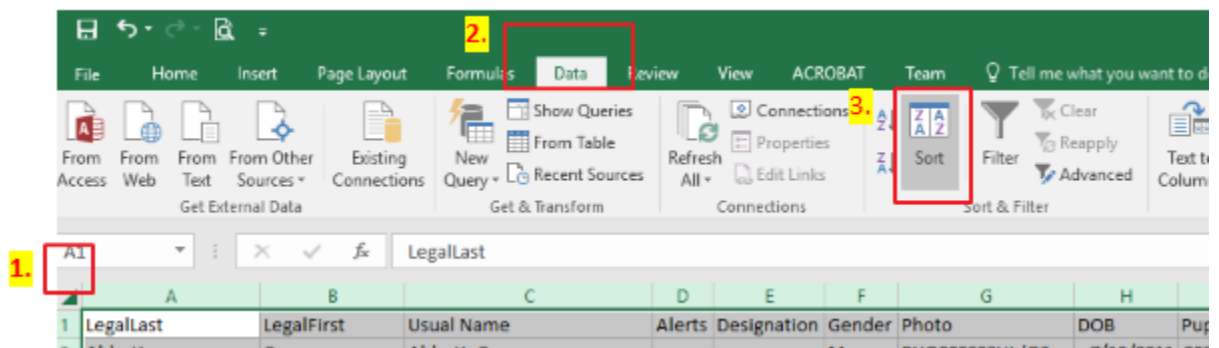# EXCEL TIPS AND TRICKS

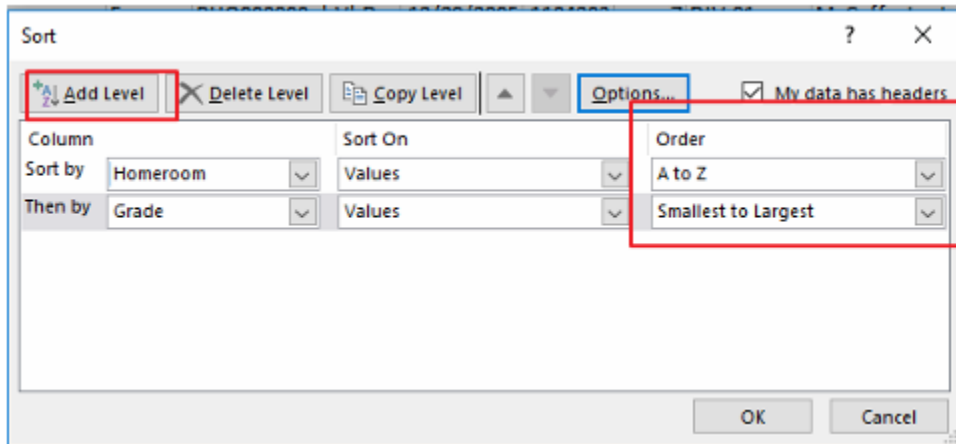## Counting, Sorts, Subtotals & Filters

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

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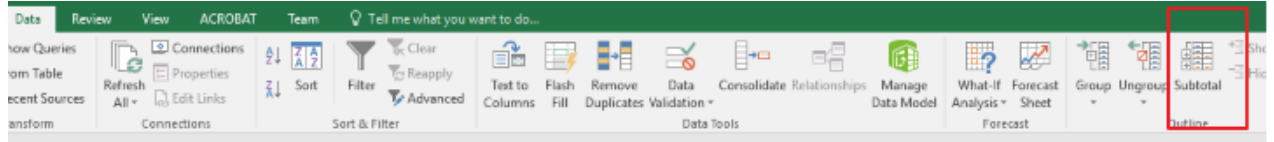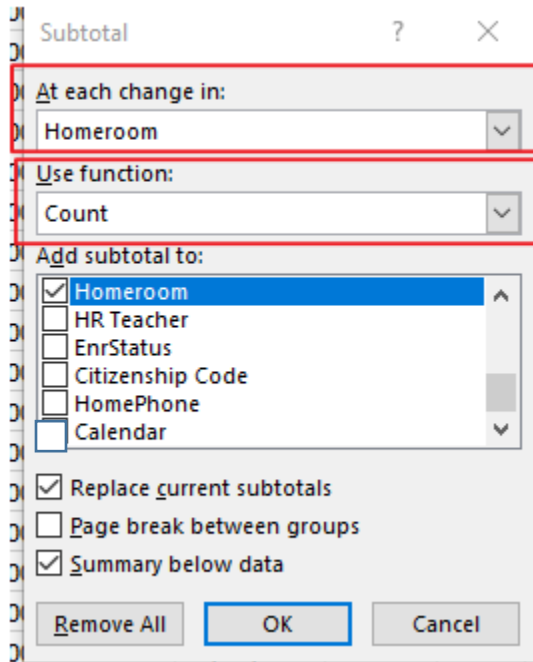

