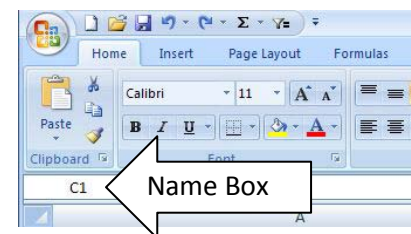


## Lecture 14

### Excel: Sorting, Freeze Panes, Named Ranges, Subtotal Function, Print Options, Multi-Worksheet References

1. Open T:\Teach\Classes\FOR112\lighthouses.xlsx
2. More filtering
  - a. You can quickly filter a column for a specific value by right-clicking a cell in that column and choosing **Filter** and then “Filter by Selected Cell’s Value”.
3. **Find/Replace** – similar to the same feature in Microsoft Word.
4. **Sorting**
  - a. Icons on the Home tab and the Data tab.
  - b. You can also right-click a cell and sort an entire range by that cell’s column. For example, right-click a cell in the 2006 column and choose Sort. Then, choose “Sort Smallest to Largest” to reorder this range of data (columns A through H).
  - c. Custom Sort allows you to sort on multiple columns.
5. **Freeze Panes**
  - a. On the View tab.
  - b. Allows you to always display certain row(s) and/or column(s). Usually used to keep data headers visible.

Try it... click on cell A3 and then choose “Freeze Panes”. This has the effect of freezing any rows above this cell (that will be Rows 1 and 2, in this example) and any columns to the left of the cell (that will be no columns in this example) and making them visible at all times no matter how much you scroll the worksheet.
  - c. To Unfreeze Panes, just click on the Freeze Panes icon again and choose “Unfreeze Panes”.
6. **Named Ranges, Name Box**
  - a. Recall that the Name Box is that area just to the left of the Insert Function icon and the Formula Bar.
  - b. One way to use it...type in a cell (e.g.- C598) and hit enter to move to that cell.
  - c. Another way to use it...select a range of cells (e.g.- all the values in the “2004” column) and type a name in the Name Box (use **Year2004**) and hit <Enter>. You now have a Named Range and that name can be used in Formulas and Functions.
  - d. A named range can be a single cell. Names must begin with text or an underscore.
  - e. The named range can be used just like an absolute reference.
  - f. You can delete and edit named ranges by clicking on the “Name Manager” icon on the Formulas tab.
7. Lecture Notes continue on the next page.



## 8. Subtotal Function

- a. A powerful function that we'll demonstrate in two different ways.
- b. First, sum the values in each year and display those totals in row 600.
- c. Next, filter the lighthouse data to only show lighthouses from the state of Washington.
- d. In cell C602, type "Filtered Subtotal".
- e. In cell D602, click on the AutoSum icon. Because there is a filter turned on, Excel will put the Subtotal function (instead of the Sum function) in the cell.
  - i. You'll need to edit the cell range? **Do you know why???**
  - ii. Could you use the "Year2004" named range? **Is there a downside to doing this?**

## 9. Print Options

- a. Page Layout tab, Page Setup dialog launcher
  - i. Page tab controls orientation and scaling (scaling has the **Fit To** option).
  - ii. Header/Footer tab allows preselected and custom options.
  - iii. Sheet tab:
    1. allows you to select a specific print area (a range of cells)
    2. Print titles (sort of like a header, but not exactly)
    3. Gridlines
- b. Most importantly ... **Use Print Preview!**

## 10. Multi-Worksheet References

- a. So far, we've only used formulas where the cell references/ranges were on the same worksheet as the formula. But, you can use cell references that are stored on a different worksheet.
- b. Copy the filtered Washington lighthouse data rows to another worksheet (Sheet2) in this Excel file.
- c. Remove the filter from the Sheet1 worksheet.
- d. Sum up the Heceta Head lighthouse 5-year range and store that sum in cell I471.
- e. In Column I on Sheet 2, let's compare the 5-year total of each Washington lighthouse to the Heceta Head Lighthouse 5-year total.