Organising Workbooks

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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 **Split**

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2	5	1	4.11	40	Male	No	Yes	No	4430	61963					
3	7	1	3.80	40	Male	No	Yes	No	175	6896					
4	8	1	3.43	40	Male	No	Yes	No	16	12					
5	12	1	2.98	40	Male	No	Yes	No	18						
6	17	1	3.35	40	Male	No	Yes	No	553	325					
7	18	1	2.88	41	Female	No	Yes	No	20	82					Ŧ
15	41	1	3.37	38	Male	No	Yes	No	1783	318					
16	47	1	2.28	37	Male	No	Yes	No	68	192					=
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18	50	1	3.07	40	Female	No	Yes	No	208	145					
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20	62	1	3.20	40	Male	No	Yes	No	729	1513					
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- 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 spin 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.

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		Selection	Freeze Panes	•	<u>केल</u>	Workspac	e Windo	ws *		
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Select the **View** tab from the Windows group select *New Window*. Then select Arrange All.

FVC (view of the current document. An *Arrange Windows* dialogue is displayed so that you can choose how the worksheets should be displayed on the screen.

Arrange Windows	? X
Arrange	
C <u>T</u> iled	
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ОК	Cancel

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

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6	5	Female	21	No	1.63		6						
7	6	Female	21	No	1.66		7						
8	7	Female	21	Yes	1.68		8						
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The Arrange All button can also be used to organise side by side displays of worksheets from different documents.

Zooming In/Out

Zoom 100% Zoom to Selection Zoom

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

of the worksheet larger or smaller. Click Zoom $_{\text{zoom}}$ 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.

Zoom	? X
Magnification	
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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.

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	3	7	1	3.	80		Yes	No	175	6896	
	4	8	1	3.	13		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.	9		Yes	No	7331	1294	
	9	20	1	3.	74		Yes	No	885	440	
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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 is 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*.

Sort Warning	? ×
Microsoft Excel found data next to your selection data, it will not be sorted.	n. Since you have not selected this
What do you want to do? Expand the selection Continue with the current selection	
	Sort Cancel

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. Sort

Sort
S

The *Options* dialog box provides further options

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

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.

Sort Options
Case sensitive
Orientation
Sort to bottom
Sort left to right
OK Cancel

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3		z	C-+ 7+- A					No	Yes	No	175	6896		
4		A+	3011 Z 10 A					No	Yes	No	16	12		
5			Sort by Cold	or		•		No	Yes	No	18			
6		\mathbb{X}	<u>C</u> lear Filter I	From "Gende	er"			No	Yes	No	553	325		
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13			- 🗹 Male					No	Yes	No	924	1306		
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16								No	Yes	No	68	192		
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Columns where filtering is being applied contain a filter button $\overline{\mathbf{x}}$. 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.



Filters can be applied to multiple columns.

A	*
Sort Filter	& Find & Select +
₹↓	Sort A to Z
Z A v	S <u>o</u> rt Z to A
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×.	<u>C</u> lear
Ş	Reapply

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 use 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.

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2	1	Female	21	No	1.73	3.70	4						
3	2	Female	20	No	1.68	2.85	3		Color Scales	•		Equal To	
4	3	Female	21	No	1.63	3.65	4	_					
5	4	Female	21	No	1.60	3.18	3	13				Text that Contains	
6	5	Female	21	No	1.63	3.45	3	1	Icon Sets		ab	Text that contains	
7	6	Female	21	No	1.66	2.92	3	FRØ	Man Dula				
8	7	Female	21	Yes	1.68	3.85	4.		New Rule			A Date Occurring	
9	8	Female	22	No	1.56	2.75	3	5	<u>C</u> lear Rules	•			
10	9	Female	22	No	1.60	3.55	3		Manage <u>R</u> ules			Dunlicate Values	
11	10	Female	21	No	1.57	3.80	4	12	495			Tabuara ranaani	
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13	12	Female	21	No	1.69	3.59	4.	20	510		-		
14	13	Female	22	No	1.58	3.45	3.	.55	480				
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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**

Equal To	? ×	
Format cells that are EQUAL TO:		
Female	🐱 wi	th Light Red Fill with Dark Red Text 💌
		Light Red Fill with Dark Red Text
		Green Fill with Dark Green Text
		Light Red Fill
		Red Text
		Red Border
		Custom Format

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

Click OK

	А	В	С	
1	ld	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.

eleccia itale Type:				
 Format all cells 	based on their values			
 Format only cell 	s that contain			
 Format only top 	or bottom ranked values			
 Format only value 	ies that are above or below	average		
Format only unit	que or duplicate values			
 Use a formula to 	determine which cells to fi	ormat		
dit the Rule Descrip	tion:			
dit the Rule Descrip Format only cells Cell Value	with:	•	and and	
dit the Rule Descrip Format only cells Cell Value	tion: with: between between		and	
dit the Rule Descrip Format only cells Cell Value Preview:	tion: with: between not between equal to not equal to greater than betwen between bet	Format	and 🛛	

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.

Conditional Formatting Rules Manager					x			
Show formatting rules for: Current Selection								
📑 New Rule 🕑 Edit f	Rule X <u>D</u> elete Rule							
Rule (applied in order shown)	Format	Applies to		Stop If True	-			
Cell Value = "Male"	AaBbCcYyZz	=\$B:\$B						
Cell Value = "Female"	AaBbCcYyZz	=\$B:\$B	=\$B:\$B					
					-			
		ОК	Cancel	Apply				