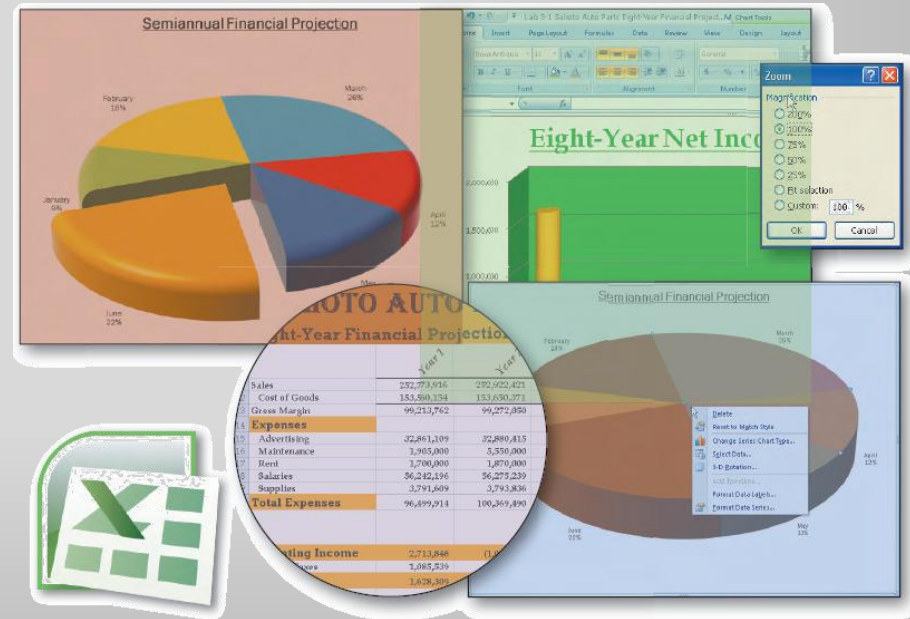


# Microsoft Office 2007

## Excel Chapter 5

Creating, Sorting and Querying a Table



# Objectives

---

- Create and manipulate a table
- Delete sheets in a workbook
- Validate data
- Add calculated columns to a table
- Use icon sets with conditional formatting
- Use the VLOOKUP function to look up a value in a table
- Print a table

# Objectives

---

- Add and delete records and change field values in a table
- Sort a table on one field or multiple fields
- Display automatic subtotals
- Use Group and Outline features to hide and unhide data
- Query a table
- Apply database functions, the SUMIF function, and the COUNTIF function
- Save a workbook in different file formats

# Plan Ahead

---

- Create and format the sales rep table.
- Sort the sales rep table.
- Display subtotals by grouping the sales reps.
- Obtain answers to questions (queries) about the sales reps using a variety of methods to query the sales rep table
- Extract records from the table based on given criteria
- Save the worksheet in different file formats

# Starting Excel

---

- Start Excel based on a typical installation of Microsoft Office on your computer or see instructions on page EX 343

# Entering the Column Headings for a Table

---

- Use the mouse to change the column widths as follows: A = 16.43, B = 11.57, C = 8.29, D = 13.14, E = 9.43, F = 14.00, G = 13.29, H = 13.29, I = 14.57, and J = 10.29
- Enter Silver Photography Accessories Sales Rep Table as the table title in cell A7
- Apply the Title cell style to cell A7. Click the Font Color button on the Home tab on the Ribbon and then click Red, Accent 2 (column 6 row 1) on the Font Color palette
- Select the range A7:H7. Right-click the selected range and then click Format Cells on the shortcut menu. When Excel displays the Format Cells dialog box, if necessary, click the Alignment tab, click the Horizontal box arrow in the Text alignment area, click Center Across Selection in the Horizontal list, and then click the OK button
- Enter the column headings in row 8 as shown in Figure 5–4. Center the column headings in the range B8:H8

# Entering the Column Headings for a Table

---

- Apply the Heading 3 cell style to the range A8:H8
- Double-click the Sheet1 tab at the bottom of the screen. Type Sales Rep Table as the sheet name. Press the ENTER key. Right-click the tab, point to Tab Color on the shortcut menu, and then click Red, Accent 2 (column 6, row 1)
- Click the Sheet2 tab, hold down the CTRL key, and then click the Sheet3 tab. Right-click the selected sheet tabs and then click Delete on the shortcut menu to delete the selected sheets from the workbook
- Update the document properties with your name and any other relevant information
- With a USB flash drive connected to one of the computer's USB ports, click the Save button on the Quick Access Toolbar. Save the workbook using the file name, Silver Photography Accessories Sales Rep Table on the USB flash drive





# Formatting a Range as a Table

---

- Select the range A8:H8
- Click the Format as Table button on the Home tab on the Ribbon to display the Table Style gallery
- Click the Table Style Medium 2 quick table style in the Table Style gallery
- When Excel displays the Format As Table dialog box, click the 'My table has headers' check box to select it
- Click the OK button to create a table from the selected column headings and corresponding cells in the row below it
- Scroll down until row 7 is at the top of the worksheet window



# Formatting the First Row in an Empty Table

---

- Select the range B9:H9 and then click the Center button on the Home tab on the Ribbon
- Right-click cell D9. Click Format Cells on the shortcut menu. When Excel displays the Format Cells dialog box, click the Number tab, click Date in the Category list, click 03/14/01 in the Type list, and then click the OK button.
- Select the range G9:H9 and then click the Comma Style button on the Ribbon. Click the Decrease Decimal button on the Ribbon twice so columns G and H will display whole numbers

# Validating Data

---

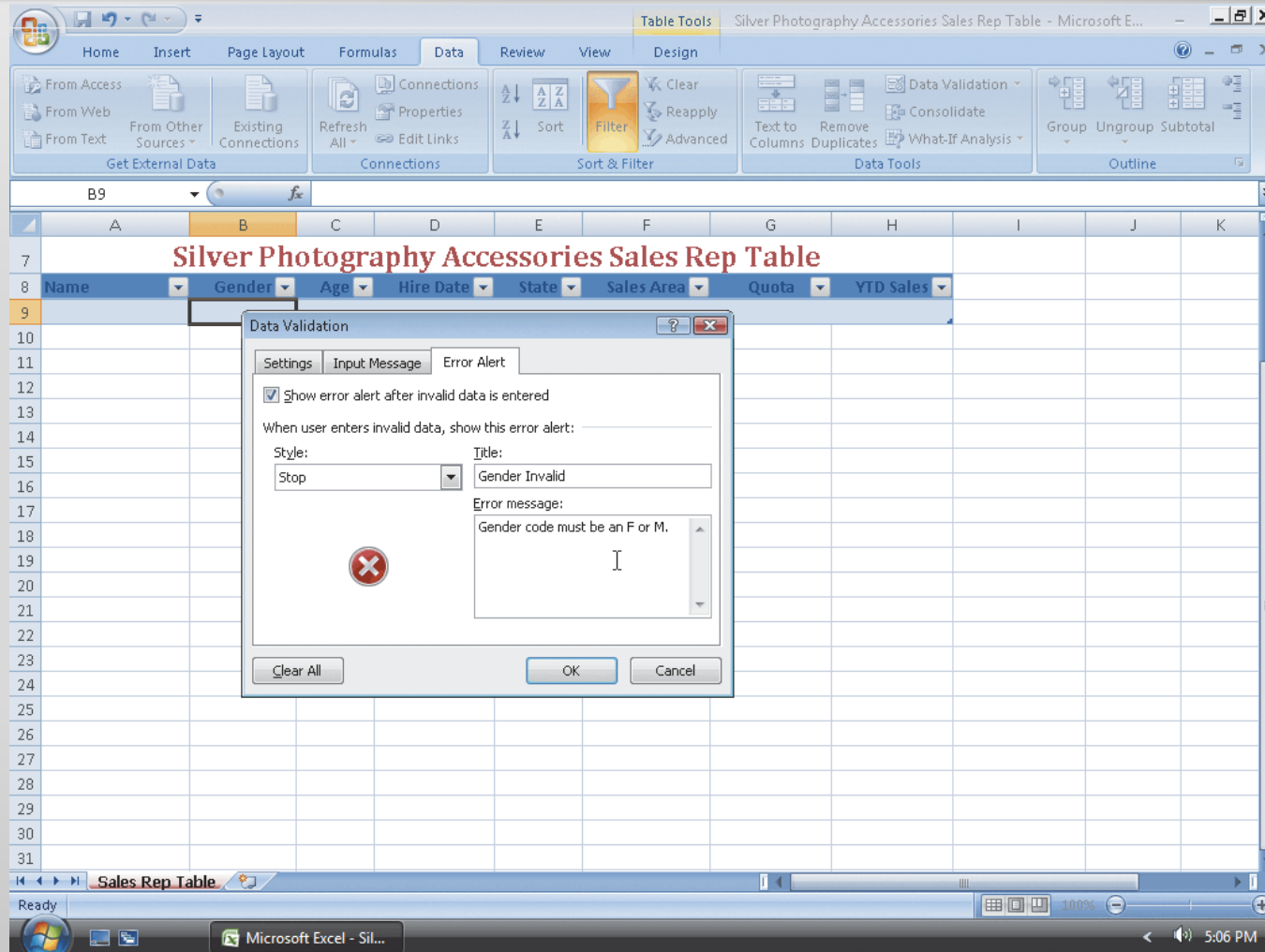
- Select cell B9, the cell in the insert row below the Gender column heading in cell B8
- Click the Data tab on the Ribbon and then point to the Data Validation button on the Ribbon
- Click the Data Validation button on the Ribbon to display the Data Validation dialog box
- When Excel displays the Data Validation dialog box, if necessary, click the Settings tab, click the Allow box arrow, and then click List in the Allow list
- Type F,M in the Source box
- Click the In-cell dropdown check box to clear it

# Validating Data

---

- Click the Error Alert tab
- If necessary, click 'Show error alert after invalid data is entered' to select it
- If necessary, click the Style box arrow and then click Stop in the Style list
- Type Gender Invalid in the Title text box.
- Type Gender code must be an F or M. in the Error message box
- Click the OK button

