

Organising Workbooks

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Changing the views of your Worksheet

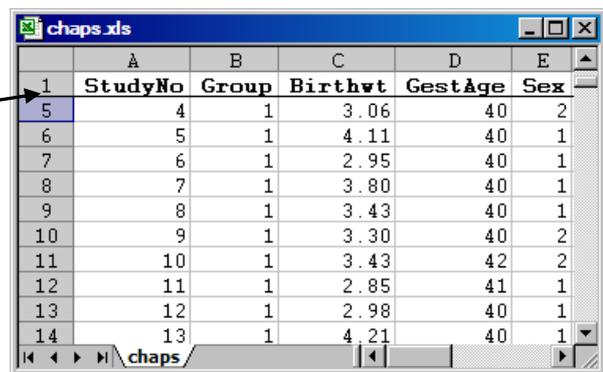
Freezing and Unfreezing Panes

When you scroll through a set of data it is useful to keep row or column titles on the screen while view the data in the worksheet. **Window | Freeze Panes** will do this.

To freeze:

- Horizontal titles select the row below the titles.
- Vertical titles select the column to the right of the titles.
- Both horizontal and vertical title, select the cell below and to the right of the title.

In the figure the worksheet has been frozen at on row 2. Row one is fixed whereas when the remaining rows can be scrolled. In this case to row 5. A bold grid line denotes freezing.



The Freeze panes command prevents panes to the left of a vertical split from scrolling horizontally and panes above a horizontal split from scrolling vertically.

The **Window | Unfreeze Panes** command unfreezes frozen panes on your worksheet. It appears on the Window menu only when you have frozen panes.

Note Freezing titles on a worksheet does not affect printing.

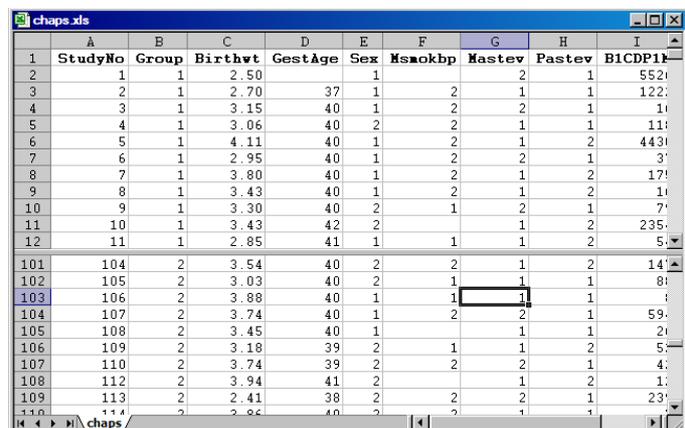
Split Panes

This is similar to Freeze Panes except that the window is divided into panes, each of which can be scrolled. To split panes for:

- Horizontal titles select the row below the titles.
- Vertical titles select the column to the right of the titles.
- Both horizontal and vertical titles select the cell below and to the right of the title.

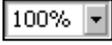
Then select **Window | Split Pane**

In the figure shown the worksheet has been split at row 13 and the lower pane scrolled to row 101. The grid line above row 101 is a thicker grey line.



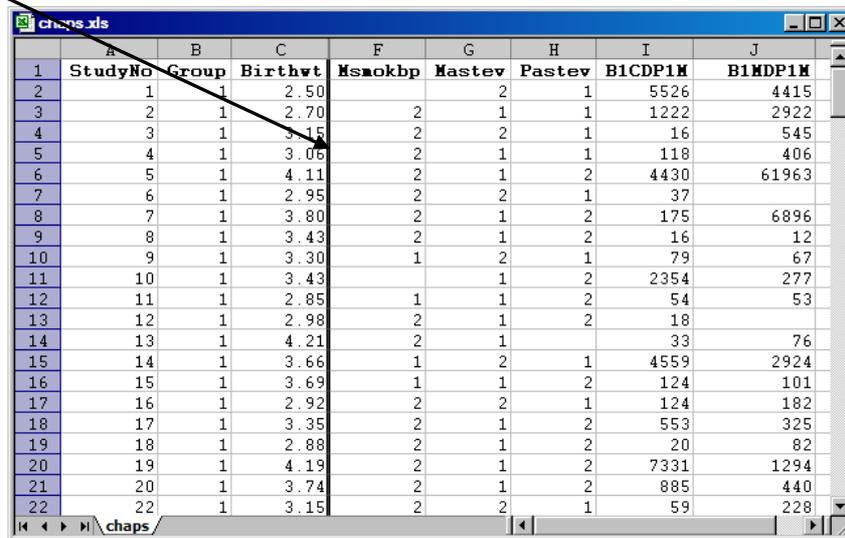
Window | Remove Split removes the split pane effect.

