Working with Data in Microsoft Excel 2010

This document provides instructions for using the sorting and filtering features in Microsoft Excel, as well as working with multiple worksheets in the same workbook and printing options.

**Sorting Data**

Data in an Excel spreadsheet can be easily and quickly sorted in ascending or descending order — or an order of your choice.

1. Select a cell in the column in which you want to sort.
2. On the **Home** tab, in the **Editing** group, click **Sort & Filter**. Then select **Sort A to Z** or **Sort Z to A**.

3. If the contents of the selected cell are numeric, then the Sort & Filter options will be **Sort Smallest to Largest** or **Sort Largest to Smallest**.

4. If the contents of the selected cell are dates/times, then the Sort & Filter options will be **Sort Oldest to Newest** or **Sort Newest to Oldest**.

5. You can also create your own sorting order by making a custom list.
   a. In a range of cells, enter the values by which you want to sort.
b. Select that range of cells.

c. Click the File tab, and then click Options.

d. Select the Advanced category, and then under General (scroll down), click Edit Custom Lists.
e. In the Custom Lists dialog box, click **Import**, and then click **OK** twice.

![Custom List dialog box](image1.png)

f. On the **Home** tab, in the **Editing** group, click **Sort & Filter**. Then select **Custom Sort**.

![Home tab with Sort & Filter](image2.png)

g. Under **Column**, in the **Sort by** or **Then by** box, select the column by which you want to apply your custom list.

![Column selection](image3.png)

h. Under **Order**, select **Custom List**.

![Order selection](image4.png)
In the Custom Lists dialog box, select the desired list and click OK.

Filtering Data

The ability to filter data is an invaluable resource. Filtered data displays only the rows that meet criteria that you specify and hides rows that you do not want displayed. After you filter data, you can copy, find, edit, format, chart, and print the subset of filtered data without rearranging or moving it.

1. Select a cell in the range in which you want to add a filter.
3. This adds dropdown arrows next to each title in the header row.
4. Click the dropdown arrow next to the column in which you want to apply the filter. Using the checkboxes, select the value(s) for your criteria. Click **OK**.

![Image of spreadsheet with filter options](image1.png)

5. Your spreadsheet will now display only records that meet the criteria. The status bar will display a message indicating how many records were filtered. The column in which you applied the filter is indicated by a filter icon.

![Image of spreadsheet with filter applied](image2.png)
6. To remove the filter, click the dropdown arrow next to the column title and click **Clear Filter From**.

7. Filters can be applied to multiple columns. Filters are additive, which means that each additional filter is based on the current filter and further reduces the subset of data. To clear all filters, click the **Sort & Filter** button in the **Home** tab, and select **Clear**.

**Additional Filtering Options**

There are additional filtering options available, based on the content of the column (text, numeric, or date).
1. For text cells, click the dropdown arrow next to the column title and choose **Text Filters**.

   a. Select the appropriate filter category and fill in the blanks with your criteria.

2. For numeric cells, click the dropdown arrow next to the column title and choose **Number Filters**.

   a. Select the appropriate filter category and fill in the blanks with your criteria.
3. For date cells, click the dropdown arrow next to the column title and choose **Date Filters**.

   a. Select the appropriate filter category and fill in the blanks with your criteria.

4. You can also apply custom filters, which allow you to enter wildcards (like * or ?).
   
   a. A question mark (?) wildcard allows you to find any single character. For example, ‘r?t’ would find ‘rat’, ‘rot’, and ‘rut’.
   
   b. An asterisk wildcard allows you to find any number of characters. For example, ‘*east’ would find ‘northeast’ and ‘southeast’.

**Working with Multiple Worksheets**

By default, Excel provides three worksheets in a workbook, but additional worksheets can be inserted (the number of worksheets that can be added is limited only by your computer’s available memory and system resources) or deleted as needed.
The name (or title) of a worksheet appears on its sheet tab at the bottom of the screen. By default, the name is Sheet1, Sheet2, and so on, but you can give any worksheet a more appropriate name as well as adjust the color.

1. To add a new worksheet, click on the Insert Worksheet button at the bottom of the screen.

2. To rename a worksheet, either double-click its name or right-click and choose Rename.

3. Navigate through the sheets by clicking on their name. You can also use the navigation buttons to quickly flip to the first, previous, next, or last worksheet.

   a. You can also right-click on the navigation buttons to see a list of worksheets by name. To navigate to a particular worksheet, simply click on its name.

4. To change the color of a worksheet, right-click and choose Tab Color.
5. To rearrange the worksheets, simply click and drag them to the desired location.
6. To delete a worksheet, **right-click** and choose **Delete**. Please note that you cannot undo the deletion of a worksheet.

Adding Headers and Footers

1. To add a header and/or footer to your spreadsheet, go to the **Insert** tab and click **Header & Footer**.
2. A **Header & Footer Tools** tab now appears in the Ribbon.
3. From the **Header & Footer Elements** group, select the desired items to be displayed.
4. You can also free-type text into the header and footer areas, which are divided into left, center, and right placeholders.
5. Use the buttons in the **Navigation** group to move between the header and footer.
6. Header and footer elements do not appear in Normal View. They appear in Print Preview as well as Page Layout View. (Go to the **View** tab to switch views.)
Page Layout Options

1. Go to the Page Layout tab to adjust various elements of the printed spreadsheet.

2. In the Page Setup group, adjust the margins, orientation, paper size, print area (indicate which range of cells you want to print), create manual page breaks, add a background, and add print titles (for example, make the header row appear at the top of each page).
   a. For example, if you created a custom list by which to sort, you probably do not want that list to print. You can set your Print Area to just the data table.

3. In the Scale to Fit group, make Excel adjust the spreadsheet so that it fits on a certain number of pages. This is an invaluable tool if you are trying to squeeze your data onto one page – Excel will do it for you so that you don’t have to continually adjust font sizes and margins.

4. In the Sheet Options group, select whether you want gridlines and headings to be printed. (Headings refer to the columns letters and row numbers.)

5. The Arrange group is helpful for when the spreadsheet includes objects (such as charts, graphics, or drawings).