# Validating Data



# Modifying a Table Quick Style

---

- If necessary, select cell A9 to activate the table
- Click the Format as Table button on the Home tab on the Ribbon and then right-click the Table Style Medium 2 quick table style to display the shortcut menu
- Click Duplicate on the shortcut menu to display the Modify Table Quick Style dialog box
- When Excel displays the Modify Table Quick Style dialog box, type `TableStyleMedium2 – Custom` in the Name text box
- With Whole Table selected in the Table Element list, click the Format button to display the Format Cells dialog box

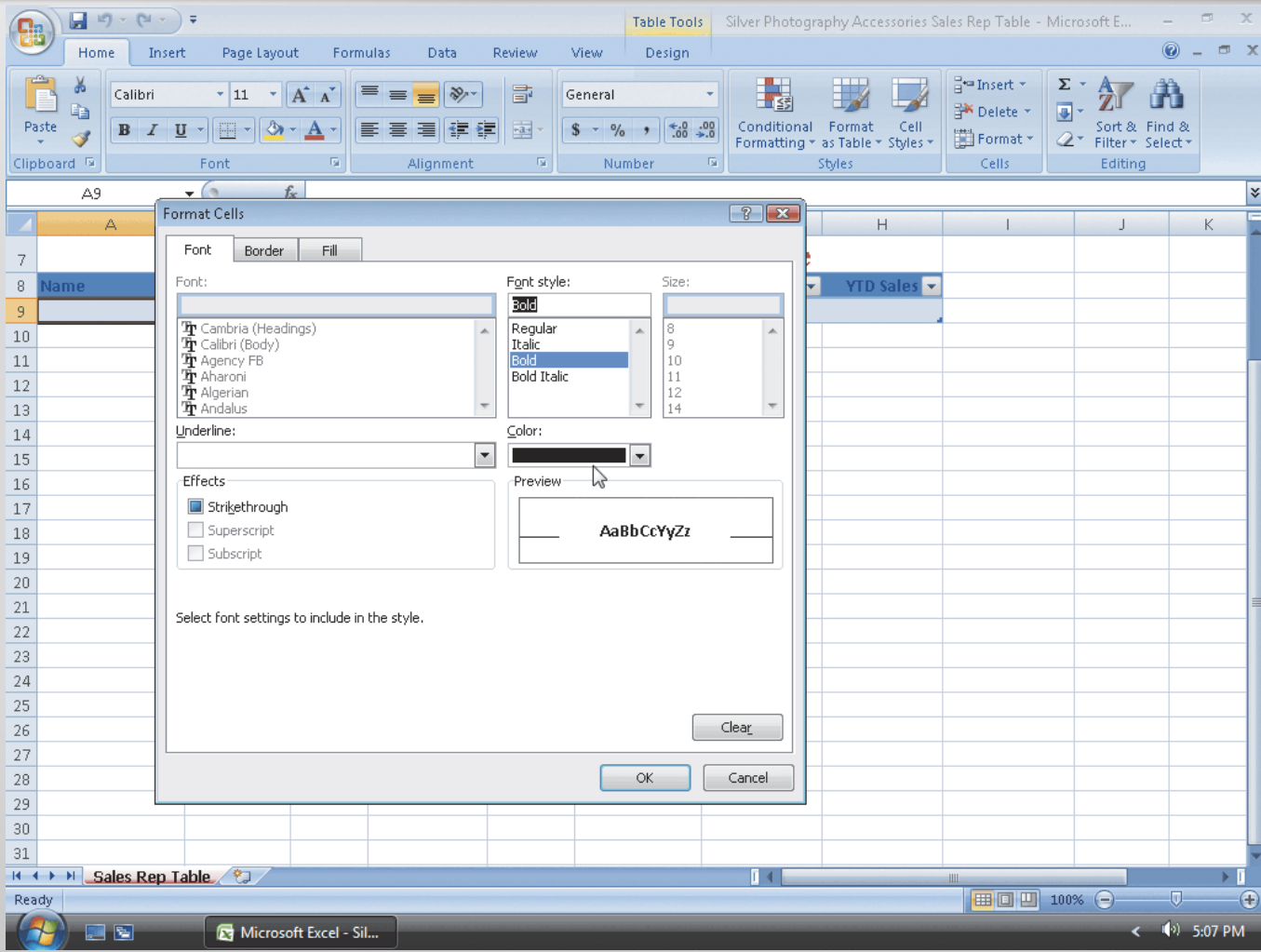
# Modifying a Table Quick Style

---

- Select Bold in the Font style list.
- Click the Color box arrow and then click the Black, Text 1 color (column 2, row 1)
- Click the OK button to close the Format Cells dialog box
- Click the OK button to close the Modify Table Quick Style dialog box.
- Select the range A8:H8 and then apply the White, Background 1 (column 1, row 1) font color to the range



# Modifying a Table Quick Style



# Entering Records into a Table

---

- If necessary, select cell A9 to activate the table
- Type sales rep information for row 9 as shown in Figure 5–15. After typing the data for a field, press the RIGHT ARROW key to move to the next field. After you type the YTD sales, press the TAB key to start a new record
- Type sales rep information for row 10. After typing the data for a field, press the RIGHT ARROW key to move to the next field. After you type the YTD sales, click cell A12 to select it
- Drag the table sizing handle to the top of cell H12 to add another row to the table

# Entering Records into a Table

---

- Enter the sales rep record for the third sales rep
- Drag the table sizing handle to cell H21 to add 10 new rows to the table
- Enter the remaining sales reps' records as shown in Figure 5-18
- Select cell A23

# Entering Records into a Table

The screenshot shows Microsoft Excel 2007 with a table titled "Silver Photography Accessories Sales Rep Table". The table has 8 columns: Name, Gender, Age, Hire Date, State, Sales Area, Quota, and YTD Sales. The data is as follows:

Name	Gender	Age	Hire Date	State	Sales Area	Quota	YTD Sales
Lyon, Jody	F	27	08/03/02	NV	Outside	2,280,900	1,548,311
Dillig, Henry	M	42	11/21/06	NM	Outside	3,899,402	1,916,753
Kahn, Ramesh	M	44	04/06/07	MT	Outside	3,426,535	3,292,270
Bulger, Gloria	F	25	12/23/02	AZ	Outside	2,651,270	2,451,454
Cataldo, Lydia	F	25	11/15/07	AZ	Inside	3,668,028	2,846,910
Dunn, Alan	M	39	06/06/02	CA	Outside	1,652,836	1,432,701
Brunell, Candace	F	36	06/01/02	CA	Inside	3,000,264	2,078,386
Lambert, Paul	M	35	03/16/02	CA	Outside	1,768,442	1,525,237
Wochos, Lisa	F	30	10/21/07	NV	Inside	2,648,883	2,188,106
Chiu, Leslie	F	36	07/15/07	OR	Inside	3,218,514	2,514,181
Moeller, Pierre	M	24	03/12/01	WA	Outside	3,656,640	3,336,300
Battistini, Jorge	M	26	07/02/01	WA	Inside	3,371,092	1,960,932
Lopez, Maria	F	25	06/03/04	UT	Outside	1,837,213	1,563,140

# Adding New Fields to a Table

---

- Select cell I8, type % of Quota, click cell J8, type Grade
- Select cell I9, enter  $=h9 / g9$  as the formula, and then click the Enter button on the formula bar
- Select the range I9:I21 and then click the Percent Style button on the Ribbon Click the Increase Decimal button on the Ribbon twice
- Click the Center button on the Ribbon to center the range I9:I21

# Adding New Fields to a Table

---

- Select the range A7:J7, right-click the selected range, click Format Cells on the shortcut menu, click the Alignment tab, click the Horizontal box arrow, click Center Across Selection, and then click the OK button
- Select the range J9:J21 and then click the Center button on the Home tab on the Ribbon. Select cell J9 to deselect the range J9:J21

# Adding New Fields to a Table

The screenshot shows the Microsoft Excel 2007 interface with the 'Table Tools' ribbon active. The table 'Silver Photography Accessories Sales Rep Table' is displayed with the following data:

	Name	Gender	Age	Hire Date	State	Sales Area	Quota	YTD Sales	% of Quota	Grade
9	Lyon, Jody	F	27	08/03/02	NV	Outside	2,280,900	1,548,311	67.88%	
10	Dillig, Henry	M	42	11/21/06	NM	Outside	3,899,402	1,916,753	49.16%	
11	Kahn, Ramesh	M	44	04/06/07	MT	Outside	3,426,535	3,292,270	96.08%	
12	Bulger, Gloria	F	25	12/23/02	AZ	Outside	2,651,270	2,451,454	92.46%	
13	Cataldo, Lydia	F	25	11/15/07	AZ	Inside	3,668,028	2,846,910	77.61%	
14	Dunn, Alan	M	39	06/06/02	CA	Outside	1,652,836	1,432,701	86.68%	
15	Brunell, Candace	F	36	06/01/02	CA	Inside	3,000,264	2,078,386	69.27%	
16	Lambert, Paul	M	35	03/16/02	CA	Outside	1,768,442	1,525,237	86.25%	
17	Wochos, Lisa	F	30	10/21/07	NV	Inside	2,648,883	2,188,106	82.60%	
18	Chiu, Leslie	F	36	07/15/07	OR	Inside	3,218,514	2,514,181	78.12%	
19	Moeller, Pierre	M	24	03/12/01	WA	Outside	3,656,640	3,336,300	91.24%	
20	Battistini, Jorge	M	26	07/02/01	WA	Inside	3,371,092	1,960,932	58.17%	
21	Lopez, Maria	F	25	06/03/04	UT	Outside	1,837,213	1,563,140	85.08%	

# Creating a Lookup Table

---

- Select column headings L and M. Point to the boundary on the right side of the column M heading above row 1 and then drag to the right until the ScreenTip indicates, Width: 11.00 (82 pixels)
- Select cell L1 and then enter Grade Table as the table title
- If necessary, scroll the worksheet to the left and click cell A7 to select it. Scroll the worksheet to the right so that cell L1 is visible. Click the Format Painter button on the Ribbon and then click cell L1. Drag through cell M1 and then click the Merge & Center button on the Home tab on the Ribbon
- Select the range I8:J8. While holding down the CTRL key, point to the border of the range I8:J8 and drag to the range L2:M2 to copy the column headings, % of Quota and Grade
- Enter the table entries in Table 5–4 in the range L3:M7. Select the range L3:M7, click the Bold button on the Ribbon, and then click the Center button on the Ribbon. Select cell J9 to deselect the range L3:M7



# Creating a Lookup Table

The screenshot shows Microsoft Excel 2007 with two tables. The 'Sales Rep Table' is a data table with columns for Hire Date, State, Sales Area, Quota, YTD Sales, % of Quota, and Grade. The 'Grade Table' is a lookup table with columns for % of Quota and Grade.

