

Organising Workbooks

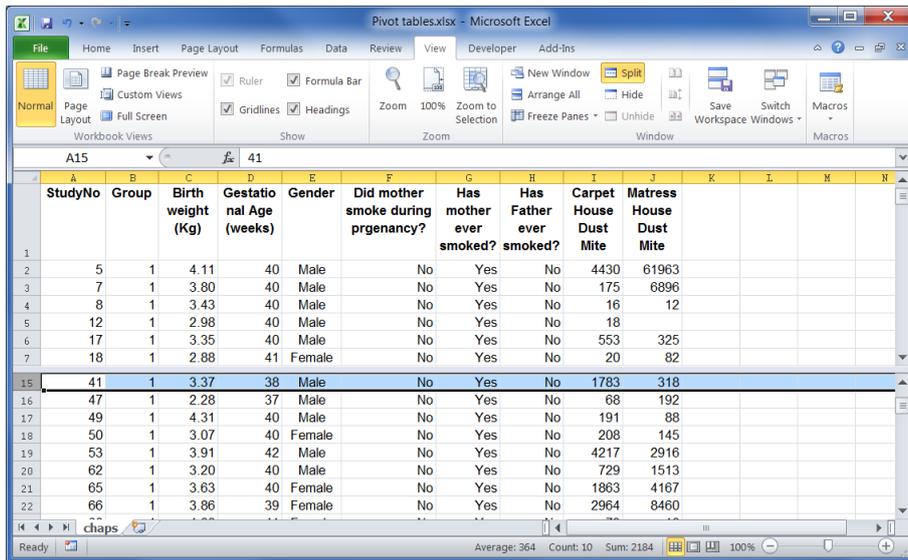
Organising Workbooks

Viewing more than one part of a sheet

Split Panes

This is similar to Freeze Panes except that the window is divided into panes, each of which can be scrolled. How the screen is split depends on the currently selected cell. In the example below Row 15 was selected by clicking on the Row heading **15**.

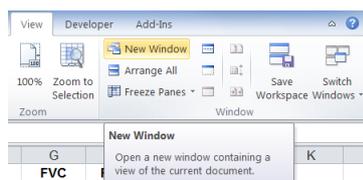
Select the **View** tab and in the Window group click Split 



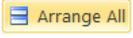
- The grey split bar in the middle of the screen can be dragged up and down to change the proportions of the two sections of the screen.
- To split the screen into four sections. Select a cell in the middle of the screen.
- To remove splitting. Click  a second time or drag the split bar to the top or bottom of the screen.

Viewing two worksheets from the same document

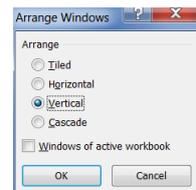
You may want to view more than a single worksheet from the same document.



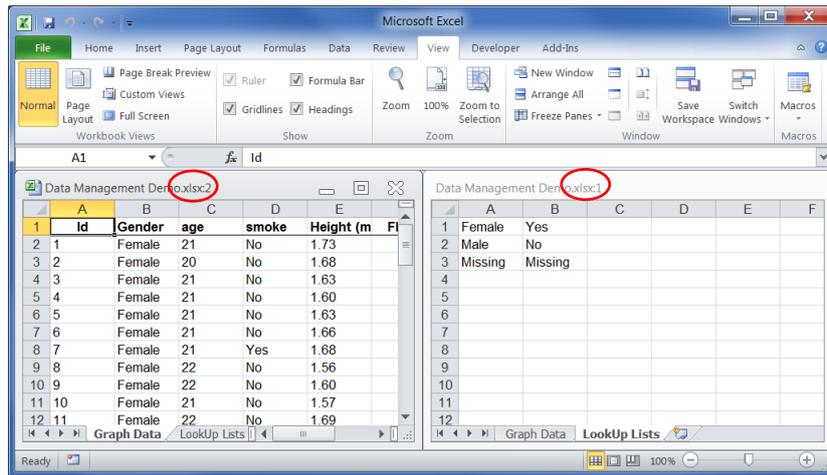
Select the **View** tab from the Windows group select **New Window**.

Then select .

An **Arrange Windows** dialogue is displayed so that you can choose how the worksheets should be displayed on the screen.

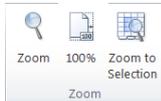


The screen below shows two worksheets from the same documents. They are identified by the document file extension *.xlsx showing a number after it

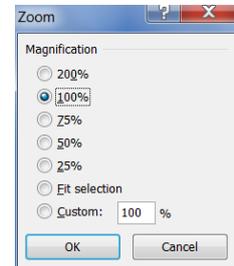


The **Arrange All** button can also be used to organise side by side displays of worksheets from different documents.

Zooming In/Out



Use the Zoom group on the View tab, to make the display of the worksheet larger or smaller. Click **Zoom** to choose the magnification.



Zoom affects what is displayed on the screen, not what is printed, **Page Layout** can be used to control print size.

Hiding /Unhiding Columns and Rows

Rows and Columns can be hidden from the view of the worksheet by highlighting rows or columns and either:

Selecting the **Home** tab, **Cells** group and **Format – Visibility - Hide**

or

By **Right clicking** over the selected items and choosing **Hide** from the options shown.

