Excel Basics
Entering Data in Excel and Filtering Data

Excel is a spreadsheet program where there are rows and columns. The intersection of a row and column is called a Cell. When you select a cell, the address of the cell or range of cells is displayed in the name box.

The files you create in Excel are called Worksheets. This is the place where you enter data. The anatomy of the worksheet is as follows:
The worksheets are laid out like grids with rows and columns. The columns are labeled alphabetically and the rows are numeric.

When you enter data in a cell, you can control whether or not it is numeric, a date, time, currency etc. If you are working with currency, then in order to make all data entered in currency format, select the columns and then go to format, cells and select currency.

This will change an entry of 12 in the cell to $12.00.
The format cells option is where you can change the appearance, Alignment, font, color etc.

In the example shown you can see that columns E,F,G have had their alignment modified 45 degrees.
To Change the color of the cell, you select the tab Patterns. You can select a color and also a pattern.

See the pattern selection below
Now that you have learned how to change the physical characteristics of a cell, you can begin entering the data. Excel has a feature called autofill that enables you to automate your data entry.

In the lower right corner of the June Cell, there is a small square. This is called the fill handle. When you drag the handle across adjacent cells it will auto populate the remaining months.

Put the cursor over the fill handle and it will turn to a plus sign, left click and pull along the adjacent cells. The remaining months will be filled in.

Notice that because the cell width is the same for each month, in some cases the month does not fit in. You can fix this easily by placing the cursor in between the letter column heads and double clicking. This will auto adjust the column width. The problem is however that the widths will vary. May will be narrow and December will be wide.

To get around this, you can select all of the cells and then go to Format, Column, Width.

Test and Enter a column width that will work for all of the cells to be uniform.

Now enter Data into the spreadsheet as show below:

Jan Mastrangelo
Application Specialist 1
With Excel, you want to be able to add columns quickly and print out a stylish sheet for presentations.

By utilizing the Auto sum function, you can accomplish that quite easily.
Now that you have entered data, how about trying to filter the data. To filter the data, you have to highlight all of the column headings. The select Data, Filter, AutoFilter.

Drop downs will appear for you to filter the data.

Select the custom option in filtering and it will generate a menu to design your own unique filter.
You may select an option where you want to know all Sales Greater than 100.

Select “is greater than” on the left and 100 on the right.
Excel Basics
Entering Data in Excel and Filtering Data

The result of the filter will be:

<table>
<thead>
<tr>
<th>Before Filter</th>
<th>After Filter</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>April</td>
<td></td>
</tr>
<tr>
<td>100</td>
<td>398</td>
<td></td>
</tr>
<tr>
<td>357</td>
<td>212</td>
<td></td>
</tr>
<tr>
<td>212</td>
<td>45</td>
<td></td>
</tr>
</tbody>
</table>

Notice that the filter of Greater than 100 has eliminated 100 and 35.

Creating your own drop down from a list. This is one of my favorite tricks. If you want to have a list to choose from when entering data, put the listed items in a column that is out of view. Example column “s”. Click and highlight the cells you would like to have a list option. Go to Data Validation.
The below box will appear: Select List and put the cursor in the Source area. Highlight the list where you have put your data in column “s”.

You can also modify the Input Message.

Now when you select the 1st cell in column “c”, the input message “Select Inventory Item” will appear.
Excel Basics
Entering Data in Excel and Filtering Data

When you hit the arrow, your list will populate and you can just select an item.

Thanks for participating in the course.

User Services

X4397