Zooming In/Out

Use the Zoom control box , or **View | Zoom** and the Zoom dialog box, to make the display of the worksheet larger or smaller. Zoom affects what is shown and not what is printed (use Page SetUp for this).

Hiding /Unhiding Columns and Rows

Rows and Columns can be hidden from the view of the worksheet by highlighting rows or columns and selecting **Format | Row | Hide** or **Format | Column | Hide**. The currently highlighted cells will cause their rows/columns to be hidden. An alternative way to do this is to drag the edge of a row or a column above the next row, or past the left edge of the next column, respectively. The figure below shows a worksheet with columns D and E hidden. A dark grey line is shown between columns C and F.



	A	B	C	F	G	H	I	J
1	StudyNo	Group	Birthwt	Msaokbp	Mastev	Pastev	B1CDP1M	B1MDP1M
2	1	1	2.50		2	1	5526	4415
3	2	1	2.70	2	1	1	1222	2922
4	3	1	3.15	2	2	1	16	545
5	4	1	3.06	2	1	1	118	406
6	5	1	4.11	2	1	2	4430	61963
7	6	1	2.95	2	2	1	37	
8	7	1	3.80	2	1	2	175	6896
9	8	1	3.43	2	1	2	16	12
10	9	1	3.30	1	2	1	79	67
11	10	1	3.43		1	2	2354	277
12	11	1	2.85	1	1	2	54	53
13	12	1	2.98	2	1	2	18	
14	13	1	4.21	2	1		33	76
15	14	1	3.66	1	2	1	4559	2924
16	15	1	3.69	1	1	2	124	101
17	16	1	2.92	2	2	1	124	182
18	17	1	3.35	2	1	2	553	325
19	18	1	2.88	2	1	2	20	82
20	19	1	4.19	2	1	2	7331	1294
21	20	1	3.74	2	1	2	885	440
22	22	1	3.15	2	2	1	59	228

To unhide rows or columns choose a range of cells that encompasses them and select **Format | Row** or **Column | Unhide**. Alternatively, click on the Select All icon  and **Format | Row**, or **Column | Unhide** to reveal all cells.

Note Window | Hide, hides your complete Worksheet!

Viewing and Selecting Data

Column labels of your list become the field names in the data form. Any fields you can edit appear in the edit box.

Excel automatically assigns shortcut keys to each field name. Press ALT and the underlined letter in a field label to move to that field.

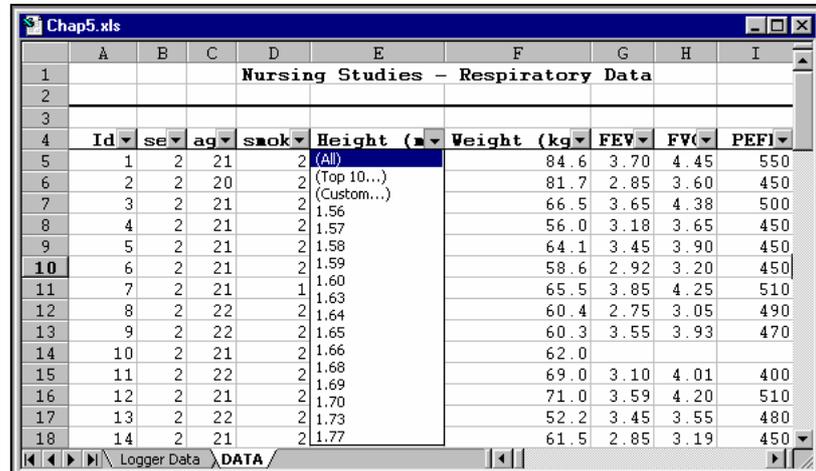
Note: Excel need column labels when using forms.

Filtering

The Data Form allows you to view one row (case or subject) at a time. Filtering lets you look at all rows that meet specified criteria and hides those that do not.

Data | Filter | AutoFilter applies drop-down arrows directly to column labels in the list, so you can select the item you want to display.