The currently highlighted cells will cause their rows/columns to be hidden. An alternative way to do this is to use the **dragging** technique to change the column or row width or height to zero.

The figure opposite shows a worksheet with columns D to F hidden. A darker line is shown initially between the column cells for C and G but this is replaced by a thicker one.

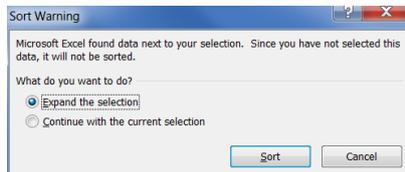
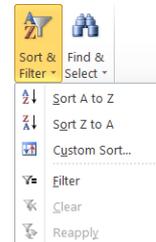
	A	B	C	G	H	I	J	K
	StudyNo	Group	Birth weight (Kg)	Has mother ever smoked?	Has Father ever smoked?	Carpet House Dust Mite	Matress House Dust Mite	
1								
2	5	1	4.11	Yes	No	4430	61963	
3	7	1	3.80	Yes	No	175	6896	
4	8	1	3.43	Yes	No	16	12	
5	12	1	2.98	Yes	No	18		
6	17	1	3.85	Yes	No	553	325	
7	18	1	2.88	Yes	No	20	82	
8	19	1	4.19	Yes	No	7331	1294	
9	20	1	3.74	Yes	No	885	440	
10	23	1	3.90	Yes	No	1686	1810	
11	26	1		Yes	No	15	33	

To unhide rows or columns choose the range of cells that includes them and use the methods described above and select **Unhide**. If you want to unhide all cells click the select all button  top right it is the intersection of row and column headings.

Note **View** - **Hide**, hides your Worksheet! So be careful when using it.

Sorting Data

To sort data by the contents of a single column, Select any cell in that column use the **Home** tab **Editing** group **Sort & Filter** button and choose **Sort A to Z** or **Sort Z to A**.



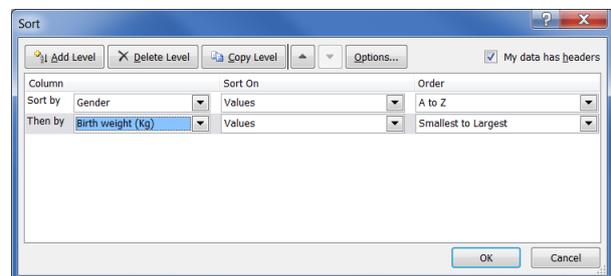
If you highlight a single column and select **Sort & Filter**, Excel will display a **Sort Warning** message.

Usually you will accept the option offered **Expand the selection**. If you select **Continue with the current selection**

you will only sort the highlighted column which may result in the data becoming corrupt. Usually you want all data in each row to remain together.

Note If you highlight two or more columns and press a sort button, Excel assumes you want to sort only these two columns and does not display the Sort Warning dialogue.

The **Custom Sort** option can be used to sort all rows in a list according to the contents of two or more columns.



The Add Level button allows you to add another column to the sort criteria.

The Delete Level button removes a column.

The  buttons allow you to change the order of column sorting.

The **Options** dialog box provides further options

Note If you make a mistake with sorting, use the Undo and Redo buttons

 to go back to unsorted data.

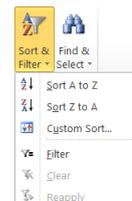


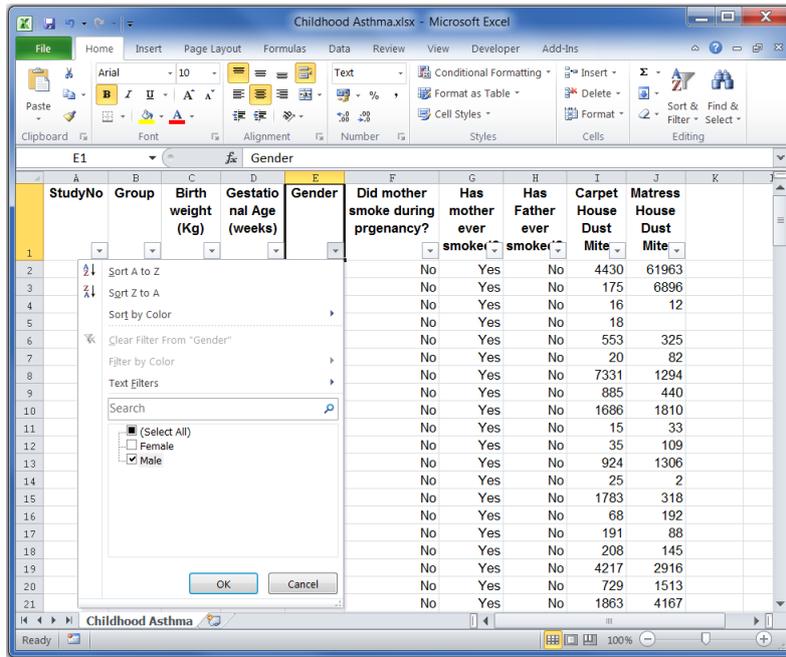
Filtering

Filtering lets you look at all rows that meet specified criteria and hides those that do not.