Hire Date	State	Sales Area	Quota	YTD Sales	% of Quota	Grade
08/03/02	NV	Outside	2,280,900	1,548,311	67.88%	
11/21/06	NM	Outside	3,899,402	1,916,753	49.16%	
04/06/07	MT	Outside	3,426,535	3,292,270	96.08%	
12/23/02	AZ	Outside	2,651,270	2,451,454	92.46%	
11/15/07	AZ	Inside	3,668,028	2,846,910	77.61%	
06/06/02	CA	Outside	1,652,836	1,432,701	86.68%	
06/01/02	CA	Inside	3,000,264	2,078,386	69.27%	
03/16/02	CA	Outside	1,768,442	1,525,237	86.25%	
10/21/07	NV	Inside	2,648,883	2,188,106	82.60%	
07/15/07	OR	Inside	3,218,514	2,514,181	78.12%	
03/12/01	WA	Outside	3,656,640	3,336,300	91.24%	
07/02/01	WA	Inside	3,371,092	1,960,932	58.17%	
06/03/04	UT	Outside	1,837,213	1,563,140	85.08%	

% of Quota	Grade
0%	F
60%	D
70%	C
80%	B
92%	A

# Using the VLOOKUP Function to Determine Letter Grades

---

- With cell J9 selected, type `=vlookup(i9, $1$3:$m$7, 2)` as the cell entry
- Click the Enter button to create a calculated column for the Grade field
- Scroll the worksheet so that row 7 is the top row and then select cell A23 to show the completed sales rep table

# Using the VLOOKUP Function to Determine Letter Grades

The screenshot shows a Microsoft Excel spreadsheet titled "Silver Photography Accessories Sales Rep Table". The spreadsheet contains a table with 11 columns and 21 rows of data. The columns are: Name, Gender, Age, Hire Date, State, Sales Area, Quota, YTD Sales, % of Quota, and Grade. The data rows list sales representatives with their respective attributes and performance metrics. The status bar at the bottom indicates the file name "Sales Rep Table" and the system time "5:17 PM".

	A	B	C	D	E	F	G	H	I	J	K
7	<b>Silver Photography Accessories Sales Rep Table</b>										
8	<b>Name</b>	<b>Gender</b>	<b>Age</b>	<b>Hire Date</b>	<b>State</b>	<b>Sales Area</b>	<b>Quota</b>	<b>YTD Sales</b>	<b>% of Quota</b>	<b>Grade</b>	
9	Lyon, Jody	F	27	08/03/02	NV	Outside	2,280,900	1,548,311	67.88%	D	
10	Dillig, Henry	M	42	11/21/06	NM	Outside	3,899,402	1,916,753	49.16%	F	
11	Kahn, Ramesh	M	44	04/06/07	MT	Outside	3,426,535	3,292,270	96.08%	A	
12	Bulger, Gloria	F	25	12/23/02	AZ	Outside	2,651,270	2,451,454	92.46%	A	
13	Cataldo, Lydia	F	25	11/15/07	AZ	Inside	3,668,028	2,846,910	77.61%	C	
14	Dunn, Alan	M	39	06/06/02	CA	Outside	1,652,836	1,432,701	86.68%	B	
15	Brunell, Candace	F	36	06/01/02	CA	Inside	3,000,264	2,078,386	69.27%	D	
16	Lambert, Paul	M	35	03/16/02	CA	Outside	1,768,442	1,525,237	86.25%	B	
17	Wochos, Lisa	F	30	10/21/07	NV	Inside	2,648,883	2,188,106	82.60%	B	
18	Chiu, Leslie	F	36	07/15/07	OR	Inside	3,218,514	2,514,181	78.12%	C	
19	Moeller, Pierre	M	24	03/12/01	WA	Outside	3,656,640	3,336,300	91.24%	B	
20	Battistini, Jorge	M	26	07/02/01	WA	Inside	3,371,092	1,960,932	58.17%	F	
21	Lopez, Maria	F	25	06/03/04	UT	Outside	1,837,213	1,563,140	85.08%	B	
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											

# Adding a Conditional Formatting Rule with an Icon Set

---

- Select the range I9:I21 and then click the Conditional Formatting button on the Home tab on the Ribbon
- Click New Rule on the Conditional Formatting menu
- When the New Formatting Rule dialog box is displayed, click the Format Style box arrow and point to Icon Sets in the list
- Click Icon Sets in the list to display the Icon area in the Edit the Rule Description area
- Click the Icon Style box arrow to display the Icon Style list and then scroll and point to 5 Arrows (Colored) in the list

# Adding a Conditional Formatting Rule with an Icon Set

---

- Click 5 Arrows (Colored) in the list
- Click the top Type box arrow and then click Number in the list
- Change the Type to Number for the remaining Type boxes.
- Type 0.92 in the first Value box, 0.8 in the second Value box, and 0.7 in the third Value box
- Type 0.6 in the final Value box and then press the TAB key to complete the conditions
- Click the OK button to display icons in each row of the table in the % of Quota field
- Select cell A23

# Adding a Conditional Formatting Rule with an Icon Set

The screenshot displays the Microsoft Excel 2007 interface. The title bar reads "Silver Photography Accessories Sales Rep Table - Microsoft Excel". The ribbon shows the "Home" tab with various formatting options. The active cell is A23. The main data area contains a table with the following data:

	A	B	C	D	E	F	G	H	I	J	K
7	<b>Silver Photography Accessories Sales Rep Table</b>										
8	Name	Gender	Age	Hire Date	State	Sales Area	Quota	YTD Sales	% of Quota	Grade	
9	Lyon, Jody	F	27	08/03/02	NV	Outside	2,280,900	1,548,311	67.88%	D	
10	Dillig, Henry	M	42	11/21/06	NM	Outside	3,899,402	1,916,753	49.16%	F	
11	Kahn, Ramesh	M	44	04/06/07	MT	Outside	3,426,535	3,292,270	96.08%	A	
12	Bulger, Gloria	F	25	12/23/02	AZ	Outside	2,651,270	2,451,454	92.46%	A	
13	Cataldo, Lydia	F	25	11/15/07	AZ	Inside	3,668,028	2,846,910	77.61%	C	
14	Dunn, Alan	M	39	06/06/02	CA	Outside	1,652,836	1,432,701	86.68%	B	
15	Brunell, Candace	F	36	06/01/02	CA	Inside	3,000,264	2,078,386	69.27%	D	
16	Lambert, Paul	M	35	03/16/02	CA	Outside	1,768,442	1,525,237	86.25%	B	
17	Wochos, Lisa	F	30	10/21/07	NV	Inside	2,648,883	2,188,106	82.60%	B	
18	Chiu, Leslie	F	36	07/15/07	OR	Inside	3,218,514	2,514,181	78.12%	C	
19	Moeller, Pierre	M	24	03/12/01	WA	Outside	3,656,640	3,336,300	91.24%	B	
20	Battistini, Jorge	M	26	07/02/01	WA	Inside	3,371,092	1,960,932	58.17%	F	
21	Lopez, Maria	F	25	06/03/04	UT	Outside	1,837,213	1,563,140	85.08%	B	

The "% of Quota" column (column I) is formatted with an icon set. The icons represent the percentage values: a yellow flag for 67.88%, a red downward arrow for 49.16%, a green upward arrow for 96.08%, a green upward arrow for 92.46%, a yellow flag for 77.61%, a yellow flag for 86.68%, a yellow flag for 69.27%, a yellow flag for 86.25%, a yellow flag for 82.60%, a yellow flag for 78.12%, a yellow flag for 91.24%, a red downward arrow for 58.17%, and a yellow flag for 85.08%.

# Using the Total Row Check Box

---

- Select cell A9 to make the table active and then click the Design tab on the Ribbon
- Click the Total Row check box on the Ribbon to add the total row and display the record count in the far-right column of the table, column J
- Select cell H22
- When Excel displays an arrow on the right side of the cell, click the arrow to display a list of available statistical functions

# Using the Total Row Check Box

---

- Click Sum in the list
- Select cell G22, click the arrow on the right side of the cell, and then click Sum in the list
- Select cell C22, click the arrow on the right side of the cell, and then click Average in the list
- Select cell A9
- Click the Total Row check box on the Ribbon to hide the total row



# Using the Total Row Check Box

The screenshot shows the Microsoft Excel 2007 interface. The 'Table Tools' ribbon is active, with the 'Design' tab selected. In the 'Table Style Options' group, the 'Total Row' checkbox is checked. Below the ribbon, a table is displayed with the following data:

Silver Photography Accessories Sales Rep Table										
Name	Gender	Age	Hire Date	State	Sales Area	Quota	YTD Sales	% of Quota	Grade	
Lyon, Jody	F	27	08/03/02	NV	Outside	2,280,900	1,548,311	67.88%	D	
Dillig, Henry	M	42	11/21/06	NM	Outside	3,899,402	1,916,753	49.16%	F	
Kahn, Ramesh	M	44	04/06/07	MT	Outside	3,426,535	3,292,270	96.08%	A	
Bulger, Gloria	F	25	12/23/02	AZ	Outside	2,651,270	2,451,454	92.46%	A	
Cataldo, Lydia	F	25	11/15/07	AZ	Inside	3,668,028	2,846,910	77.61%	C	
Dunn, Alan	M	39	06/06/02	CA	Outside	1,652,836	1,432,701	86.68%	B	
Brunell, Candace	F	36	06/01/02	CA	Inside	3,000,264	2,078,386	69.27%	D	
Lambert, Paul	M	35	03/16/02	CA	Outside	1,768,442	1,525,237	86.25%	B	
Wochos, Lisa	F	30	10/21/07	NV	Inside	2,648,883	2,188,106	82.60%	B	
Chiu, Leslie	F	36	07/15/07	OR	Inside	3,218,514	2,514,181	78.12%	C	
Moeller, Pierre	M	24	03/12/01	WA	Outside	3,656,640	3,336,300	91.24%	B	
Battistini, Jorge	M	26	07/02/01	WA	Inside	3,371,092	1,960,932	58.17%	F	
Lopez, Maria	F	25	06/03/04	UT	Outside	1,837,213	1,563,140	85.08%	B	

