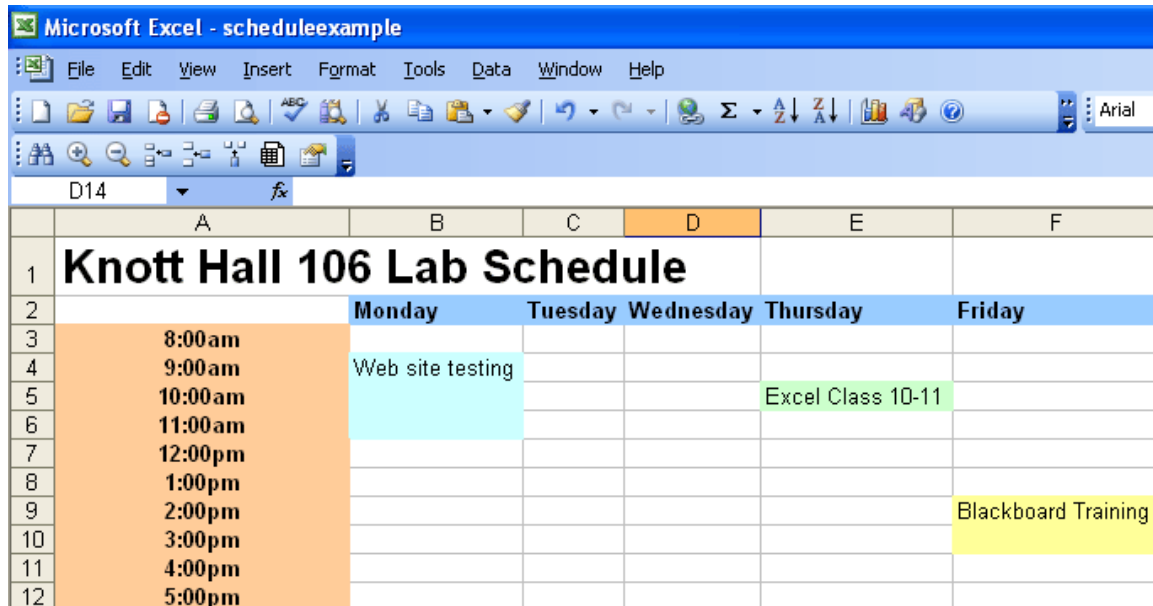


Excel Tips from June Workshops

Class 4: Formatting Cells and Sorting Data

Overview:

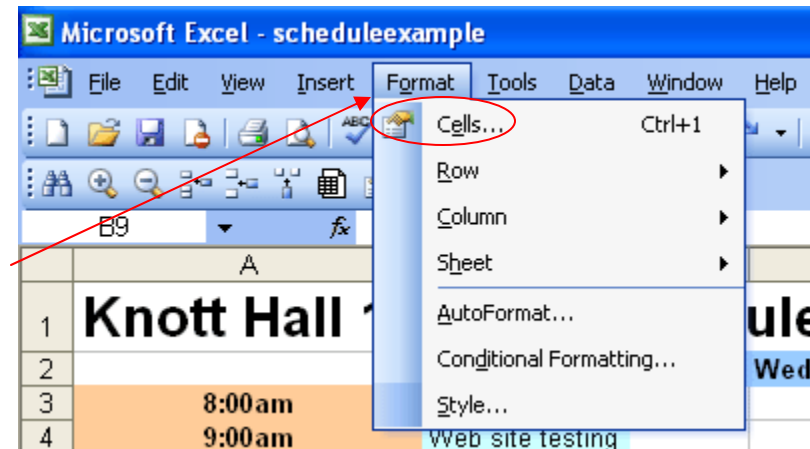
In this class, we started out by making schedules in Excel. The example used in class was a computer lab schedule. We formatted cells in different colors to make reserved lab times stand out. An example:



