

Using Computers Spreadsheet Module Task 8

Using Spreadsheets to sort and manage data

Excel® can be used as a simple database to sort lists of data and filter out certain rows in a table by various criteria.

The table below shows a number of Trade Union representatives within a workplace.

First Name	Last Name	Union	Group	Phone	E-mail
Sarah	Thompson	GMB	Clerical	648221	None
Brian	Pool	UCATT	Shop Floor	749327	B.Pool@demon.co.uk
Wazim	Sadiq	MSF	Technical	668325	waz.sadiq@freesurf.co.uk
Steve	Hamilton	UCATT	Shop Floor	849527	None
Liz	Watson	AMICUS	Shop Floor	782834	Liz@Waton.aol.com
Barry	Edmonds	GMB	Clerical	278456	None
Davie	McPherson	MSF	Technical	227645	None
Kashmira	Shar	APEX/AME	Technical	854625	kshar@compuserve.co.uk
Susan	Street	UCATT	Shop Floor	568468	None
Zulica	Bevan	GMB	Clerical	754934	Zue@hull.karoo.co.uk
Eric	Anderson	AMICUS	Shop Floor	648930	None
Bryan	O'Hearn	MSF	Technical	884374	None
Mary	Fettorini	MSF	Technical	458485	None
Iain	Graham	GMB	Clerical	846990	Iaingraham@mcmail.com

Lay the above information out on a spreadsheet.

- a Use Data + Sort to re-order the records in alphabetical order by surname.
- b Use Data + Sort to arrange the records so each union is grouped together and then sorted by surname.
- c Use Data + Filter + AutoFilter to show only the UCATT reps.
- d Show all the Technical reps with no e-mail account.
- e Show all the Shop Floor reps

Print the spreadsheet in each of the above conditions.

Methodology: -

Open a new workbook and lay out like this: Note the blank row 2; this is to allow for the filter headings.

	A	B	C	D	E	F
1	First Name	Last Name	Union	Group	Phone	E-mail
2						
3	Sarah	Thompson	GMB	Clerical	648221	none
4	Brian	Pool	UCATT	Shop Floor	749327	B.Pool@demon.co.uk
5	Wazim	Sadiq	MSF	Technical	668325	waz.sadiq@freesurf.co.uk
6	Steve	Hamilton	UCATT	Shop Floor	849527	none
7	Liz	Watson	AMICUS	Shop Floor	782834	Liz@Waton.aol.com
8	Barry	Edmonds	GMB	Clerical	278456	none
9	Davie	McPherson	MSF	Technical	227645	none
10	Kashmira	Shar	APEX/AME	Technical	854625	kshar@compuserve.co.uk
11	Susan	Street	UCATT	Shop Floor	568468	none
12	Zulica	Bevan	GMB	Clerical	754934	Zue@hull.karoo.co.uk
13	Eric	Anderson	AMICUS	Shop Floor	648930	none
14	Bryan	O'Hearn	MSF	Technical	884374	none
15	Mary	Fettorini	MSF	Technical	458485	none
16	Iain	Graham	GMB	Clerical	846990	Iaingraham@mcmail.com

Sorting Data

Select all the cells from A3 to F16 and use Data and Sort to change the sequence of the list. A Sort window appears and you are able to choose whether to do a single or multiple sort. Experiment and explore the different options and try to answer questions (a) and (b) on the front page.

When sorting for the above 2 questions, make sure that in the 'My list has' you have selected the appropriate header/no header row as this could affect the outcome of your results. If the highlighted section does not contain any headers, make sure you select the 'No header' row button. Recognised headers are automatically excluded from the sorting, while non-recognised headers are included in the sorting and will afterwards be found within the table, placed according to their value.

What is Auto filter?

Although Excel is not a database program, it offers you a similar function that can be used with all databases or lists. The autofilter function helps you select the required list entries. As you do not need to create the filter yourself, all you do is to choose if from a list of predetermined entries.

To create a drop down list, first select all cells from A2 to F16 and use Data + Filter + AutoFilter to add the drop down heading as shown below.

	A	B	C	D	E	F
1	First Name	Last Name	Union	Group	Phone	E-mail
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Eric	Anderson	AMICUS	Shop Floor	648930	none
4	Liz	Watson	AMICUS	Shop Floor	782834	Liz@Waton.aol.com
5	Kashmira	Shar	APEX/AME	Technical	854625	kshar@compuserve.co.uk
6	Zulica	Bevan	GMB	Clerical	754934	Zue@hull.karoo.co.uk
7	Barry	Edmonds	GMB	Clerical	278456	none
8	Iain	Graham	GMB	Clerical	846990	Iaingraham@mcmail.com
9	Sarah	Thompson	GMB	Clerical	648221	none
10	Mary	Fettorini	MSF	Technical	458485	none
11	Davie	McPherson	MSF	Technical	227645	none
12	Bryan	O'Hearn	MSF	Technical	884374	none
13	Wazim	Sadiq	MSF	Technical	668325	waz.sadiq@freesurf.co.uk
14	Steve	Hamilton	UCATT	Shop Floor	849527	none
15	Brian	Pool	UCATT	Shop Floor	749327	B.Pool@demon.co.uk
16	Susan	Street	UCATT	Shop Floor	568468	none

For example, for find Trade Union Representatives with no e-mail addresses, you would click on the downward arrow in F3. A drop down list appears. Select 'none', then watch the screen and all the TU reps without e-mail addresses appear.

When a column is filtered note how the arrow in the box changes from black to blue. These can be used to select an item to filter. To get back to the full list, click the downward arrow and choose (All).