# Printing the Table

---

- Select cell A9 to make the table active and then click the Page Layout tab on the Ribbon
- Click the Page Setup Dialog Box Launcher to display the Page Setup dialog box
- When Excel displays the Page Setup dialog box, click Landscape in the Orientation area and then click Fit to in the Scaling area
- Click the Print button to display the Print dialog box. When Excel displays the Print dialog box, click Table in the Print what area

# Printing the Table

---

- Click the OK button to print the table
- Click the Page Setup Dialog Box Launcher to display the Page Setup dialog box. Click Portrait in the Orientation area and then click Adjust to in the Scaling area
- Click the OK button to close the Page Setup dialog box

# Printing the Table

Silver Photography Accessories  
Sales Rep Table

Wojcik, Jody	F	27	08/03/02	NV	Outside	2,260,909	1,543,311	67.88%	D
Dilling, Henry	M	42	11/21/06	NM	Outside	3,899,402	1,916,753	49.16%	F
Kahn, Ramesh	M	44	04/06/07	MT	Outside	3,426,545	3,292,270	96.08%	A
Bulger, Gloria	F	25	12/23/02	AZ	Outside	2,651,270	2,451,454	92.46%	A
Castro, Lydia	F	25	11/15/07	AZ	Inside	3,568,028	2,946,919	77.51%	C
Dunn, Alan	M	39	06/06/02	CA	Outside	1,652,836	1,432,701	86.68%	B
Brinell, Candace	F	26	06/21/02	CA	Inside	3,000,203	2,076,366	69.17%	D
Lambert, Paul	M	35	03/16/02	CA	Outside	1,788,442	1,525,237	86.25%	B
Wochos, Lisa	F	30	10/21/07	NY	Inside	2,546,823	2,198,106	82.60%	E
Chiu, Leslie	F	36	07/15/07	OR	Inside	3,216,514	2,514,181	78.12%	C
McGiller, Pierre	M	24	03/12/01	WA	Outside	3,556,640	3,336,309	91.24%	B
Battistini, Jorge	M	26	07/02/01	WA	Inside	3,371,092	1,960,932	58.17%	F
Lopez, Maria	F	28	06/03/04	UT	Outside	1,297,213	1,043,440	80.00%	B

# Sorting a Table in Ascending Sequence by Name Using the Sort & Filter Button

---

- If necessary, click the Home tab on the Ribbon
- Select cell A9, click the Sort & Filter button on the Ribbon, and then point to the Sort A to Z command on the Sort & Filter menu
- Click the Sort A to Z command to sort the sales rep table in ascending sequence by name

# Sorting a Table in Ascending Sequence by Name Using the Sort & Filter Button

The screenshot shows the Microsoft Excel interface with the 'Table Tools' ribbon selected. The 'Sort & Filter' button is highlighted in the ribbon. The table below is sorted by name in ascending order.

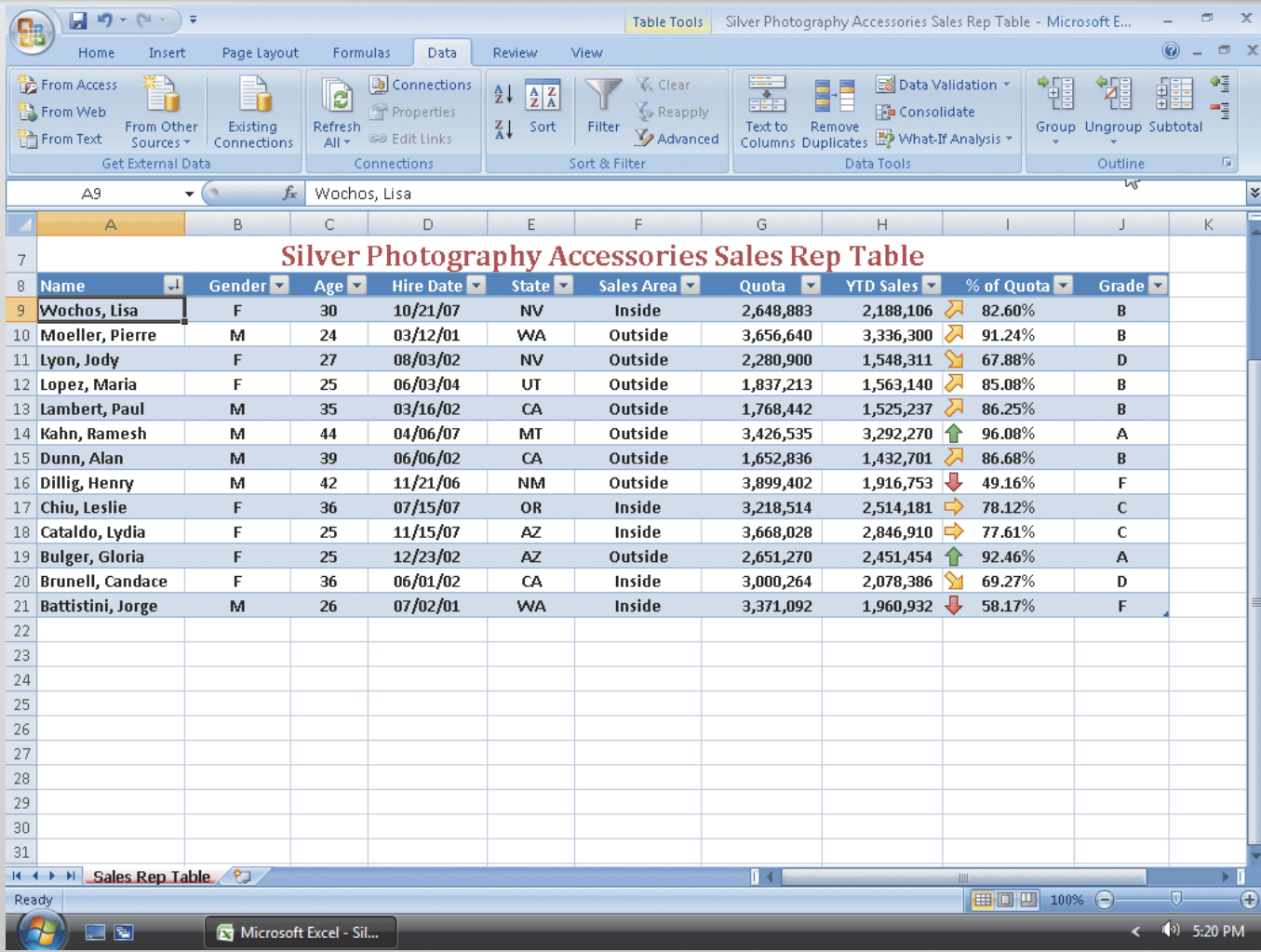
Name	Gender	Age	Hire Date	State	Sales Area	Quota	YTD Sales	% of Quota	Grade
Battistini, Jorge	M	26	07/02/01	WA	Inside	3,371,092	1,960,932	58.17%	F
Brunell, Candace	F	36	06/01/02	CA	Inside	3,000,264	2,078,386	69.27%	D
Bulger, Gloria	F	25	12/23/02	AZ	Outside	2,651,270	2,451,454	92.46%	A
Cataldo, Lydia	F	25	11/15/07	AZ	Inside	3,668,028	2,846,910	77.61%	C
Chiu, Leslie	F	36	07/15/07	OR	Inside	3,218,514	2,514,181	78.12%	C
Dillig, Henry	M	42	11/21/06	NM	Outside	3,899,402	1,916,753	49.16%	F
Dunn, Alan	M	39	06/06/02	CA	Outside	1,652,836	1,432,701	86.68%	B
Kahn, Ramesh	M	44	04/06/07	MT	Outside	3,426,535	3,292,270	96.08%	A
Lambert, Paul	M	35	03/16/02	CA	Outside	1,768,442	1,525,237	86.25%	B
Lopez, Maria	F	25	06/03/04	UT	Outside	1,837,213	1,563,140	85.08%	B
Lyon, Jody	F	27	08/03/02	NV	Outside	2,280,900	1,548,311	67.88%	D
Moeller, Pierre	M	24	03/12/01	WA	Outside	3,656,640	3,336,300	91.24%	B
Wochos, Lisa	F	30	10/21/07	NV	Inside	2,648,883	2,188,106	82.60%	B

## Sorting a Table in Descending Sequence by Name Using the Sort Z to A button on the Data Tab

---

- If necessary, select cell A9
- Click the Data tab on the Ribbon
- Click the Sort Z to A button on the Ribbon to sort the sales rep table in descending sequence by name

# Sorting a Table in Descending Sequence by Name Using the Sort Z to A button on the Data Tab





# Sorting a Table Using the Sort Command on a Column Heading AutoFilter Menu

---

- If necessary, click the Home tab on the Ribbon
- Click the Hire Date arrow to display the Hire Date AutoFilter menu
- Click Sort Oldest to Newest in the Hire Date AutoFilter menu to sort the table in ascending sequence by hire date

# Sorting a Table Using the Sort Command on a Column Heading AutoFilter Menu

The screenshot displays the Microsoft Excel 2007 interface with a table titled "Silver Photography Accessories Sales Rep Table". The table has columns for Name, Gender, Age, Hire Date, State, Sales Area, Quota, YTD Sales, % of Quota, and Grade. The "Hire Date" column is selected, and its AutoFilter menu is open, showing options like "Sort Oldest to Newest", "Sort Newest to Oldest", "Sort by Color", "Clear Filter From 'Hire Date'", "Filter by Color", and "Date Filters". The "Date Filters" option is expanded, showing a list of years from 2001 to 2007 with checkboxes.