Select the **Home** tab **Editing** group **Sort & Filter** button and choose **Filter**

Excel applies drop-down arrows directly to column labels in the list. Click the down arrows to select filter options for that column.





Columns where filtering is being applied contain a filter button . Row numbers are shown in blue to indicate that the data is being filtered.

There are predefined filter options for Text and Numeric data as well as a Custom Filter which can be used for more complex situations.

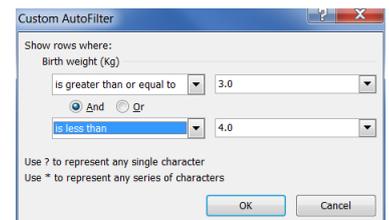
Text Filters



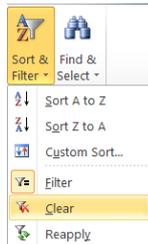
Numeric Filters



Custom Filter



Filters can be applied to multiple columns.



Filters can be removed from individual columns by selecting the **Sort & Filter** button and choosing **Clear** or by clicking the filter button  in a column and selecting the **Clean Filter from '...'** option.

All the data be shown by selecting click on the **Filter** option which removes the drop down filter lists completely.

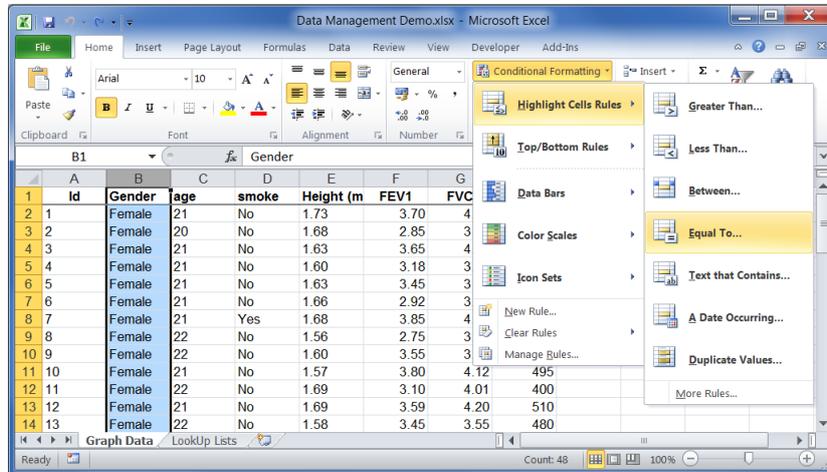
Conditional Formatting

Suppose you have a list of items, for example Gender of subjects and you wish to colour highlighting to identify males and females by displaying blue and pink backgrounds.

Select the cells that you want this to apply to. For example select a column.

On the **Home** tab, Styles group select **Conditional Formatting**

Choose *the Highlight Cell Rules* and *Equal to* options.

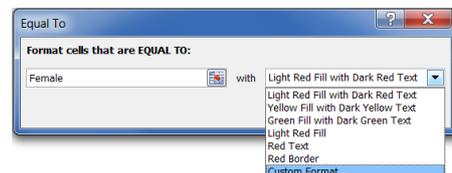


An *Equal To...* dialogue is displayed

In the *Format cells that contain the text:* enter **Female**

Use the *with:* drop down to select a custom dialogue to select a pink fill colour.

Click **OK**



Repeat this operation, from clicking the Conditional Formatting button for Males and select a Blue fill colour.

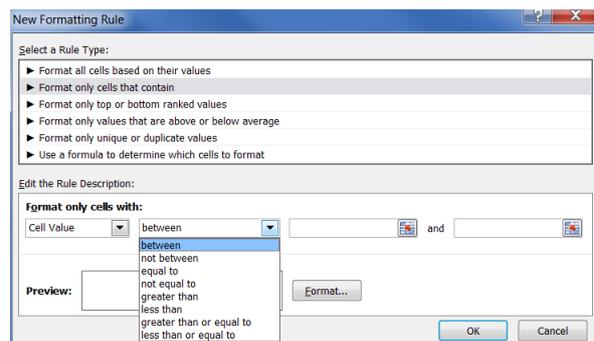
Click **OK**

	A	B	C
1	Id	Gender	age
20	19	Female	21
21	21	Female	22
22	22	Female	21
23	23	Female	21
24	24	Female	21
25	51	Male	20
26	52	Male	20
27	53	Male	21
28	54	Male	21
29	55	Male	21
30	56	Male	21

The effect of cells is shown. A cell's background will be white if the contents are something other than Male or Female, for example cell B1.

Note In this example if you used the *Text that Contains...* option then all text would have a blue fill because the word 'Female' contains 'Male'.

There are various ways to enter rules; the **New Rule** option provides the dialogue shown opposite.



The **Rules Manager** can be used to modify existing rules, or having set up a single rule, e.g. Female and Pink shading, the manager may offer an easier way to develop the rule into a more complex condition.

