

# USING EXCEL AS DATABASE

CH-2 PD-2

---


**CHANGING YOUR TOMORROW**

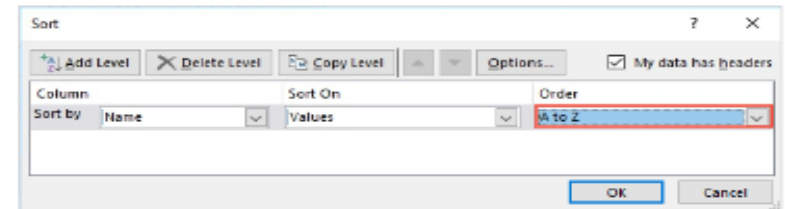
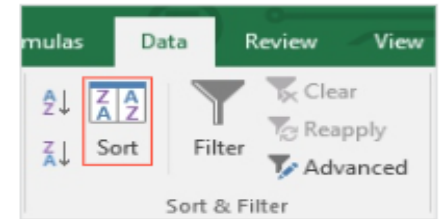
---

## ➤ SORTING DATA

Sorting means, arranging the data either in an ascending or descending order. In a worksheet, data can be sorted in rows on the basis of text, numbers or dates. Once the data is organised, it becomes easy to work on it.

Follow these steps to sort the given data:

- Open any worksheet and select the cell range that you want to sort.
- Click on any cell, say **B2**. Now select the **Sort** button  in the **Sort & Filter** group in the **Data** tab. The **Sort** dialog box appears and the entire database gets selected.
- Click on the **Sort by** drop-down arrow and select the field on the basis of which you want to sort the data. For example, select the **Name** field.
- Select the **Values** option from the **Sort On** drop-down list. Select the sorting order from the **Order** drop-down list. If **Sort by** contains alphanumeric data then **A to Z** option gets selected automatically. In case, **Sort by** contains numeric data then **Smallest to Largest** option gets selected.
- Select the **My data has headers** checkbox to exclude the first row, containing the column headings for sorting. Otherwise, uncheck the checkbox to include the first row headings in sorting.
- Click **OK**. The database will be sorted in descending order on the basis of **Name** field.



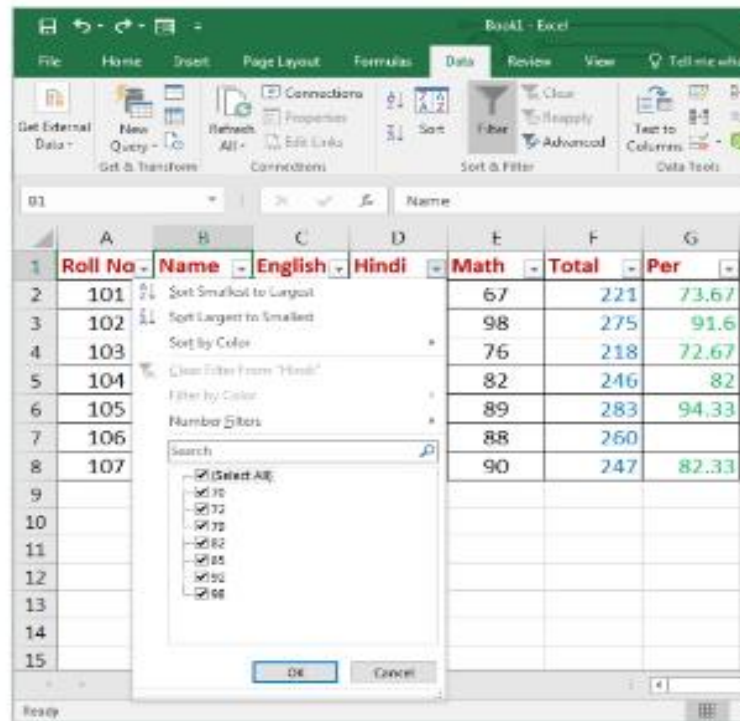
**Figure 2.5: Sort Dialog Box**

**CHANGING YOUR TOMORROW**

## ➤ FILTERING DATA

The **Filter** feature is one of the interesting features of Excel which helps you to display only those records that meet the specified criteria and hide rest of the records.

- Select any cell within the database range, say **D1**. Click on the **Filter** button in the **Sort & Filter** group in the **Data** tab.
- Small arrows will be added in the column header. These arrows are used to specify conditions to filter the data.
- Click on the arrow next to the **Hindi** column header in cell **D1**. Uncheck the **Select All** check box to deselect all the check boxes. Now select the check boxes of the values **82** and **98** from the drop-down list. Click **OK**.
- You will notice that the list gets filtered and displays only those records that meet the specified criteria, i.e., records related to marks **82** and **98** in Hindi.



**Figure 2.7: Using Filter Command**

### Let's Know More

**Remove Duplicates** button under **Data** tab is used to remove duplicate values from one or more columns.



### Let's Know More

**Conditional Formatting** is the feature in Excel that sets a cell's format according to conditions that you specify. Using this option, you can change

## ➤ USING ADVANCED FILTER

Advanced Filter option is used to filter the data in multiple fields using specified criteria, to copy the filtered records to a different location, or to find unique records. Let us use this option.

- Insert at least three blank rows above the range, which is to be used as a criteria range, by clicking on the **Home** tab and selecting the **Insert > Insert Sheet Rows** option.
- The criteria range must have column labels. There should not be any blank row between the criteria values and the range.
- Select the range **A4:D4**. Press **Ctrl+C** to copy the range.

	A	B	C	D
1	<b>Name</b>	<b>Department</b>	<b>Designation</b>	<b>Salary</b>
2				10000
3				
4	<b>Name</b>	<b>Department</b>	<b>Designation</b>	<b>Salary</b>
5	Anika	Development	Manager	20000
6	Manas	Production	Prod Manager	10000
7	Priya	Production	Sr. Prod. Manager	15000
8	Anuradha	Purchase	Manager	10000
9	Ganesh	Sale	Manager	12000
10	Sumita	Sale	Executive	8000
11	Saransh	Sale	Executive	8000
12	Girish	Store	Store Keeper	5000
13	Ramesh	Store	Store Keeper	8000

**Figure 2.8: Using Advanced Filter**

and specify the condition as needed.



### Let's Discuss

Advantages of Filters

# HOME ASSIGNMENT

- What is use of sorting feature?
- What are the steps for filtering?
- What are the steps for advance filtering?
- What is difference between filter and advance filter?

---

**CHANGING YOUR TOMORROW**

# THANKING YOU

# ODM EDUCATIONAL GROUP