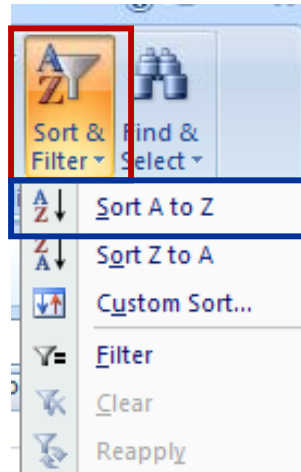


What you will Need



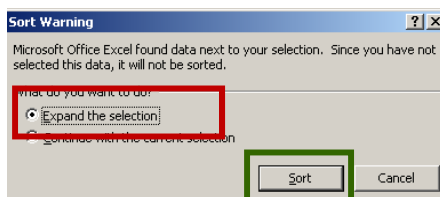
- ❶ Before you begin this tutorial, click here:
<http://support.uiwtx.edu/MediaTraining/Tutorials.html>
- ❷ Download the Zip file For Excel.zip
- ❸ The .zip file contains all of the documents necessary to complete the exercises outlined in the instructions.

Sort Using Single Field



- 1 Open **Addressees**
- 2 A **single field sort** will list using a single field.
- 3 Select **Column B**, by clicking on it.
- 4 On the Home tab, locate the editing group and click **Sort and Filter**
- 5 Click **Sort A to Z**

Sort Using Single Field

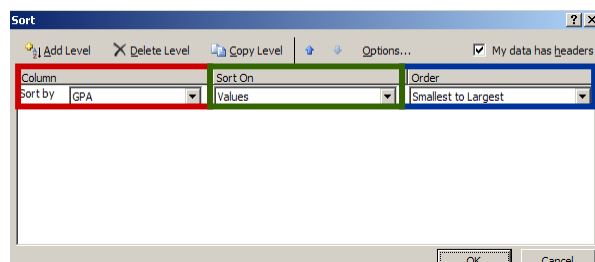


- 6 Click **Expand the selection**
- 7 Click **Sort**

Sort Using Multiple Fields

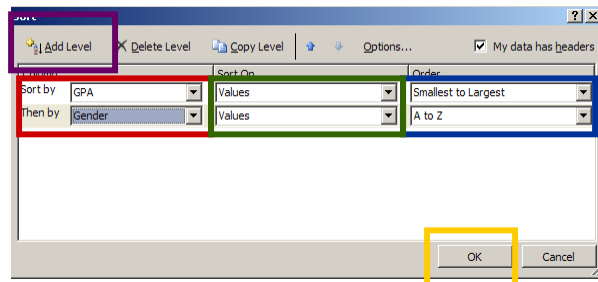
- 1 In this sort, the request is to rank the the GPA's of male and female students, by gender.
- 2 In **Addressees**, select cell **A1**
- 3 The sort can be accessed from the Home tab by locating the **editing group** and clicking **Custom Sort**
- 4 Sort may also be accessed by locating the Data tab and clicking **Sort** in the **Sort and Filter** group

Sort Using Multiple Fields



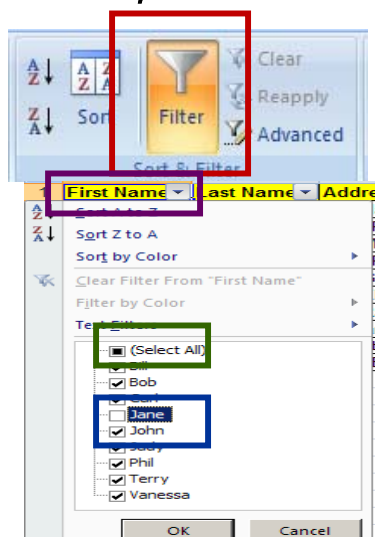
- 1 Under **Column**, choose **GPA**
- 2 Under **Sort** on use **Values**
- 3 Under **Order** select **Smallest to Largest**

Sort Using Multiple Fields



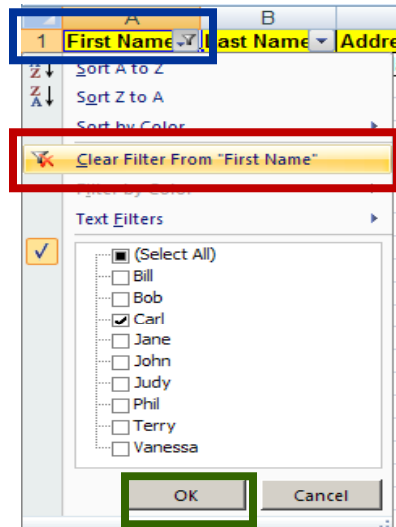
- 1 Click **Add Level**
- 2 Under **Column**, choose **GPA**
- 3 Under **Sort on** use **Values**
- 4 Under **Order** select **A to Z**
- 5 Click **OK**

Sort by Auto Filter



- 1 Sorting by Auto Filter isolates data on the Spreadsheet.
- 2 In **Addresses**, click cell **A1**, then click **Filter**
- 3 Click on the toggle menu for the **First Name** category
- 4 Click **Select All**
- 5 **Uncheck** the box for **Carl**

Sort by Auto Filter

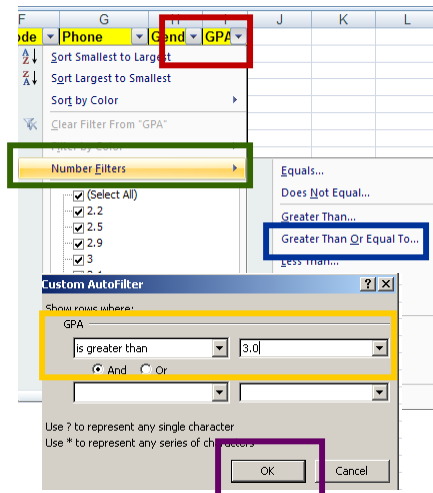


- ① Carl's name is isolated
- ① Notice the **toggle** is shaped like the **filter icon**
- ① Click on the toggle again, and click **Clear Filter**
- ① Click **OK**, and the full worksheet returns

Sort with more than one filter

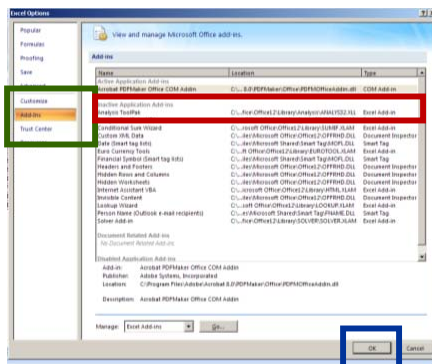
- ① Data can also be filtered from more than one field
- ① Data can be filtered to generate lists of more than, less than, exact match or top ten
- ① For example a list of students with a GPA of 3.2 or higher

Sort with more than one filter



- 1 Click the toggle in the **GPA field**
- 2 Click **Number filters**
- 3 Choose **greater than or equal to**
- 4 A new menu opens
- 5 Type **3.0** in the **is greater than** field
- 6 Click **OK**

Database Add-Ins



- 1 Excel offers additional tools for data analysis, currency and statistical analysis. These are easily loaded into Excel
- 2 Click the **Office Button**
- 3 Click **Excel Options**
- 4 Click **Add - ins**
- 5 Click **Analysis Tool Pack**
- 6 Click **OK**
- 7 The Add-in will load



Questions?

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