

EXCEL TIPS AND TRICKS

Counting, Sorts, Subtotals & Filters

Excel has many Top Tabs, just like MyEdBC. One handy tab is the Data top tab.

SORTS

- 1. Highlight the worksheet by clicking on the triangle above row 1, beside column A
- 2. Click on the Data Top Tab
- 3. Click on Sort

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<mark>.</mark> (X V fx	LegalLast C	D	E	F	G	н	
	_	LegalLast	LegalFirst	Usual Name	Alerts	Designation	Gender	Photo	DOB	Pup

4. This opens another pop up window allowing you options for how you want to sort your data.

Sort					?	×
* <u>A</u> ↓ <u>A</u> dd	Level X Delete	e Level	E Copy Level	<u>O</u> pti	ons 🔽 My data has hea	aders
Column			Sort On		Order	
Sort by	Homeroom	\sim	Values	~	A to Z	\sim
Then by	Grade	\sim	Values	~	Smallest to Largest	\sim
						_
					OK Cance	el

COUNTING ROWS

1. Highlight Row 1. Holding down the cursor, drag the highlighting down and notice the row counter tallying the highlighted rows.



SUBTOTALS

1. In the Data Top tab of your worksheet, click on the Subtotal feature:

Data	Review	View	ACROBA	ſ	Team	🖓 Te	ell me what you v	vant to do												
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ansform		Conn	ections			Sort & Fi	ilter				Data	Tools			Fore	ecast			Dutline	

2. This opens a pop up window for you to set your parameters

Subtotal	2 ×
) <u>A</u> t each change in:	
Homeroom	\sim
Use function:	
Count	\sim
Add subtotal to:	
D ✓ Homeroom HR Teacher EnrStatus O Citizenship Code HomePhone Calendar O Replace current subtotals D Page break between groups O Summary below data	×
D <u>R</u> emove All OK	Cancel

- 3. You can bring the Subtotal function back up and add a level but ensure that you 'uncheck' "replace current subtotals. For instance, at each change in grade, use the count function. Keep the subtotal to the Homeroom
- 4. Now play with the subtotal levels that appear at the left side of the worksheet.

FILTERS

- 1. Highlight the header row
- 2. On the Data top tab, click on "Filter"
- Drop down the "homeroom" column and choose a homeroom. Notice the count total at the very bottom in the task bar.
- 4. Add another filter for grade.



Separating or Joining Text in Columns

SEPARATING TEXT TO INDIVIDUAL COLUMNS

- 1. Locate a column of text that you want to split into two columns (Usual Name, for instance)
- 2. Insert a blank column to the right of the column you wish to separate
- 3. Highlight the column you wish to separate
- 4. Under the Data Top Tab, click on 'text to columns"
- 5. A pop up wizard appears asking about the type of data you have (choose delimited)
- 6. The usual name has a comma between the last and first, so choose comma
- 7. Click finish
- 8. Your combined usual name is now in two columns

JOINING TEXT INTO ONE COLUMN - CONCATENATE FUNCTION

- 1. Create an empty column beside the data you wish to join together
- 2. Enter the cell (probably row 2) of the empty column to add your formula
- 3. Use the function pop up wizard and choose concatenate

		-
f _x	Insert Function ? X	
	Search for a function:	
t 💽	Type a brief description of what you want to do and then click Go]
1	Or select a <u>c</u> ategory: Most Recently Used	
	Select a functio <u>n</u> :	
	CONCATENATE COUNTA VLOOKUP IF	
	SUM AVERAGE HYPERLINK	
	CONCATENATE(text1,text2,) Joins several text strings into one text string.	
	Help on this function OK Cancel	

4. The Function Wizard will open. Fill in the boxes according to what you want to join together and click OK



Function Argumen	S		?	\times
CONCATENATE				
Text1	°C2"	= "C2"		
Text2		156 = 7,7		
Text3	D2	= "Carson"		
Text4		🐹 = text		
Joins several text str		= "C2, Carson" ext2, are 1 to 255 text strings to be joine		
Formula result = C.		and can be text strings, numbers, or single	e-cell refere	nces.

5. Drag the formula to the bottom of your worksheet.



Pivot Table

1. Go to the "Insert" Top Tab in your ribbon and click on "PivotTable"



- 2. The 'Create PivotTable' dialogue box opens. Click OK.
- 3. A new worksheet opens with the PivotTable fields window opening on the right side of the sheet. Click on "Homeroom" and drag it into the 'rows' box, click on the "Grades" and drag it into the 'columns' box, and click on the "Grade" and drag it also into the 'values' box ensuring that it says 'count values'. Click on the "Citizenship Code" and drag it into the Filters box. The PivotTable will appear in the worksheet now.

Citizenship Code (Al	I) 🔽				PivotTable Fields
Count of Grade Col	lumn Labels 💌				Choose fields to add to report:
Row Labels 💌	1 2 3 4	5 6 7 KF (bla	nk) Grand Total		Search
DIV.01		25	25		
DIV.02		24	24		LegalLast LegalFirst
DIV.03		13 12	25		Usual Name
DIV.04	· · · · · · · · · · · · · · · · · · ·	15 9	24		Designation
DIV.05		12 13	25		DOB
DIV.06		25	25		🗌 Pupil #
DIV.07		14 11	25		✓ Grade ✓ Homeroom
DIV.08		24	24		HR Teacher
DIV.09		26	26		EnrStatus
DIV.10	16	8	24		Citizenship Code MORE TABLES
DIV.11	25		25		MORE TABLES.
DIV.12	26		26	\setminus	
DIV.13	21		21	$\langle \rangle$	Drag fields between areas below:
DIV.14	22		22	$\setminus \setminus$	T FILTERS
DIV.15	21		21		Citizenship C Grade
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DIV.20	20		20		≡ ROWS ∑ VALUES
DIV.21	20		20	\backslash	Homeroom Count of Grade
DIV.22	20		20		
DIV.23		20	20		
DIV.24		20	20		
DIV.25		21	21		
(blank)					
Grand Total	60 65 78 67	72 76 83 61	562		Defer Layout Update UPDA



4. You can now drop the filter down to see only the International funded not eligible, or deselect that code and view the schools data **excluding** the international students.