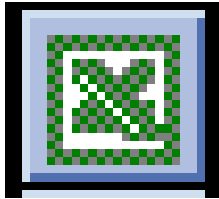


BLACKPOOL AND  
THE FYLDE COLLEGE  
An Associate College of Lancaster University

# Travelling IT Notes

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# MS EXCEL

## Freeze Pane

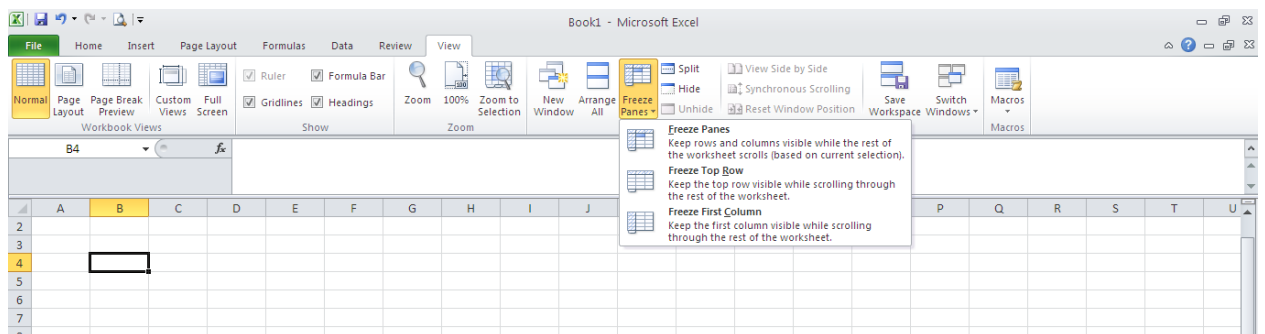
Keep row and column labels visible as you scroll

1. To freeze the top horizontal pane, select the row below where you want the split to appear.

To freeze the left vertical pane, select the column to the right of where you want the split to appear.

To freeze both the upper and left panes, click the cell below and to the right of where you want the split to appear.

2. On the **View** tab, click **Freeze Panes** and then select freeze pane.



## Filters

Filtering is a quick and easy way to find and work with a subset of data in a list. A filtered list displays only the rows that meet the criteria you specify for a column.

Unlike sorting, filtering does not rearrange a list. Filtering temporarily hides rows you do not want displayed.

When Excel filters rows, you can edit, format, chart, and print your list subset without rearranging or moving it.

The filter button is on the Home tab as part of the sort and filter button or on the data tab as a discrete button.

When you use the **Filter** command, Filter arrows appear to the right of the column labels in the filtered list.

**Using the Filter arrows** Clicking an Filter arrow displays a list of all unique, visible items in the column, including blanks (all spaces) and nonblanks. By selecting an item from a list for a specific column, you can instantly hide all rows that don't contain the selected value.

You use **custom Filter** to display rows that contain either one value or another. You can also use custom Filter to display rows that meet more than one condition for a column, such as rows that contain values within a specific range (such as values between 2,000 and 3,000).

While you are viewing a large list, you may scroll to a row that contains data of interest and then want to see any other rows that contain the same data. You can filter the list to display all rows that have values matching the value in the selected cell.

# Sorting

Sort rows in ascending order based on the contents of one column

If you previously sorted a list on the same worksheet, Microsoft Excel uses the same sorting options unless you change them.

1. Click a cell in the column you would like to sort by.
2. Click on the Sort and Filter button on the Home tab and select **Sort A - Z**.

Sort rows based on the contents of two or more columns

For best results, the list you sort should have column labels.

1. Click a cell in the list you want to sort.
2. On the Sort and Filter button, click **Custom Sort**.

In the **Sort by** and **Then by** boxes, click the columns you want to sort.

If you need to sort by more than three columns, sort by the least important columns first. For example, if your list contains employee information and you need to organize it by Department, Title, Last Name, and First Name, sort the list twice. First, click **First Name** in the **Sort by** box and sort the list. Second, click **Department** in the **Sort by** box, click **Title** in the first **Then by** box, and click **Last Name** in the second **Then by** box, and sort the list.

3. Select any other sort options you want, and then click **OK**.

Repeat steps 2 through 4 if needed, using the next most important columns.

## Notes

If the column you specify in the Sort by box has duplicate items, you can sort the values further by specifying another column in the first Then by box. If there are duplicate items in the second column, you can specify a third column to sort by in the second Then by box.

When you sort rows that are part of a worksheet outline, Microsoft Excel sorts the highest-level groups (level 1) so that the detail rows or columns stay together, even if the detail rows or columns are hidden.