

EXCEL & DATA BASE

This lesson is accompanied with a spreadsheet listing students names, colleges the city the college is located and the cost to attend the college. This lesson although simple will provide for you the knowledge of how to use excel as a data base and save you time.

You will need to do the following in the order that is **presented**. **READ-READ-READ-THIS SHEET**

1. Save the spreadsheet called Lesson-on-Sorting to your folder twice. In a sub folder called **(EXCEL SORTING)**.
2. Save the spreadsheet a **second** (2) time in the same sub folder you created and call it **SORTING WORKING COPY**. This is the spreadsheet you will work with. If you make a mistake it will not be with the original spreadsheet but with the working copy.
3. **SORT NUMBER (1)**
 - a. This is a simple sort only using the first column (**LAST NAME**) for an alpha sort.
 - b. Find the word **DATA** list top ribbon. Click on that word and new menu will appear. You will see sorting A-Z and Z-A choose the first sort A-Z.
 - c. You will now discover a sort instructions. Look carefully to the right top and place a check mark for **My data has headers**.
 - d. Sort by click the down arrow and choose the first column (last name) and Ok

Printout a HARD COPY STEPS

- Step 1Page Layout
- Step 2 Page Setup
- Step 3 Header/Footer
- Step 4 Custom Header
- Step 5Place your full name and grade left section
- Step 6Click ok and printout all sort lessons.

4. **SORT NUMBER (2)**
 - a. Click on the word **DATA** again and the sort menu
 - b. Choose to sort by Cost/year Smallest to largest
 - c. Using the Printout steps listed above printout a hard copy of this sort.
5. **SORT NUMBER (3) Levels**
 - a. **Multi-level sort**
 - b. Click on the word **DATA** again and the sort menu
 - c. In the menu choose Add level
 - d. Level 1 Cost / Year **Largest to smallest** **ADD LEVEL**-Level **2** State Level **3** College
 - e. Using the Printout steps listed above printout a hard copy of this sort.
6. **SORT NUMBER (4) FILTER**
 - a. This sort will be using a filter the funny shaped funnel to the right of A-Z
 - b. When you click on the filter you will discover little down arrows appear.
 - c. Choose Column E Cost/Year This has quite a few numbers in it.
 - d. Choose **Number Filter** **Less than or equal to 8,000 (down arrows)**
 - e. Using the Printout steps listed above printout a hard copy of this sort.
 - f. To clear the sort click on the down arrow again click on clear Filter.

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