



DATABASE WITH EXCEL

Creating, Filtering, and Sorting a Simple Database



DATABASE

- 🏰 Excel includes data base functions that allow users to sort and filter spreadsheet data.
- 🏰 The following instruction will review the procedures to sort and filter a database.



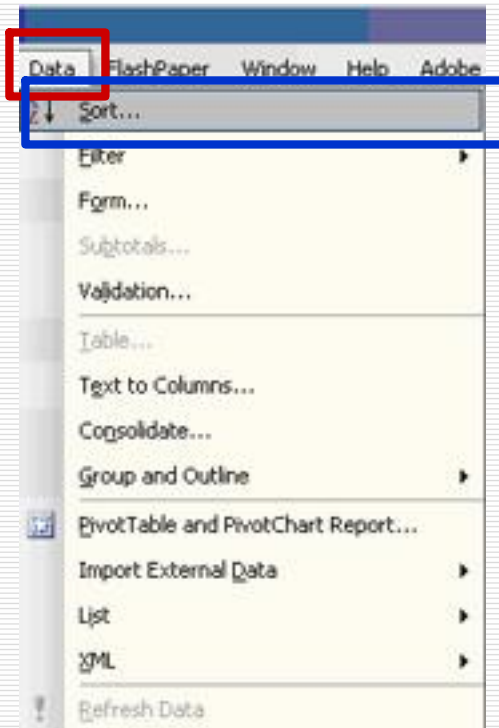
ADDING DATA

- 🔥 Open this webpage:
- 🔥 <http://support.uiwtx.edu/InstructionalTechnology/Tutorials.htm>
- 🔥 Download the Excel Database Spreadsheet
- 🔥 Save it to the desktop
- 🔥 The Spreadsheet should look like this:

	A	B	C	D	E	F	G	H	I	J	K
1	First Name	Last Name	Address	City	State	Zipcode	Phone	M/F	GPA		
2	Sara	Boettcher	4301 Broadway	San Antonio	TX	78212	210 829-3937	f	4		
3	Vanessa	Morrison	421 Raglan Rd.	Dublin	TX	78112	210 829-4041	f	3.2		
4	Jane	Goodall	2221 Perdita	Bandera	TX	78109	210 829-3935	f	2.9		
5	Judy	Collins	222 Main St.	Blanco	TX	78111	210 829-3557	f	2.9		
6	Terry	Peak	4301 Broadway	San Antonio	TX	78222	210 829-3920	m	4		
7	Bob	Jones	72 Par Rd	Blanco	TX	78109	210 829-3940	m	3.4		
8	John	Belushi	120 Elwood Lane	San Antonio	TX	78222	210 829-3956	m	3.1		
9	Phil	Erupp	100 Gasoline Alley	San Antonio	TX	78202	210 829-3938	m	3		
10	Bill	Board	2454 Painter	Universal Ciy	TX	78148	210-222-2555	m	2.5		
11	Carl	Sagan	222 Nasa Rd	San Antonio	TX	78222	210 829-3944	m	2.2		



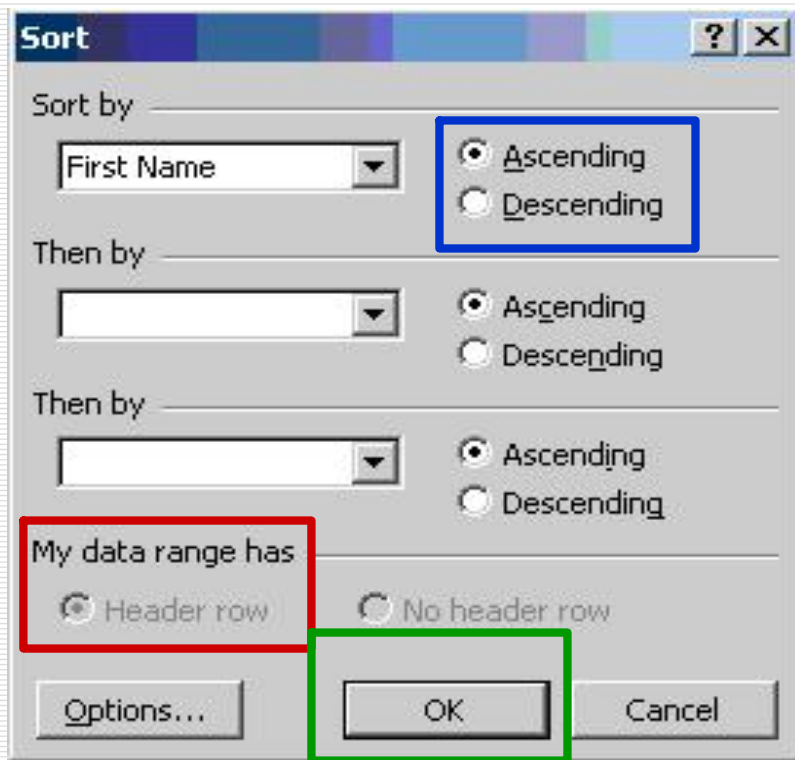
SORT USING SINGLE FIELD



- 🏰 This sort will make a list by first name.
- 🏰 *Select Cell A1*, by clicking on it.
- 🏰 *Click Data* on the Menu Bar.
- 🏰 *Click Sort*.