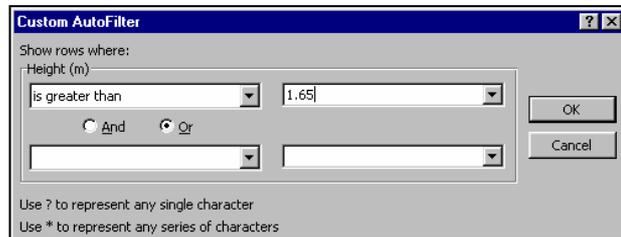
Columns where filtering is being applied, show a highlighted (blue) drop down list button . Row identifiers are also highlighted (blue) to show that the data is being filtered.



	A	B	C	D	E	F	G	H	I
1									
2									
3									
4	Id	sex	age	smok	Height (m)	Weight (kg)	FEV	FVC	PEF
5	1	2	21	2	(All)	84.6	3.70	4.45	550
6	2	2	20	2	(Top 10...)	81.7	2.85	3.60	450
7	3	2	21	2	(Custom...)	66.5	3.65	4.38	500
8	4	2	21	2	1.56	56.0	3.18	3.65	450
9	5	2	21	2	1.57	64.1	3.45	3.90	450
10	6	2	21	2	1.58	58.6	2.92	3.20	450
11	7	2	21	1	1.59	65.5	3.85	4.25	510
12	8	2	22	2	1.60	60.4	2.75	3.05	490
13	9	2	22	2	1.63	60.3	3.55	3.93	470
14	10	2	21	2	1.64	62.0			
15	11	2	22	2	1.65	69.0	3.10	4.01	400
16	12	2	21	2	1.68	71.0	3.59	4.20	510
17	13	2	22	2	1.69	52.2	3.45	3.55	480
18	14	2	21	2	1.70	61.5	2.85	3.19	450

Clicking on the drop down list of a column, Height, in the example above, presents a list of the possible values to select, plus options for All, Custom, Blanks and NonBlanks.

Selecting Custom presents a dialog box that allows selection criteria, such as Height greater than 1.6 meters, to be entered.



Custom AutoFilter

Show rows where:

Height (m)

Is greater than 1.65

And Or

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

OK Cancel

All the data in the list can be shown by selecting **Data | Filter | Show All**, or by selecting **Data | Filter | AutoFilter** again (the tick will be removed) which removes the drop down filter lists completely.

Search criteria that are too complex for the Custom Auto Filter can be entered using the **Data | Filter | Advanced Filter** dialog box.

Sorting Data

The **Data | Sort** command can be used to arrange rows in a list according to the contents of particular columns.

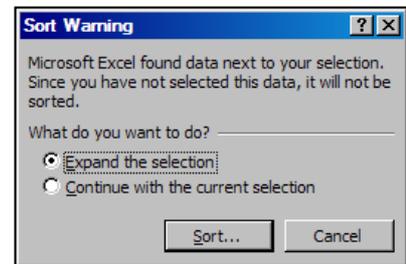
An **ascending sort** presents data in the following order.

- Numbers
- Text and text that includes numbers (postal codes, part numbers, and so on)
- Logical values
- Error values
- Blanks

A **descending sort** is the reverse of this except that blank cells are always last. To avoid problems, it is suggested that all of the cells in a column contain the same type of data.

Before starting a sort you are advised to highlight the labels for describing the data or the labels and all of the data.

Excel may display a message. Usually you will accept the option offered Expand selection. If select Continue with current selection you will only sort the highlighted cells which may result in the data becoming corrupt. Usually you want all data in each row to remain together.

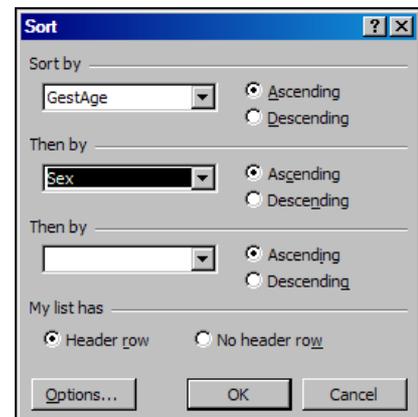


Select **Data | Sort**. Choose the column to **Sort By** and check ascending or descending. Then make selection in the **Then By** panel.

My List Has determines whether the first row of your list is excluded or included when the data is sorted. If your list has column labels, the Header Row option is selected for you, and the first row is excluded.

The Sort Options dialog box, allows you to:

- Specify a custom sort order for the column specified in the Sort By box.
- Specify a case-sensitive sort.
- Change the sort orientation from top to bottom to left to right.



Sorting can be undone by selecting **Edit | Undo** or clicking on the Undo icon .