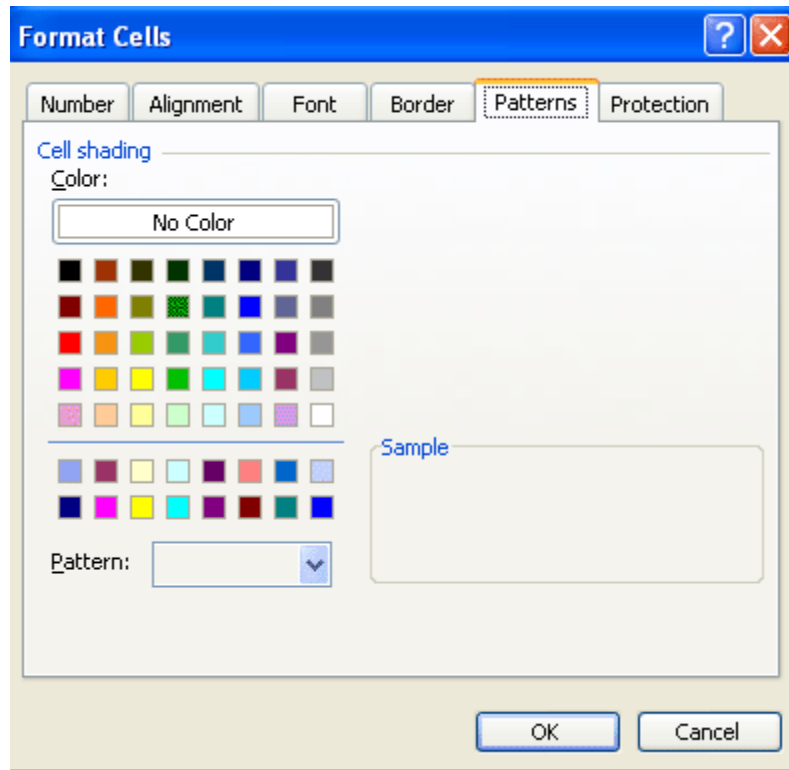
	A	B	C	D	E	F
1	Knott Hall 106 Lab Schedule					
2		Monday	Tuesday	Wednesday	Thursday	Friday
3	8:00 am					
4	9:00 am	Web site testing				
5	10:00 am			Excel Class 10-11		
6	11:00 am					
7	12:00 pm					
8	1:00 pm					
9	2:00 pm					Blackboard Training
10	3:00 pm					
11	4:00 pm					
12	5:00 pm					

Formatting Cells:

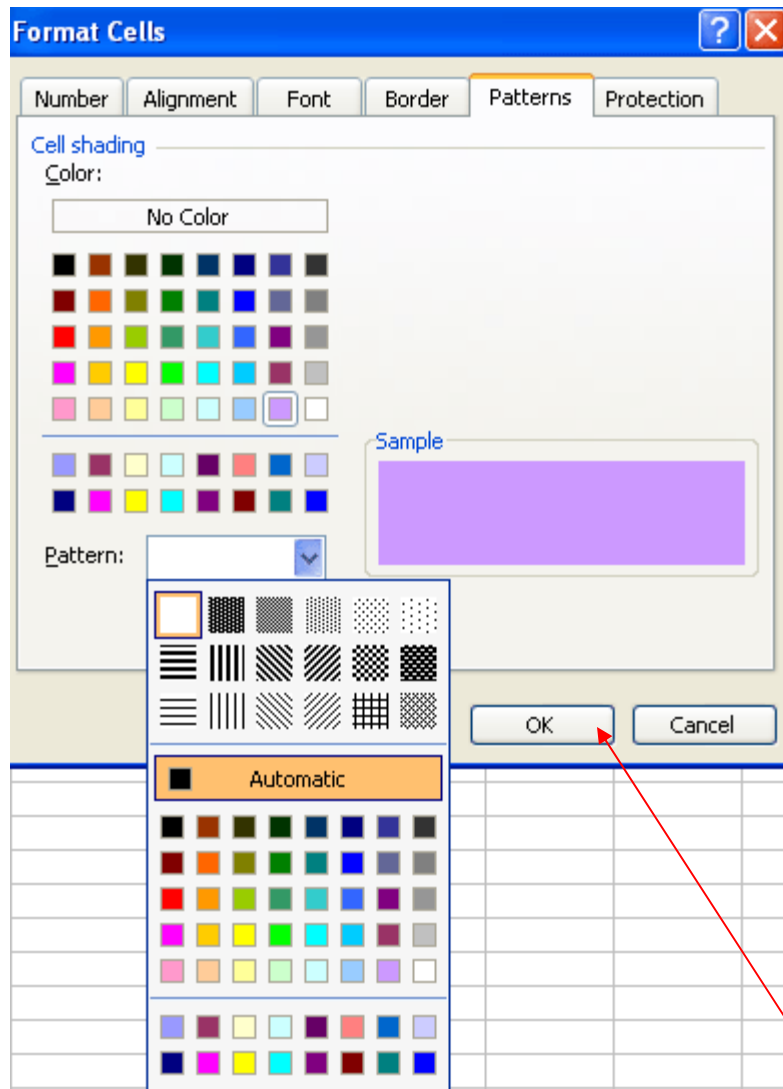
To change the color of a cell, **click on the cell** (or highlight the cells) that you want to color. Then click **Format** and **Cells** (see below):



Click the **Patterns** tab in the Format Cells box:



Choose a color for your cell by **clicking** on the color you want. You may also choose a **pattern** from the drop down box if you wish.