COUNTING ROWS

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:

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

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"
3. 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
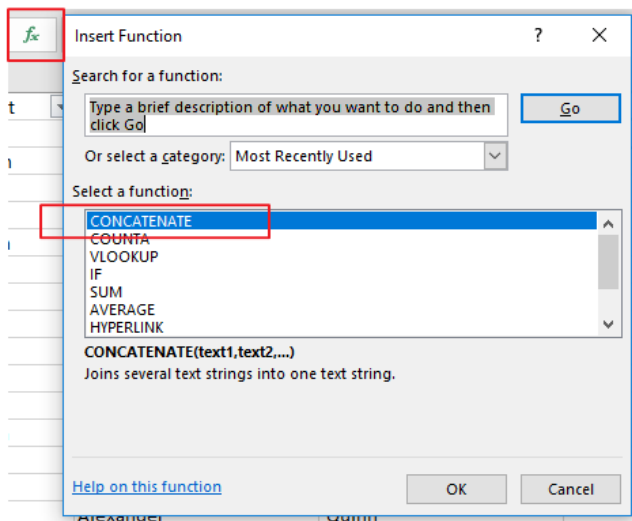
4. The Function Wizard will open. Fill in the boxes according to what you want to join together and click OK

Function Arguments   ?   ✕

CONCATENATE

Text1	"C2"		=	"C2"
Text2	", "		=	", "
Text3	D2		=	" Carson"
Text4			=	text

           =   "C2, Carson"

Joins several text strings into one text string.

    Text3:   text1,text2,... are 1 to 255 text strings to be joined into a single text string and can be text strings, numbers, or single-cell references.

Formula result =   C2, Carson

Help on this function   OK   Cancel
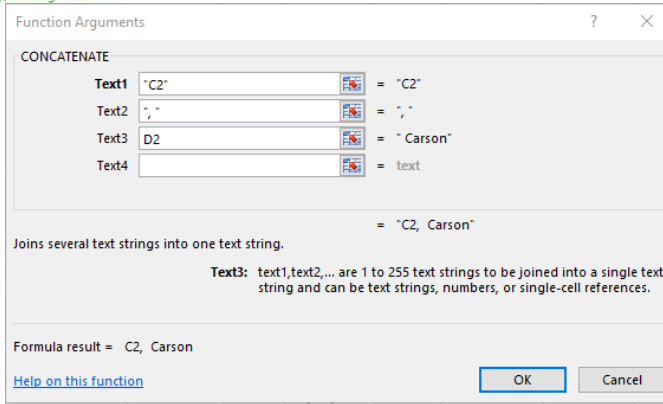
5. Drag the formula to the bottom of your worksheet.

