilkes	TX
4	005411	Bridget	Thomson	MO
5	00017	Jordan	Taylor	WI
6	00484	River	Stanley	KS
7	007940	Camden	Petterson	OR
8			Morgan	NC
9			Landen	GA
10			Kelso	HI
11			Brown	NY
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				

Right-click on the row markers and select Hide from the menu.

	A	B	C	D
1	ID	First Name	Last Name	State
2	00184	John	Wood	AK
9	00548	Adam	Landen	GA
10	04897	Phoebe	Kelso	HI
11	08879	Penelope	Brown	NY

To unhide, follow the same procedure, and click on Unhide.



	A	B	C	D
1	ID	First Name	Last Name	State
2	00184	John	Wood	AK
3	01848	Monty	Wilkes	TX
4	85411	Bridget	Thomson	MO
5	00017	Jordan	Taylor	WI
6	00484	River	Stanley	KS
7	07949	Sandra	Petterson	OR
8	00254	Leslie	Morgan	NC
9	00548	Adam	Landen	GA
10	04897	Phoebe	Kelso	HI
11	08879	Penelope	Brown	NY

Formulas

This is a sample worksheet to help guide you to using formulas on Excel.

	A	B	C	D	E
1	Travel Budget				
2			Cost	Per Person	For Two
3			(total)		
4	Transportation (individual)				
5		Air Transfers	\$ 399.00		
6		Land Transfers	\$ 199.00		
7		Sea Transfers	\$ 99.00		
8					
9	Accommodation (shared)				
10		City Hotel	\$ 499.00		
11		Country Inn	\$ 299.00		
12					
13	Food Allowance				
14		Breakfast	\$ 100.00		
15		Lunch	\$ 250.00		
16		Dinner	\$ 400.00		
17		Snacks	\$ 50.00		
18					
19			Total		

You would need to fill in the costs for the two columns: the cost per person and the cost for two.

In the Transportation section, the cost listed is for each passenger. You would just need to copy the data in the cost column. To do this select the cell you want to fill in. Type in the equal sign (=), then using your mouse, select the cell you wish to copy. Press the enter key.

Travel Budget

	Cost	Per Person
	(total)	
Transportation (individual)		
Air Transfers	\$ 399.00	\$ 399.00
Land Transfers	\$ 199.00	\$ 199.00
Sea Transfers	\$ 99.00	=

Travel Budget

	Cost	Per Person
	(total)	
Transportation (individual)		
Air Transfers	\$ 399.00	\$ 399.00
Land Transfers	\$ 199.00	\$ 199.00
Sea Transfers	\$ 99.00	=C7

Travel Budget

	Cost	Per Person
	(total)	
Transportation (individual)		
Air Transfers	\$ 399.00	\$ 399.00
Land Transfers	\$ 199.00	\$ 199.00
Sea Transfers	\$ 99.00	\$ 99.00

With this formula, the cell is instructed to copy the value inside the cell. This means that when you change the cell under the Cost column, it will automatically reflect the change in the Per Person column.

To perform simple formulas, you would have to use symbols that represent mathematical functions. The plus sign (+) is for addition, the minus/dash/hyphen for (-) subtraction, the asterisks (*) for multiplication and the slash (/) for division.

Some examples:

The cost listed under the Accommodation section is for two persons. To get the cost for one person, you would need to divide the Cost by two.

Accommodation (shared)		
City Hotel	\$ 499.00	\$ 249.50
Country Inn	\$ 299.00	=C11/2

In the Food Allowance section, the cost listed is the cost per person for one meal. The cost would have to be multiplied by the number of meals.

Food Allowance (cost per person, per meal)		
Breakfast (3 times)	\$ 12.00	\$ 36.00
Lunch (3 times)	\$ 25.00	\$ 75.00
Dinner (2 times)	\$ 40.00	=C16*2

To get the Food Allowance for two persons, you can either multiply the cost per person by two or multiply the cost of each meal by the number of meals then multiply it into two. You would have to put the first part of the equation inside a parenthesis () to indicate that this should be done first.

Food Allowance (cost per person, per meal)		
Breakfast (3 times)	\$ 12.00	\$ 36.00
Lunch (3 times)	\$ 25.00	\$ 75.00
Dinner (2 times)	\$ 40.00	\$ 80.00

You can easily replicate the same formula by copying the cell.

	Cost (total)	Per Person	For Two
Transportation (individual)			
Air Transfers	\$ 399.00	\$ 399.00	\$ 798.00
Land Transfers	\$ 199.00	\$ 199.00	
Sea Transfers	\$ 99.00	\$ 99.00	

Select the cells you want the formula to be copied in, then click on paste.