Name	Gender	Age	Hire Date	State	Sales Area	Quota	YTD Sales	% of Quota	Grade
Wochos, Lisa				NV	Inside	2,648,883	2,188,106	82.60%	B
Moeller, Pierre				WA	Outside	3,656,640	3,336,300	91.24%	B
Lyon, Jody				NV	Outside	2,280,900	1,548,311	67.88%	D
Lopez, Maria				UT	Outside	1,837,213	1,563,140	85.08%	B
Lambert, Paul				CA	Outside	1,768,442	1,525,237	86.25%	B
Kahn, Ramesh				MT	Outside	3,426,535	3,292,270	96.08%	A
Dunn, Alan				CA	Outside	1,652,836	1,432,701	86.68%	B
Dillig, Henry				NM	Outside	3,899,402	1,916,753	49.16%	F
Chiu, Leslie				OR	Inside	3,218,514	2,514,181	78.12%	C
Cataldo, Lydia				AZ	Inside	3,668,028	2,846,910	77.61%	C
Bulger, Gloria				AZ	Outside	2,651,270	2,451,454	92.46%	A
Brunell, Candace				CA	Inside	3,000,264	2,078,386	69.27%	D
Battistini, Jorge				WA	Inside	3,371,092	1,960,932	58.17%	F

# Sorting a Table on Multiple Fields

## Using the Custom Sort Command

- With a cell in the table active, click the Sort & Filter button on the Home tab on the Ribbon to display the Sort & Filter menu
- Click the Custom Sort command on the Sort & Filter menu to display the Sort dialog box
- When Excel displays the Sort dialog box, click the Sort by box arrow to display the field names in the table
- Click Sales Area. If necessary, select Values in the Sort On box. If necessary, select A to Z in the Order box
- Click the Add Level button

# Sorting a Table on Multiple Fields

## Using the Custom Sort Command

- Click the Then by box arrow and then click Gender in the Then by list. If necessary, select Values in the Sort On box, and if necessary, select A to Z in the Order box.
- Click the Add Level button
- Click the second Then by box arrow and then click Quota in the Then by list. If necessary, select Values in the Sort On box. Select Largest to Smallest in the Order box
- Click the OK button to sort the table by quota within gender within sales area
- After viewing the sorted table, click the Hire Date arrow and then click Sort Oldest to Newest in the Hire Date AutoFilter menu to sort the table into its original sequence

# Sorting a Table on Multiple Fields Using the Custom Sort Command

The screenshot displays the Microsoft Excel 2007 interface with a table titled "Silver Photography Accessories Sales Rep Table". The table has the following columns: Name, Gender, Age, Hire Date, State, Sales Area, Quota, YTD Sales, % of Quota, and Grade. The data is sorted by % of Quota in descending order. The status bar at the bottom shows "Ready" and "Microsoft Excel - Sil...".

Name	Gender	Age	Hire Date	State	Sales Area	Quota	YTD Sales	% of Quota	Grade
Cataldo, Lydia	F	25	11/15/07	AZ	Inside	3,668,028	2,846,910	77.61%	C
Chiu, Leslie	F	36	07/15/07	OR	Inside	3,218,514	2,514,181	78.12%	C
Brunell, Candace	F	36	06/01/02	CA	Inside	3,000,264	2,078,386	69.27%	D
Wochos, Lisa	F	30	10/21/07	NV	Inside	2,648,883	2,188,106	82.60%	B
Battistini, Jorge	M	26	07/02/01	WA	Inside	3,371,092	1,960,932	58.17%	F
Bulger, Gloria	F	25	12/23/02	AZ	Outside	2,651,270	2,451,454	92.46%	A
Lyon, Jody	F	27	08/03/02	NV	Outside	2,280,900	1,548,311	67.88%	D
Lopez, Maria	F	25	06/03/04	UT	Outside	1,837,213	1,563,140	85.08%	B
Dillig, Henry	M	42	11/21/06	NM	Outside	3,899,402	1,916,753	49.16%	F
Moeller, Pierre	M	24	03/12/01	WA	Outside	3,656,640	3,336,300	91.24%	B
Kahn, Ramesh	M	44	04/06/07	MT	Outside	3,426,535	3,292,270	96.08%	A
Lambert, Paul	M	35	03/16/02	CA	Outside	1,768,442	1,525,237	86.25%	B
Dunn, Alan	M	39	06/06/02	CA	Outside	1,652,836	1,432,701	86.68%	B

# Displaying Automatic Subtotals in a Table

---

- Click the State arrow in cell E8 and then click Sort A to Z in the State AutoFilter menu to sort the table in ascending order by State
- With cell A9 active, right-click anywhere in the table and then point to the Table command on the shortcut menu to display the Table submenu
- Click the Convert to Range command on the Table submenu
- When Excel displays the Microsoft Office Excel dialog box, click the Yes button to convert the table to a range

# Displaying Automatic Subtotals in a Table

---

- Click the Data tab on the Ribbon and then click the Subtotal button on the Ribbon to display the Subtotal dialog box
- When Excel displays the Subtotal dialog box, click the 'At each change in' box arrow and then click State
- If necessary, select Sum in the Use function list
- In the 'Add subtotal to' list, click Grade to clear it and then click Quota and YTD Sales to select them
- Click the OK button to add subtotals to the range



# Displaying Automatic Subtotals in a Table

Silver Photography Accessories Sales Rep Table - Microsoft Excel

Name	Gender	Age	Hire Date	State	Sales Area	Quota	YTD Sales	% of Quota	Grade
Bulger, Gloria	F	25	12/23/02	AZ	Outside	2,651,270	2,451,454	92.46%	A
Cataldo, Lydia	F	25	11/15/07	AZ	Inside	3,668,028	2,846,910	77.61%	C
AZ Total						6,319,298	5,298,364		
Lambert, Paul	M	35	03/16/02	CA	Outside	1,768,442	1,525,237	86.25%	B
Brunell, Candace	F	36	06/01/02	CA	Inside	3,000,264	2,078,386	69.27%	D
Dunn, Alan	M	39	06/06/02	CA	Outside	1,652,836	1,432,701	86.68%	B
CA Total						6,421,542	5,036,324		
Kahn, Ramesh	M	44	04/06/07	MT	Outside	3,426,535	3,292,270	96.08%	A
MT Total						3,426,535	3,292,270		
Dillig, Henry	M	42	11/21/06	NM	Outside	3,899,402	1,916,753	49.16%	F
NM Total						3,899,402	1,916,753		
Lyon, Jody	F	27	08/03/02	NV	Outside	2,280,900	1,548,311	67.88%	D
Wochos, Lisa	F	30	10/21/07	NV	Inside	2,648,883	2,188,106	82.60%	B
NV Total						4,929,783	3,736,417		
Chiu, Leslie	F	36	07/15/07	OR	Inside	3,218,514	2,514,181	78.12%	C
OR Total						3,218,514	2,514,181		
Lopez, Maria	F	25	06/03/04	UT	Outside	1,837,213	1,563,140	85.08%	B
UT Total						1,837,213	1,563,140		
Moeller, Pierre	M	24	03/12/01	WA	Outside	3,656,640	3,336,300	91.24%	B
Battistini, Jorge	M	26	07/02/01	WA	Inside	3,371,092	1,960,932	58.17%	F
WA Total						7,027,732	5,297,232		
Grand Total						37,080,019	28,654,681		



# Zooming Out on a Subtotaled Table and Using Outline Feature

---

- Click the Zoom Out button on the status bar once to reduce the zoom percent to 90%
- Click the row level symbol 2 on the left side of the window to hide all detail rows and display only the subtotal and grand total rows
- Click each of the lower three show detail symbols (+) on the left side of the window to display detail records for OR, UT, and WA and change the show detail symbols to hide detail symbols
- Click the row level symbol 3 on the left side of the window to show all detail rows
- Click the Zoom In button on the status bar once to change the zoom percent back to 100%

# Zooming Out on a Subtotaled Table and Using Outline Feature

The screenshot displays the Microsoft Excel interface with the 'Data' tab selected. The 'Outline' group in the ribbon is active, showing options like 'Group', 'Ungroup', and 'Subtotal'. The main worksheet contains a table titled 'Silver Photography Accessories Sales Rep Table' with columns for Name, Gender, Age, Hire Date, State, Sales Area, Quota, YTD Sales, % of Quota, and Grade. The table is grouped by State, and the 'Outline' feature is expanded to show a zoomed-out view of the data, with the 'Grand Total' row highlighted. The status bar at the bottom indicates 'Ready' and 'Microsoft Excel - Sil...'. The taskbar shows the time as 5:27 PM.

Name	Gender	Age	Hire Date	State	Sales Area	Quota	YTD Sales	% of Quota	Grade
AZ Total						6,319,298	5,298,364		
CA Total						6,421,542	5,036,324		
MT Total						3,426,535	3,292,270		
NM Total						3,899,402	1,916,753		
NV Total						4,929,783	3,736,417		
Chiu, Leslie	F	36	07/15/07	OR	Inside	3,218,514	2,514,181	78.12%	C
OR Total						3,218,514	2,514,181		
Lopez, Maria	F	25	06/03/04	UT	Outside	1,837,213	1,563,140	85.08%	B
UT Total						1,837,213	1,563,140		
Moeller, Pierre	M	24	03/12/01	WA	Outside	3,656,640	3,336,300	91.24%	B
Battistini, Jorge	M	26	07/02/01	WA	Inside	3,371,092	1,960,932	58.17%	F
WA Total						7,027,732	5,297,232		
Grand Total						37,080,019	28,654,681		

# Removing Automatic Subtotals from a Table

---

- Click Subtotal on the Ribbon to display the Subtotal dialog box
- Click the Remove All button.
- Select the range A8:J21 and then click the Home tab on the Ribbon.
- Click the Format as Table button on the Ribbon and then click the Custom quick style in the Format as Table gallery
- When Excel displays the Format As Table dialog box, click the OK button

# Removing Automatic Subtotals from a Table

The screenshot shows the Microsoft Excel 2007 interface with the 'Subtotal' dialog box open. The dialog box is titled 'Subtotal' and has the following settings:

- At each change in: State
- Use function: Sum
- Add subtotal to:
  - State
  - Sales Area
  - Quota
  - YTD Sales
  - % of Quota
  - Grade
- Replace current subtotals
- Page break between groups
- Summary below data
- Buttons: Remove All (highlighted), OK, Cancel

The background table is titled 'Silver Photography Accessories Sales Rep Table' and contains the following data:

Name	Gender	Sales Area	Quota	YTD Sales	% of Quota	Grade
<b>Subtotal</b>						
Bulger, Gloria	F	Outside	2,651,270	2,451,454	92.46%	A
Cataldo, Lydia	F	Inside	3,668,028	2,846,910	77.61%	C
			6,319,298	5,298,364		
Lambert, Paul	M	Outside	1,768,442	1,525,237	86.25%	B
Brunell, Candace	F	Inside	3,000,264	2,078,386	69.27%	D
Dunn, Alan	M	Outside	1,652,836	1,432,701	86.68%	B
			6,421,542	5,036,324		
Kahn, Ramesh	M	Outside	3,426,535	3,292,270	96.08%	A
			3,426,535	3,292,270		
Dillig, Henry	M	Outside	3,899,402	1,916,753	49.16%	F
			3,899,402	1,916,753		
Lyon, Jody	F	Outside	2,280,900	1,548,311	67.88%	D
Wochos, Lisa	F	Inside	2,648,883	2,188,106	82.60%	B
			4,929,783	3,736,417		
Chiu, Leslie	F	Inside	3,218,514	2,514,181	78.12%	C
			3,218,514	2,514,181		
<b>OR Total</b>						
Lopez, Maria	F	UT	1,837,213	1,563,140	85.08%	B
<b>UT Total</b>			1,837,213	1,563,140		
Moeller, Pierre	M	WA	3,656,640	3,336,300	91.24%	B
Battistini, Jorge	M	WA	3,371,092	1,960,932	58.17%	F
<b>WA Total</b>			7,027,732	5,297,232		
<b>Grand Total</b>			37,080,019	28,654,681		

# Sorting a Table Using a Column Heading List

---

- Select cell A9 (or any cell in the table) to make the table active
- Click the Hire Date arrow and then click Sort Oldest to Newest in the Hire Date AutoFilter menu to sort the table in ascending sequence by hire date

# Querying a Table Using AutoFilter

---

- Click the Gender arrow in cell B8 to display the Gender AutoFilter menu
- Click M in the Gender list to remove the check mark and cause Excel to hide all records representing males, so that only records representing females appear.
- Click the OK button
- Click the Sales Area arrow in row 8 to display the Sales Area AutoFilter menu
- Click Outside in the Sales Area list to remove the check mark and hide all records that represent females who are not inside sales reps
- Click the OK button

# Querying a Table Using AutoFilter

The screenshot shows the Microsoft Excel interface with a table titled "Silver Photography Accessories Sales Rep Table". The table is filtered to show only records where the "% of Quota" is greater than 70%. The visible data is as follows:

Name	Gender	Age	Hire Date	State	Sales Area	Quota	YTD Sales	% of Quota	Grade
Brunell, Candace	F	36	06/01/02	CA	Inside	3,000,264	2,078,386	69.27%	D
Chiu, Leslie	F	36	07/15/07	OR	Inside	3,218,514	2,514,181	78.12%	C
Wochos, Lisa	F	30	10/21/07	NV	Inside	2,648,883	2,188,106	82.60%	B
Cataldo, Lydia	F	25	11/15/07	AZ	Inside	3,668,028	2,846,910	77.61%	C

The status bar at the bottom indicates "Ready 4 of 13 records found".

# Showing All Records in a Table

---

- With the table active, click the Data tab on the Ribbon and then point to the Filter button on the Ribbon
- Click the Filter button on the Ribbon to display all of the records in the table



# Showing All Records in a Table

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The 'Filter' button in the 'Sort & Filter' group is highlighted. The table below shows 4 records out of 13, indicating that 9 records are currently hidden.

	A	B	C	D	E	F	G	H	I	J	K
7	<b>Silver Photography Accessories Sales Rep Table</b>										
8	<b>Name</b>	<b>Gender</b>	<b>Age</b>	<b>Hire Date</b>	<b>State</b>	<b>Sales Area</b>	<b>Quota</b>	<b>YTD Sales</b>	<b>% of Quota</b>	<b>Grade</b>	
12	Brunell, Candace	F	36	06/01/02	CA	Inside	3,000,264	2,078,386	69.27%	D	
19	Chiu, Leslie	F	36	07/15/07	OR	Inside	3,218,514	2,514,181	78.12%	C	
20	Wochos, Lisa	F	30	10/21/07	NV	Inside	2,648,883	2,188,106	82.60%	B	
21	Cataldo, Lydia	F	25	11/15/07	AZ	Inside	3,668,028	2,846,910	77.61%	C	
22											
23											
24											
25											
26											
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28											
29											
30											
31											
32											
33											
34											
35											
36											
37											
38											
39											
40											

Ready 4 of 13 records found

# Entering Custom Criteria Using AutoFilter

---

- Click the Filter button on the Data tab on the Ribbon to display the AutoFilter arrows in the table
- With the table active, click the Age arrow in cell C8 to display the Age AutoFilter menu
- When Excel displays the AutoFilter menu, point to the Number Filters command and then point to Custom Filter on the shortcut menu
- Click Custom Filter

# Entering Custom Criteria Using AutoFilter

---

- When Excel displays the Custom AutoFilter dialog box, click the top-left box arrow, click 'is greater than or equal to' in the list, and then type 30 in the top-right box
- Click the bottom-left box arrow, click 'is less than or equal to' in the list, and then type 40 in the bottom-right box
- Click the OK button in the Custom AutoFilter dialog box to display records in the table that represent sales reps whose ages are between 30 and 40 inclusive
- After viewing the records that meet the custom criteria, click the Filter button on the Ribbon

# Entering Custom Criteria Using AutoFilter

The screenshot displays the Microsoft Excel 2007 interface with the 'Table Tools' ribbon active. The 'Filter' button is highlighted in the 'Sort & Filter' group. Below the ribbon, a table titled 'Silver Photography Accessories Sales Rep Table' is shown. The table has 11 columns: Name, Gender, Age, Hire Date, State, Sales Area, Quota, YTD Sales, % of Quota, and Grade. The first five rows of data are visible, showing sales representatives and their performance metrics. The status bar at the bottom indicates 'Ready 5 of 13 records found'.

	Name	Gender	Age	Hire Date	State	Sales Area	Quota	YTD Sales	% of Quota	Grade
11	Lambert, Paul	M	35	03/16/02	CA	Outside	1,768,442	1,525,237	86.25%	B
12	Brunell, Candace	F	36	06/01/02	CA	Inside	3,000,264	2,078,386	69.27%	D
13	Dunn, Alan	M	39	06/06/02	CA	Outside	1,652,836	1,432,701	86.68%	B
19	Chiu, Leslie	F	36	07/15/07	OR	Inside	3,218,514	2,514,181	78.12%	C
20	Wochos, Lisa	F	30	10/21/07	NV	Inside	2,648,883	2,188,106	82.60%	B

# Creating a Criteria Range on the Worksheet

---

- Click the Home tab on the Ribbon
- Select the range A7:J8 and then click the Copy button on the Ribbon
- Click cell A1 and then press the ENTER key to copy the contents on the Office Clipboard to the destination area A1:J2
- Change the title to Criteria Area in cell A1, enter F in cell B3, enter >25 in cell C3, and then enter >C in cell J3
- Select the range A2:J3, click the Name box in the formula bar, type Criteria as the range name, press the ENTER key, and then click cell J4

# Creating a Criteria Range on the Worksheet

The screenshot shows the Microsoft Excel interface with the following elements:

- Title Bar:** Silver Photography Accessories Sales Rep Table - Microsoft Excel
- Ribbon:** Home, Insert, Page Layout, Formulas, Data, Review, View
- Worksheet:**
  - Row 1: **Criteria Area** (centered)
  - Row 2: **Name**, **Gender**, **Age**, **Hire Date**, **State**, **Sales Area**, **Quota**, **YTD Sales**, **% of Quota**, **Grade**
  - Row 3: Criteria values: F, >25, (blank), (blank), (blank), (blank), (blank), (blank), (blank), >C
  - Row 7: **Silver Photography Accessories Sales Rep Table** (centered)
  - Row 8: **Name**, **Gender**, **Age**, **Hire Date**, **State**, **Sales Area**, **Quota**, **YTD Sales**, **% of Quota**, **Grade**
  - Rows 9-21: Data for sales representatives.
- Status Bar:** Ready, Microsoft Excel - Sil..., 100%, 5:37 PM

Criteria Area									
Name	Gender	Age	Hire Date	State	Sales Area	Quota	YTD Sales	% of Quota	Grade
	F	>25							>C
Silver Photography Accessories Sales Rep Table									
Name	Gender	Age	Hire Date	State	Sales Area	Quota	YTD Sales	% of Quota	Grade
Moeller, Pierre	M	24	03/12/01	WA	Outside	3,656,640	3,336,300	91.24%	B
Battistini, Jorge	M	26	07/02/01	WA	Inside	3,371,092	1,960,932	58.17%	F
Lambert, Paul	M	35	03/16/02	CA	Outside	1,768,442	1,525,237	86.25%	B
Brunell, Candace	F	36	06/01/02	CA	Inside	3,000,264	2,078,386	69.27%	D
Dunn, Alan	M	39	06/06/02	CA	Outside	1,652,836	1,432,701	86.68%	B
Lyon, Jody	F	27	08/03/02	NV	Outside	2,280,900	1,548,311	67.88%	D
Bulger, Gloria	F	25	12/23/02	AZ	Outside	2,651,270	2,451,454	92.46%	A
Lopez, Maria	F	25	06/03/04	UT	Outside	1,837,213	1,563,140	85.08%	B
Dillig, Henry	M	42	11/21/06	NM	Outside	3,899,402	1,916,753	49.16%	F
Kahn, Ramesh	M	44	04/06/07	MT	Outside	3,426,535	3,292,270	96.08%	A
Chiu, Leslie	F	36	07/15/07	OR	Inside	3,218,514	2,514,181	78.12%	C
Wochos, Lisa	F	30	10/21/07	NV	Inside	2,648,883	2,188,106	82.60%	B
Cataldo, Lydia	F	25	11/15/07	AZ	Inside	3,668,028	2,846,910	77.61%	C

# Querying a Table Using the Advanced Filter Dialog Box

---

- Select cell A9 to activate the table.
- Click the Data tab on the Ribbon and then click the Advanced button on the Ribbon to display the Advanced Filter dialog box
- Click the OK button in the Advanced Filter dialog box to hide all records that do not meet the comparison criteria

# Querying a Table Using the Advanced Filter Dialog Box

The screenshot shows Microsoft Excel 2007 with the 'Table Tools' ribbon active. The 'Advanced' group in the 'Sort & Filter' section is highlighted. The 'Advanced Filter' dialog box is open, showing the 'Criteria Area' and the 'Table Array'.