Pivot Table

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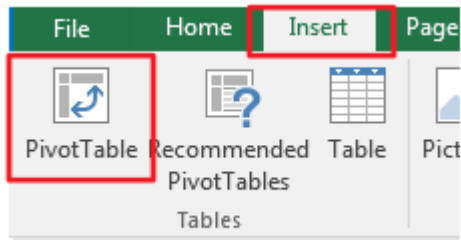
2. The 'Create PivotTable' dialogue box opens. Click OK.
3. A new worksheet opens with the PivotTable fields window opening on the right side of the sheet. Click on "Homeroom" and drag it into the 'rows' box, click on the "Grades" and drag it into the 'columns' box, and click on the "Grade" and drag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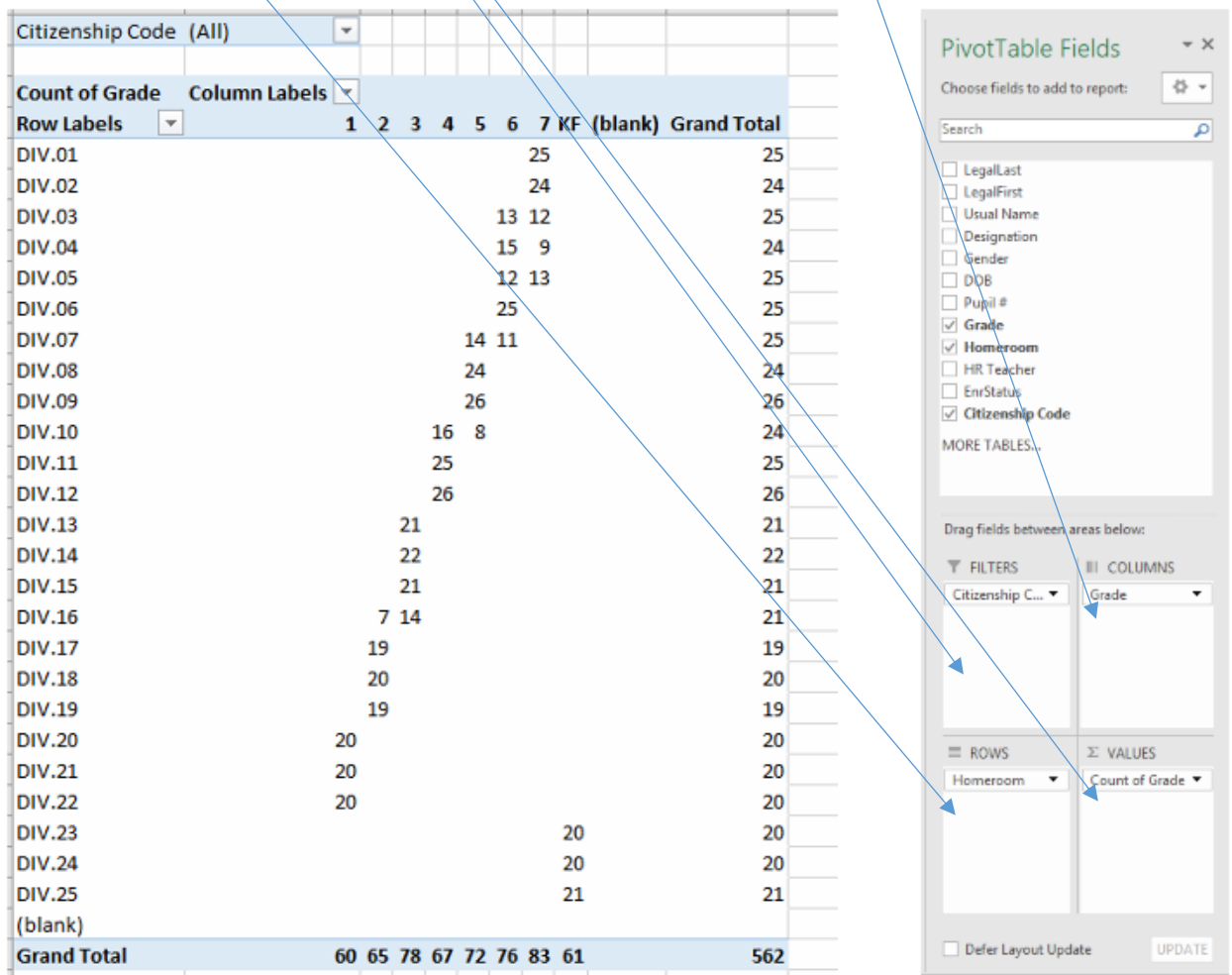ues' box ensuring that it says '**count** values'. Click on the "Citizenship Code" and drag it into the Filters box. The PivotTable will appear in the worksheet now.

Citizenship Code	(All)									
Count of Grade	Column Labels									
Row Labels		1	2	3	4	5	6	7	KF	(blank) Grand Total
DIV.01								25		25
DIV.02								24		24
DIV.03							13	12		25
DIV.04							15	9		24
DIV.05							12	13		25
DIV.06							25			25
DIV.07						14	11			25
DIV.08						24				24
DIV.09						26				26
DIV.10					16	8				24
DIV.11					25					25
DIV.12					26					26
DIV.13				21						21
DIV.14				22						22
DIV.15				21						21
DIV.16			7	14						21
DIV.17			19							19
DIV.18			20							20
DIV.19			19							19
DIV.20		20								20
DIV.21		20								20
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

PivotTable Fields

Choose fields to add to report:

Search

- ☐ LegalLast
- ☐ LegalFirst
- ☐ Usual Name
- ☐ Designation
- ☐ Gender
- ☐ DOB
- ☐ Pupil #
- ☑ Grade
- ☑ Homeroom
- ☐ HR Teacher
- ☐ EnrStatus
- ☑ Citizenship Code

MORE TABLES...

Drag fields between areas below:

▼ FILTERS — Citizenship C... ▼
III COLUMNS — Grade ▼
≡ ROWS — Homeroom ▼
Σ VALUES — Count of Grade ▼

☐ Defer Layout Update   UPDATE

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.