Lecture 10

Excel: More on Filtering, Sorting and an overview on Excel’s Functions

1. Open T:\Teach\Classes\FOR112\TRF_analysis_database.xls.

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”.
   b. You can also sort by a column very quickly in the same way. Right-click a cell in a particular column and choose Sort and then “Sort by Selected Cell’s Value”.

3. Functions -- Functions can be a more efficient way of performing calculations within formulas.
   a. Click \( \text{\textbullet} \) in the Formula Bar to launch the Function Wizard which will guide you to find the function you need and walk you through providing the necessary information for the function.
   b. Or go to the Formulas ribbon and use the big \( \text{\textbullet} \) - Insert Function icon.
   c. Or, once you know the function name, just type it in.
   d. There is also a shortcut in the Home ribbon - click the sigma \( \Sigma \), in the Editing section of the Home ribbon, check the formula, and tap Enter.