	Cost (total)	Per Person	For Two
Transportation (individual)			
Air Transfers	\$ 399.00	\$ 399.00	\$ 798.00
Land Transfers	\$ 199.00	\$ 199.00	\$ 398.00
Sea Transfers	\$ 99.00	\$ 99.00	\$ 198.00

To tally everything, you can use the AutoSum function. Select the area you want to add.

	Cost (total)	Per Person
Transportation (individual)		
Air Transfers	\$ 399.00	\$ 399.00
Land Transfers	\$ 199.00	\$ 199.00
Sea Transfers	\$ 99.00	\$ 99.00
Accommodation (shared)		
City Hotel	\$ 499.00	\$ 249.50
Country Inn	\$ 299.00	\$ 149.50
Food Allowance (cost per person, per meal)		
Breakfast (3 times)	\$ 12.00	\$ 36.00
Lunch (3 times)	\$ 25.00	\$ 75.00
Dinner (2 times)	\$ 40.00	\$ 80.00
	Total	

The space at the end of each selection is where the AutoSum will display the answer.

	Cost (total)	Per Person
Transportation (individual)		
Air Transfers	\$ 399.00	\$ 399.00
Land Transfers	\$ 199.00	\$ 199.00
Sea Transfers	\$ 99.00	\$ 99.00
Accommodation (shared)		
City Hotel	\$ 499.00	\$ 249.50
Country Inn	\$ 299.00	\$ 149.50
Food Allowance (cost per person, per meal)		
Breakfast (3 times)	\$ 12.00	\$ 36.00
Lunch (3 times)	\$ 25.00	\$ 75.00
Dinner (2 times)	\$ 40.00	\$ 80.00
	Total	\$ 1,287.00

Alternatively, you can type in =sum() in the cell.

Cost (total)	Per Person	For Two
\$ 399.00	\$ 399.00	\$ 798.00
\$ 199.00	\$ 199.00	\$ 398.00
\$ 99.00	\$ 99.00	\$ 198.00
\$ 499.00	\$ 249.50	\$ 499.00
\$ 299.00	\$ 149.50	\$ 299.00
erson, per meal)		
\$ 12.00	\$ 36.00	\$ 72.00
\$ 25.00	\$ 75.00	\$ 150.00
\$ 40.00	\$ 80.00	\$ 240.00
Total	\$ 1,287.00	=sum(
		SUM(number1, [number2], ...)

Select the cells with your mouse or type in the cell coordinates you want to include in the sum. If you want to add a continuous block of cells, type like so:

Cost (total)	Per Person	For Two
\$ 399.00	\$ 399.00	\$ 798.00
\$ 199.00	\$ 199.00	\$ 398.00
\$ 99.00	\$ 99.00	\$ 198.00
\$ 499.00	\$ 249.50	\$ 499.00
\$ 299.00	\$ 149.50	\$ 299.00
erson, per meal)		
\$ 12.00	\$ 36.00	\$ 72.00
\$ 25.00	\$ 75.00	\$ 150.00
\$ 40.00	\$ 80.00	\$ 240.00
Total	\$ 1,287.00	=sum(E5:E16)

However, if you want to just add certain cells, do type it in like this:

For Two	
	\$ 798.00
	\$ 398.00
	\$ 198.00
	\$ 499.00
	\$ 299.00
	\$ 72.00
	\$ 150.00
	\$ 240.00
<code>=sum(E5,E10,E15</code>	
<small>SUM(number1, [number2], [number3], [number4], ...)</small>	

Close the formula with a close parenthesis then press the enter key.

Travel Budget

	Cost (total)	Per Person	For Two
Transportation (individual)			
Air Transfers	\$ 399.00	\$ 399.00	\$ 798.00
Land Transfers	\$ 199.00	\$ 199.00	\$ 398.00
Sea Transfers	\$ 99.00	\$ 99.00	\$ 198.00
Accommodation (shared)			
City Hotel	\$ 499.00	\$ 249.50	\$ 499.00
Country Inn	\$ 299.00	\$ 149.50	\$ 299.00
Food Allowance (cost per person, per meal)			
Breakfast (3 times)	\$ 12.00	\$ 36.00	\$ 72.00
Lunch (3 times)	\$ 25.00	\$ 75.00	\$ 150.00
Dinner (2 times)	\$ 40.00	\$ 80.00	\$ 240.00
	Total	\$ 1,287.00	\$ 2,654.00