Click **OK** when you've finished making your selections, and Excel will shade your cell according to your selections.

Sorting:

We also looked at sorting in this class. We started with a worksheet that listed instructor names, classes they teach, dates, times, and locations. See below:

	A	B	C	D	E	F	G	H	I
1	First Name	Last Name	Course Number	Course Title	Day	Time	Building	Room Number	
2	Joseph	White	EN200.01	English	T	9:00	College Center	200	
3	Robert	Castle	GB709.51	Information Technology	F	2:00	Columbia	6	
4	Jane	Smith	AC101.01	Accounting	M	9:00	Sellinger	100	
5	Mary	Brown	GB500.51	Math for Business	M	9:00	Columbia	7	
6	Kate	Sullivan	CM201.01	Communications	M	11:00	Humanities	200	
7	Patrick	Young	HS101.01	History	W	11:00	Maryland Hall	60	
8	Amy	Brown	HS300.01	History	M	10:00	Maryland Hall	400	
9	Jane	Smith	AC201.01	Accounting	T	10:00	Sellinger	200	
10	Mary	Brown	GB500.61	Math for Business	R	10:00	Timonium	5	
11	Robert	Castle	GB709.62	Information Technology	M	6:30	Timonium	35	
12	Joseph	White	EN101.01	English	T	4:00	College Center	101	
13	Amy	Brown	HS101.01	History	R	1:00	Maryland Hall	200	
14	Patrick	Young	HS200.01	History	W	2:00	Maryland Hall	300	
15	Kate	Sullivan	CM100.01	Communications	T	9:00	Humanities	101	

We wanted to sort this data so that it is more readable. We decided that it made sense to first sort the data by the instructors' last names, then first name, then course number.

To get started, first **highlight** all of the data you want to sort. You can include the header row. Then click **Data** and then **Sort**.

	A	B	C	D	E	F	G	H	I
1	First Name	Last Name	Course Number	Course Title	Day	Time	Building	Room Number	
2	Joseph	White	EN200.01	English	T	9:00	College Center	200	
3	Robert	Castle	GB709.51	Information Technology	F	2:00	Columbia	6	
4	Jane	Smith	AC101.01	Accounting	M	9:00	Sellinger	100	
5	Mary	Brown	GB500.51	Math for Business	M	9:00	Columbia	7	
6	Kate	Sullivan	CM201.01	Communications	M	11:00	Humanities	200	
7	Patrick	Young	HS101.01	History	W	11:00	Maryland Hall	60	
8	Amy	Brown	HS300.01	History	M	10:00	Maryland Hall	400	
9	Jane	Smith	AC201.01	Accounting	T	10:00	Sellinger	200	
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11	Robert	Castle	GB709.62	Information Technology	M	6:30	Timonium	35	
12	Joseph	White	EN101.01	English	T	4:00	College Center	101	
13	Amy	Brown	HS101.01	History	R	1:00	Maryland Hall	200	
14	Patrick	Young	HS200.01	History	W	2:00	Maryland Hall	300	
15	Kate	Sullivan	CM100.01	Communications	T	9:00	Humanities	101	

Next, you need to **choose** how you want to sort your data:



We chose to sort by **Last Name**, then by **First Name**, then by **Course Number**, and we chose **Ascending** for all. You will also need to **select** whether or not your data range has a header row. Once you've made your choices, hit **OK**. Excel will then sort your data according to your selections.

	A	B	C	D	E	F	G	H
1	First Name	Last Name	Course Number	Course Title	Day	Time	Building	Room Number
2	Amy	Brown	HS101.01	History	R	1:00	Maryland Hall	200
3	Amy	Brown	HS300.01	History	M	10:00	Maryland Hall	400
4	Mary	Brown	GB500.51	Math for Business	M	9:00	Columbia	7
5	Mary	Brown	GB500.61	Math for Business	R	10:00	Timonium	5
6	Robert	Castle	GB709.51	Information Technology	F	2:00	Columbia	6
7	Robert	Castle	GB709.62	Information Technology	M	6:30	Timonium	35
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9	Jane	Smith	AC201.01	Accounting	T	10:00	Sellinger	200
10	Kate	Sullivan	CM100.01	Communications	T	9:00	Humanities	101
11	Kate	Sullivan	CM201.01	Communications	M	11:00	Humanities	200
12	Joseph	White	EN101.01	English	T	4:00	College Center	101
13	Joseph	White	EN200.01	English	T	9:00	College Center	200
14	Patrick	Young	HS101.01	History	W	11:00	Maryland Hall	60
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