**Criteria Area**

Name	Gender	Age	Hire Date	State	Sales Area	Quota	YTD Sales	% of Quota	Grade
	F	>25							>C

**Silver Photography Accessories Sales Rep Table**

Name	Gender	Age	Hire Date	State	Sales Area	Quota	YTD Sales	% of Quota	Grade
Brunell, Candace	F	36	06/01/02	CA	Inside	3,000,264	2,078,386	69.27%	D
Lyon, Jody	F	27	08/03/02	NV	Outside	2,280,900	1,548,311	67.88%	D

Ready 2 of 13 records found



# Showing All Records in a Table

---

- Click the Filter button on the Data tab on the Ribbon

# Creating an Extract Range and Extract Records

---

- Click the Home tab on the Ribbon
- Select range A7:J8, click the Copy button on the Ribbon, select cell A25, and then press the ENTER key to copy the contents on the Office Clipboard to the destination area A25:J26
- Select cell A25 and then type Extract Area as the title
- Select the range A26:J26, type the name Extract in the Name box in the formula bar, and then press the ENTER key

# Creating an Extract Range and Extract Records

---

- Select cell A9 to activate the table and then click the Data tab on the Ribbon
- Click the Advanced button on the Ribbon to display the Advanced Filter dialog box.
- When Excel displays the Advanced Filter dialog box, click 'Copy to another location' in the Action area
- Click the OK button to copy any records that meet the comparison criteria in the criteria range from the table to the extract range

# Creating an Extract Range and Extract Records

The screenshot displays the Microsoft Excel 2007 interface. The active window is titled "Silver Photography Accessories Sales Rep Table - Microsoft E...". The ribbon shows the "Table Tools" context menu with the "Data" tab selected. The main data table is titled "Silver Photography Accessories Sales Rep Table" and contains 11 columns: Name, Gender, Age, Hire Date, State, Sales Area, Quota, YTD Sales, % of Quota, and Grade. The cell A9, containing "Moeller, Pierre", is selected. Below the main table, an "Extract Area" is shown, containing a subset of data from the main table (rows 17-18 of the original data).

Silver Photography Accessories Sales Rep Table										
Name	Gender	Age	Hire Date	State	Sales Area	Quota	YTD Sales	% of Quota	Grade	
Moeller, Pierre	M	24	03/12/01	WA	Outside	3,656,640	3,336,300	91.24%	B	
Battistini, Jorge	M	26	07/02/01	WA	Inside	3,371,092	1,960,932	58.17%	F	
Lambert, Paul	M	35	03/16/02	CA	Outside	1,768,442	1,525,237	86.25%	B	
Brunell, Candace	F	36	06/01/02	CA	Inside	3,000,264	2,078,386	69.27%	D	
Dunn, Alan	M	39	06/06/02	CA	Outside	1,652,836	1,432,701	86.68%	B	
Lyon, Jody	F	27	08/03/02	NV	Outside	2,280,900	1,548,311	67.88%	D	
Bulger, Gloria	F	25	12/23/02	AZ	Outside	2,651,270	2,451,454	92.46%	A	
Lopez, Maria	F	25	06/03/04	UT	Outside	1,837,213	1,563,140	85.08%	B	
Dillig, Henry	M	42	11/21/06	NM	Outside	3,899,402	1,916,753	49.16%	F	
Kahn, Ramesh	M	44	04/06/07	MT	Outside	3,426,535	3,292,270	96.08%	A	
Chiu, Leslie	F	36	07/15/07	OR	Inside	3,218,514	2,514,181	78.12%	C	
Wochos, Lisa	F	30	10/21/07	NV	Inside	2,648,883	2,188,106	82.60%	B	
Cataldo, Lydia	F	25	11/15/07	AZ	Inside	3,668,028	2,846,910	77.61%	C	

Extract Area										
Name	Gender	Age	Hire Date	State	Sales Area	Quota	YTD Sales	% of Quota	Grade	
Brunell, Candace	F	36	06/01/02	CA	Inside	3,000,264	2,078,386	69.27%	D	
Lyon, Jody	F	27	08/03/02	NV	Outside	2,280,900	1,548,311	67.88%	D	

# Enabling AutoFilter

---

- Click the Filter button on the Data tab on the Ribbon to display the column heading arrows in the table
- Click the Home tab on the Ribbon

# Using the DAVERAGE and DCOUNT Database Functions

- Select cell O1 and then enter `Criteria` as the criteria area title. Select cell L1, click the Format Painter button on the Ribbon, and then click cell O1. Center the title, `Criteria`, across the range O1:Q1
- Select cell O2 and then enter `Gender` as the field name. Select cell P2 and enter `Gender` as the field name. Select cell Q2 and then enter `Grade` as the field name. Select cell L2. Click the Format Painter button on the Ribbon. Drag through the range O2:Q2.
- Enter F in cell O3 as the Gender code for female sales reps. Enter M in cell P3 as the Gender code for male sales reps. Enter A in cell Q3 as the Grade value. Select M3, click the Format Painter button on the Ribbon, and then drag through the range O3:Q3
- Enter `Average Female Age = = = = = >` in cell O4. Enter `Average Male Age = = = = = =>` in cell O5. Enter `Grade A Count = = = = = = = = = >` in cell O6.
- Select cell R4 and then enter `=daverage (a8:j21, "Age", o2:o3)` as the database function

# Using the DAVERAGE and DCOUNT Database Functions

---

- Select cell R5 and then enter `=daverage (a8:j21, "Age", p2:p3)` as the database function
- Select cell R6 and then enter `=dcount (a8:j21, "Age", q2:q3)` as the database function
- Select the range O4:R6 and then click the Bold button on the Ribbon
- Select the range R4:R5 and then click the Comma Style button on the Ribbon

# Using the DАVERAGE and DCOUNT Database Functions

Silver Photography Accessories Sales Rep Table - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Conditional Formatting Styles Cells Editing

R6 =DCOUNT(A8:J21,"Age",Q2:Q3)

Grade Table					Criteria			
Quota	YTD Sales	% of Quota	Grade	% of Quota	Grade	Gender	Gender	Grade
			>C	0%	F	F	M	A
				60%	D	Average Female Age =====> 29.14		
				70%	C	Average Male Age =====> 35.00		
				80%	B	Grade A Count =====> 2		
				92%	A			

Sales Rep Table

Quota	YTD Sales	% of Quota	Grade
3,656,640	3,336,300	91.24%	B
3,371,092	1,960,932	58.17%	F
1,768,442	1,525,237	86.25%	B
3,000,264	2,078,386	69.27%	D
1,652,836	1,432,701	86.68%	B
2,280,900	1,548,311	67.88%	D
2,651,270	2,451,454	92.46%	A
1,837,213	1,563,140	85.08%	B
3,899,402	1,916,753	49.16%	F
3,426,535	3,292,270	96.08%	A
3,218,514	2,514,181	78.12%	C
2,648,883	2,188,106	82.60%	B
3,668,028	2,846,910	77.61%	C

Sales Rep Table

Ready Microsoft Excel - Sil... 100% 5:43 PM



# Using the SUMIF and COUNTIF Functions

---

- Enter Grade A YTD Sales Sum = = = => in cell O8
- Enter Male Sales Rep Count = = = = => in cell O9
- Select cell R8 and then enter  
`=SUMIF(j9:j21,"A",h9:h21)` as the function.
- Select cell R9 and then enter `=COUNTIF(b9:b21,"M")` as the function
- Select the range O8:R9 and then click the Bold button on the Ribbon
- Select cell R8, click the Comma Style button on the Ribbon, and then click the Decrease Decimal button on the Ribbon twice
- Double-click the right border of column heading R to change the width of column R to best fit

# Using the SUMIF and COUNTIF Functions

Silver Photography Accessories Sales Rep Table - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Conditional Formatting Styles Cells Editing

R8 =SUMIF(J9:J21, "a", H9:H21)

Grade Table						Criteria		
Quota	YTD Sales	% of Quota	Grade	% of Quota	Grade	Gender	Gender	Grade
			>C	0%	F	F	M	A
				60%	D	Average Female Age =====> 29.14		
				70%	C	Average Male Age =====> 35.00		
				80%	B	Grade A Count =====> 2		
				92%	A	Grade A YTD Sales Sum =====> 5,743,724		
						Male Sales Rep Count =====> 6		

Sales Rep Table				
Quota	YTD Sales	% of Quota	Grade	
3,656,640	3,336,300	91.24%	B	
3,371,092	1,960,932	58.17%	F	
1,768,442	1,525,237	86.25%	B	
3,000,264	2,078,386	69.27%	D	
1,652,836	1,432,701	86.68%	B	
2,280,900	1,548,311	67.88%	D	
2,651,270	2,451,454	92.46%	A	
1,837,213	1,563,140	85.08%	B	
3,899,402	1,916,753	49.16%	F	
3,426,535	3,292,270	96.08%	A	
3,218,514	2,514,181	78.12%	C	
2,648,883	2,188,106	82.60%	B	
3,668,028	2,846,910	77.61%	C	

Sales Rep Table

Ready Microsoft Excel - Sil... 100% 5:43 PM

# Printing the Worksheet and Saving the Workbook

---

- Select any cell outside the table
- Click the Page Layout tab on the Ribbon and then click the Page Setup Dialog Box Launcher to display the Page Setup dialog box
- Click Landscape in the Orientation area. Click Fit to in the Scaling area
- Click the Print button. When the Print dialog box appears, click the OK button to print the worksheet
- Click the Save button on the Quick Access Toolbar to save the workbook using the file name, Silver Photography Accessories Sales Rep Table
- Click the Page Setup Dialog Box Launcher to display the Page Setup dialog box. Click Portrait in the Orientation area and then click Adjust to in the Scaling area.
- Click the OK button to close the Page Setup dialog box

# Printing the Worksheet and Saving the Workbook

Silver Photography Accessories  
Sales Rep Table

**Criteria Area**

Name	Gender	Age	Hire Date	State	Sales Area	Quota	YTD Sales	% of Quota	Grade
	F	>25							>C

**Grade Table**

% of Quota	Grade
0%	F
60%	D
70%	C
80%	B
92%	A

**Criteria**

Gender	Gender	Grade	
F	M	A	
Average Female Age =====>			29.14
Average Male Age =====>			35.00
Grade A Count =====>			2
Grade A YTD Sales Sum =====>			5,743,724
Male Sales Rep Count =====>			6