SORT USING SINGLE FIELD



Click **My data range has header row** button. (The *header row* is the row that lists the column headings)

Click **Ascending** button.

Click **OK**.

The list is sorted alphabetically

Save







SORT USING MULTIPLE FIELDS

- 🏰 In this sort, the request is to determine the GPA's of female students
- 🏰 Sort the list by GPA, ascending, then by gender, then by first name.



SORT USING MULTIPLE FIELDS



-  *Select Cell A1.*
-  *Click Data on the Menu Bar.*
-  *Click Sort.*
-  *Click **My data range has header row** button.*



SORT USING MULTIPLE FIELDS

The screenshot shows the 'Sort' dialog box with the following settings:

- Sort by:** GPA (Ascending selected)
- Then by:** M/F (Descending selected)
- Then by:** Last Name (Descending selected)
- My data range has:** Header row (selected)
- Buttons:** Options..., OK (highlighted), Cancel

- Click the **Sort by** Drop down menu & *choose GPA* then click the **Sort Ascending** button.
- Click the **Then by** drop down menu, & *choose M/F & descending*
- Click the **Then by** drop down menu & *choose Last Name & descending*
- Click **OK**



SORT BY AUTO FILTER

	A	B
1	First Nam ▼	Last Nam ▼
4	Carl	Sagan
12	*	

- ☛ Carl's name is isolated
- ☛ Notice the toggle is **Blue**
- ☛ *Click* on the toggle again, and *select All*
- ☛ *Click* OK
- ☛ **Save**

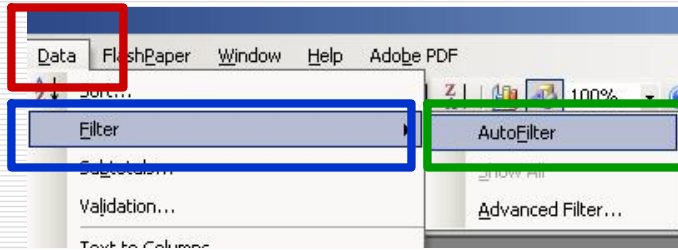


SORTING WITH MORE THAN ONE FILTER

- 🏰 This function filters more than one category.
- 🏰 Create a list of female students with a 3.2 GPA
- 🏰 Filter 3.2 in the GPA column, and filter Female in the gender column



SORTING WITH MORE THAN ONE FILTER



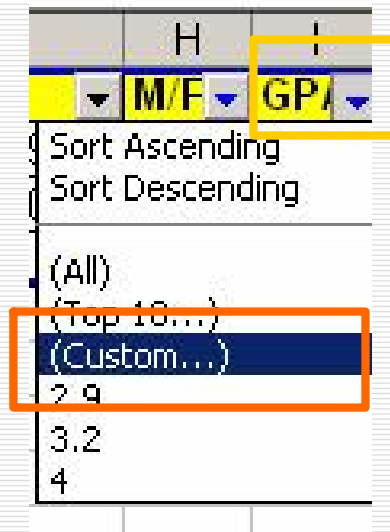
Click **Data** on the Menu Bar

Click **Filter**

Click **Auto Filter**

Click on the **toggle** next to GPA

Select **Custom**





SORTING WITH MORE THAN ONE FILTER

- On the *Custom Auto Filter* menu, click on the **Show rows where** drop down menu
- Select **greater than** and the TAB over to the next field and *select 3.2*
- Select the **And** modifier by clicking on the radio button
- Next, *select equals* and TAB over to the next field and select **4**
- Click **OK**

Custom AutoFilter

Show rows where:

is greater than 3.2

And Or

equals 4

Use ? to represent any single character
Use * to represent any series of characters

OK Cancel



SORTING WITH MORE THAN ONE FILTER

- 🔥 The database found 4 students with a GPA of 3.2 or better.
- 🔥 *Click* on the toggle next to **Gender**, and select **F**
- 🔥 There are 2 female students with a 3.2 or better GPA
- 🔥 Sort the last names alphabetically, ascending.

First Nam	Last Nam	Address	City	Sta	Zipcode	Phone	M/F	GPA
Sara	Boettcher	4301 Broadway	San Antonio	TX	78212	210 829-3937	f	4
Vanessa	Morrison	421 Raglan Rd.	Dublin	TX	78112	210 829-404	f	3.2
*								





THAT IS IT!



The key to sorting in Excel is to tell the computer the criteria to filter or sort