



# ST. LAWRENCE HIGH SCHOOL

A Jesuit Christian Minority Institution



## STUDY MATERIAL - 3

Subject: COMPUTER

Class - 7

Chapter: MS Excel: Working with data

Date: 08/05/2020

## Sorting

**Sorting** allows us to organize data based on some criteria, usually alphabetically (A-Z or Z-A) or numerically (lowest to highest or highest to lowest). In MS-Excel, sorting can be applied to numbers, text values or date.

### STEPS:

1. Select the cell range you want to **sort**.
2. Select the Data tab on the Ribbon, and then click the **Sort** command.
3. The **Sort** dialog box will appear.
4. Decide the **sorting** order (either ascending or descending).
5. Once you're satisfied with your selection, click OK.
6. The cell range will be **sorted** by the selected column.

### SORT ON MULTIPLE COLUMNS:

To sort on multiple columns, execute the following steps.

1. On the Data tab, in the Sort & Filter group, click Sort. The Sort dialog box appears.
2. Select First column from the 'Sort by' drop-down list.
3. Click on Add Level.
4. Select Second column from the 'Then by' drop-down list.
5. Click OK.

## Filtering

**Filtering** allows us to display records that meet certain criteria.

### STEPS TO ADD FILTERING OPTION:

1. Begin with a worksheet that identifies each column using a header row.
2. Select the Data tab, and then locate the Sort & **Filter** group.

3. Click the **Filter** command.
4. Drop-down arrows will appear in the header of each column.
5. Click the drop-down arrow for the column you want to **filter**.
6. The **Filter** menu appears.
7. Do the required filtering. Click OK.

## Charts

In Microsoft Excel, a chart is often called a graph. It is a visual representation of data from a worksheet that can bring more understanding to the data than just looking at the numbers.

A chart is a powerful tool that allows you to visually display data in a variety of different chart formats such as Bar, Column, Pie, Line, Area, Doughnut, Scatter, Surface, or Radar charts. With Excel, it is easy to create a chart.

Here are some of the types of charts that you can create in Excel:

- Bar Chart
- Column Chart
- Pie Chart
- Line Chart

### STEPS TO CREATE COLUMN CHART FROM GIVEN DATA

1. Select the data for which you want to create a chart.
2. Click INSERT tab
3. Under Charts group, click on Column option.
4. From the drop-down, choose the required style.

*\*\*N.B. Other types of charts can also be added in the above-mentioned way.*

### STEPS TO EDIT CHART TITLE

- Click anywhere on the chart you want to modify.
- Click the Chart Title button in the Labels group of the Chart Tools Layout tab.
- A list of options appears:
  - **None:** The default choice; it means you don't want to display a title. Also use this option to remove a chart title you don't want.
  - **Centered Overlay Title:** Centers the title over the chart but retains the existing size of the chart.

- **Above Chart:** Centers the title over the chart but adds room at the top so the title doesn't interfere with the chart itself.
- Make a selection from the Chart Title drop-down list.
- A box with the words *Chart Title* appears on the chart.
- Adding a title to your chart.
- Double-click *Chart Title* and drag across the words *Chart Title*.
- The words become highlighted.
- Type the desired title.
- The text you type replaces the words *Chart Title*.
- Click anywhere outside the chart title to deselect it.

*\*\*N.B. Other formatting options are available in the Layout tab → Labels/ Axes group.*

### **Answer the following questions:**

**1. What is the difference between sorting and filtering?**

**Ans :** Sorting arranges data alphabetically or numerically in ascending or descending order whereas filtering means to remove unwanted records and displaying only the records you want to see.

**2. Write a short note on charts.**

**Ans:** In Microsoft Excel, charts are used to make a graphical representation of any set of data. A chart is a visual representation of data, in which the data is represented by symbols such as bars in a bar chart or lines in a line chart, etc.

**3. Write the steps for the following:**

**a. Arrange the value from cells A3 to A8 in ascending order.**

**Ans :** STEPS:

- i. Select the range of cells
- ii. Click the Data Tab
- iii. From sort & filter group, choose A→Z option
- iv. All the values in the given range will be sorted in ascending order.

**b. Display all the values from cells A3 to A8 that are more than 50 but less than 100.**

**Ans :** STEPS:

- i. Select the range of cells
- ii. Click the Data Tab
- iii. From sort & filter group, Filter option
- iv. Arrow key will appear in the row header
- v. Click the arrow and choose the required filtering from drop-down

**c. Show the values in a row from cells A3 to E3 as a pie chart and give it a suitable title.**

**Ans :** STEPS:

- i. Select the range of cells
- ii. Click the Insert Tab
- iii. Choose Pie Chart option from Charts group
- iv. Select the required style from drop-down menu
- v. Once the chart is added to your worksheet, select the Chart
- vi. From Chart Tools, click the Layout Tab
- vii. Select Chart Title option from Labels group
- viii. Type a suitable title in your existing chart

**4. Give some example of 3-D charts available in Excel.**

**Ans :** Pyramid, Cone and Cylinder are some of the examples of 3-D charts available in MS Excel.

**5. Under which tab and grouping of commands will you find the Legend option?**

**Ans :** We can find Legend option in Layout tab → Labels group.

**6. Define the term legend with reference to charts.**

**Ans :** The box on the chart that contains the name of each individual record is called the legend.