Silver Photography Accessories Sales Rep Table

Name	Gender	Age	Hire Date	State	Sales Area	Quota	YTD Sales	% of Quota	Grade
Moeller, Pierre	M	24	03/12/01	WA	Outside	3,656,640	3,336,900	91.24%	B
Battistini, Jorge	M	26	07/02/01	WA	Inside	3,371,092	1,960,932	58.17%	F
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Brunell, Candace	F	36	06/01/02	CA	Inside	3,000,264	2,078,386	69.27%	D
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Lyon, Jody	F	27	08/03/02	NV	Outside	2,280,900	1,548,311	67.88%	D
Bulger, Gloria	F	25	12/23/02	AZ	Outside	2,651,270	2,451,454	92.46%	A
Lopez, Maria	F	25	06/03/04	UT	Outside	1,837,213	1,563,140	85.08%	B
Dillig, Henry	M	42	11/21/06	NM	Outside	3,899,402	1,916,753	49.16%	F
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Wochos, Lisa	F	30	10/21/07	NV	Inside	2,648,883	2,188,106	82.60%	B
Cataldo, Lydia	F	25	11/15/07	AZ	Inside	3,668,028	2,846,910	77.61%	C

Extract Area

Name	Gender	Age	Hire Date	State	Sales Area	Quota	YTD Sales	% of Quota	Grade
Brunell, Candace	F	36	06/01/02	CA	Inside	3,000,264	2,078,386	69.27%	D
Lyon, Jody	F	27	08/03/02	NV	Outside	2,280,900	1,548,311	67.88%	D

# Saving a Workbook in CVS File Format

---

- Click the Home tab on the Ribbon
- Select the table in the range A8:I21
- Click the Copy button on the Ribbon
- Click the Office Button and then click New on the Office Button menu.
- When the New Workbook dialog box is displayed, click the Create button
- With cell A1 selected in the new workbook, click the Paste button on the Ribbon

# Saving a Workbook in CSV File Format

---

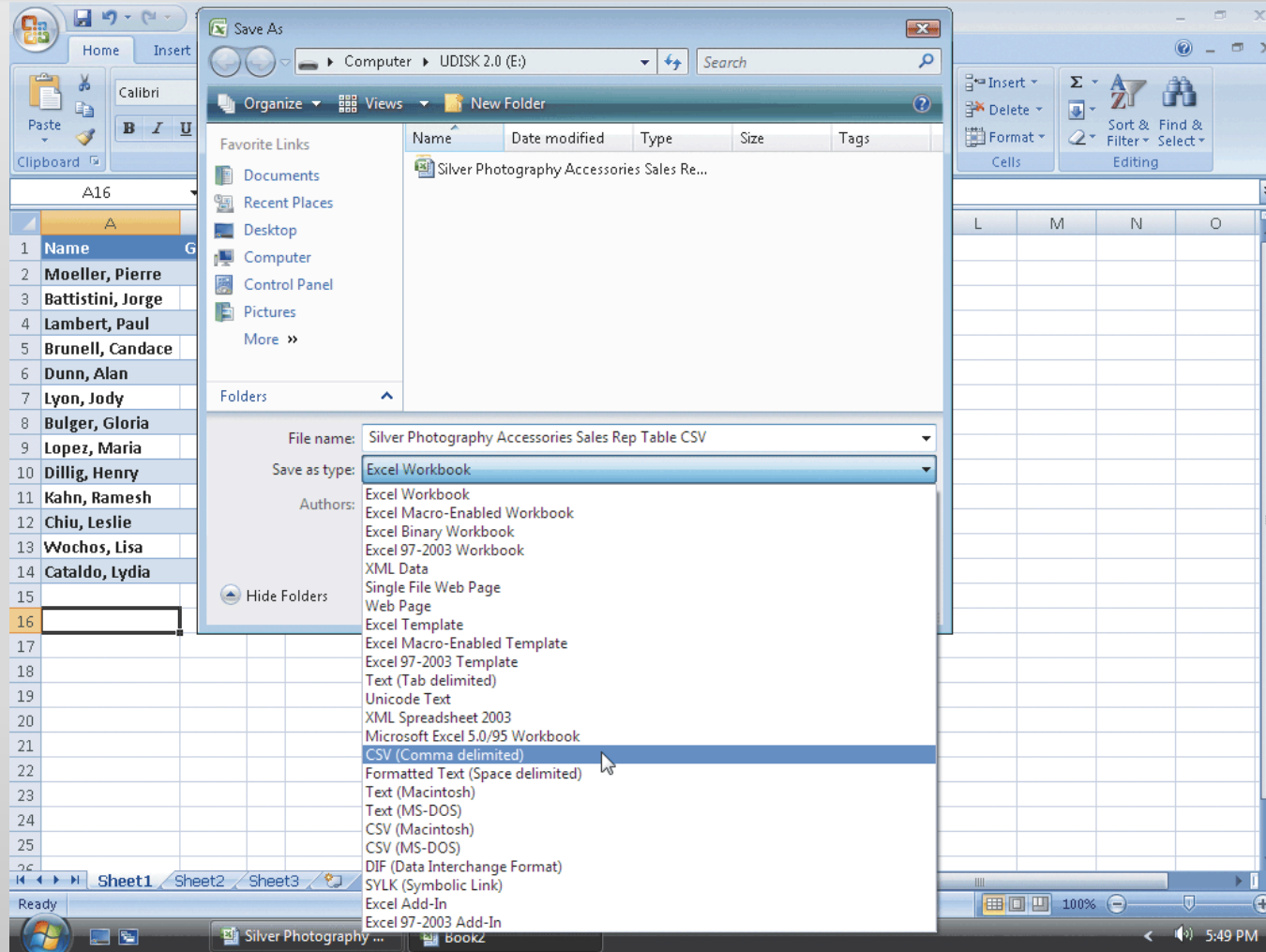
- Click the Select All button, point to the right border of the column A heading, and double-click to set all column widths to best fit
- Select cell With a USB flash drive connected to one of the computer's USB ports, click the Save button on the Quick Access Toolbar. Change the file name to Silver Photography Accessories Sales Rep Table CSV A16
- Click the 'Save as type' box arrow and then scroll down and point to CSV (Comma delimited) in the 'Save as type' list
- Click CSV (Comma delimited) in the Save as type list

# Saving a Workbook in CVS File Format

---

- If necessary, click Computer in the Favorite Links section of the Navigation pane and then double-click UDISK 2.0 (E:) to select the USB flash drive as the new save location. Click the Save button in the Save As dialog box. Click the OK button and the Yes button in the Microsoft Office Excel dialog boxes when they appear
- Click the workbook Close button on the right side of the Excel title bar

# Saving a Workbook in CSV File Format





# Using Notepad to Open and Print the CSV File

---

- Click the Start button on the Windows Vista taskbar to display the Start menu and then click All Programs at the bottom of the left pane on the Start menu to display the All Programs list
- Click Accessories in the All Programs list and then click Notepad to start Notepad
- If the Notepad window is not maximized, click the Maximize button next to the Close button on its title bar, click File on the menu bar, and then click Open
- When the Open dialog box appears, if necessary, click Computer in the Favorite Links section of the Navigation pane and then double-click UDISK 2.0 (E:) to select the USB flash drive as the new open location. Select All Files in the 'Files of type' list

# Using Notepad to Open and Print the CSV File

---

- Double-click Silver Photography Accessories Sales Rep Table CSV to display the file in Notepad
- Click File on the menu bar and then click Print
- When the Print dialog box appears, click the Print button to print the CSV version of the Silver Photography Accessories Sales Rep table
- Click the Close button on the right side of the Notepad title bar to quit Notepad

# Using Notepad to Open and Print the CSV File

```
Silver Photography Accessories Sales Rep Table CSV
Name,Gender,Age,Hire Date,State,Sales Area,quota,YTD Sales,% of Quota
"Moeller, Pierre",M,24,03/12/01,WA,Outside," 3,656,640 "," 3,336,300 " 91.24%
"Battistini, Jorge",M,26,07/02/01,WA,Inside," 3,371,092 "," 1,960,932 " 58.17%
"Lambert, Paul",M,35,03/16/02,CA,Outside," 1,768,442 "," 1,525,237 " 86.25%
"Brunell, Candace",F,36,06/01/02,CA,Inside," 3,000,264 "," 2,078,386 " 69.27%
"Dunn, Alan",M,39,06/06/02,CA,Outside," 1,652,836 "," 1,432,701 " 86.68%
"Lyon, Jody",F,27,08/03/02,NV,Outside," 2,280,900 "," 1,548,311 " 67.88%
"Bulger, Gloria",F,25,12/23/02,AZ,Outside," 2,651,270 "," 2,451,454 " 92.46%
"Lopez, Maria",F,25,06/03/04,UT,Outside," 1,837,213 "," 1,563,140 " 85.08%
"Dillig, Henry",M,42,11/21/06,NM,Outside," 3,899,402 "," 1,916,753 " 49.16%
"Kahn, Ramesh",M,44,04/06/07,MT,Outside," 3,426,535 "," 3,292,270 " 96.08%
"Chiu, Leslie",F,36,07/15/07,OR,Inside," 3,218,514 "," 2,514,181 " 78.12%
"Wochos, Lisa",F,30,10/21/07,NV,Inside," 2,648,883 "," 2,188,106 " 82.60%
"Cataldo, Lydia",F,25,11/15/07,AZ,Inside," 3,668,028 "," 2,846,910 " 77.61%
```

Page 1

# Quitting Excel

---

- Click the Close button on the right side of the title bar
- If the Microsoft Office Excel dialog box is displayed, click the No button

# Summary

---

- Create and manipulate a table
- Delete sheets in a workbook
- Validate data
- Add calculated columns to a table
- Use icon sets with conditional formatting
- Use the VLOOKUP function to look up a value in a table
- Print a table

# Summary

---

- Add and delete records and change field values in a table
- Sort a table on one field or multiple fields
- Display automatic subtotals
- Use Group and Outline features to hide and unhide data
- Query a table
- Apply database functions, the SUMIF function, and the COUNTIF function
- Save a workbook in different file formats

# Microsoft Office 2007

## Excel Chapter 5 Complete

