

Sorting

For one column:

1. Home tab / Editing group / sort and filter (the sorting criteria will be according to the active cell position)

Example: Sort the patients according to charges from largest to smallest, then the contents of cell B10 is:

- a. Select any cell in the charges column
- b. Go to home tab → editing group → sort and filter → select from largest to smallest (the data will be sorted so the contents of cell B1 is : 59)

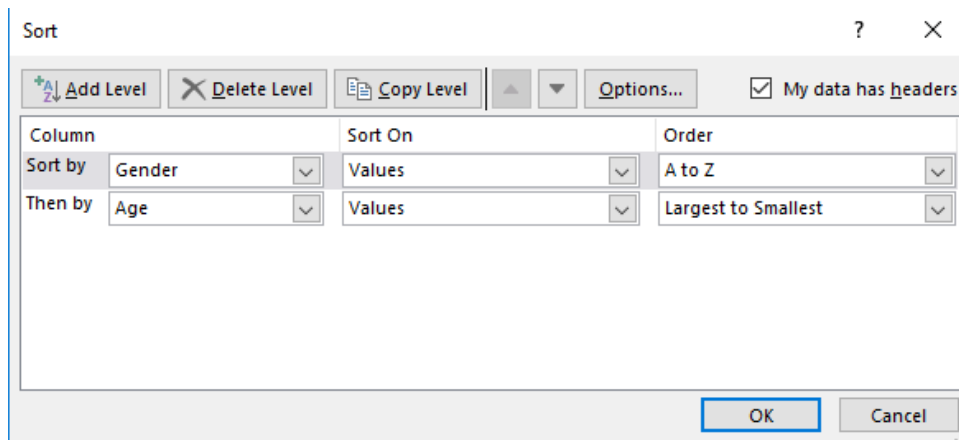
For two columns:

1. Home tab /Editing group/ Sort and filter /custom sort

Example: Sort the patients according to gender from A to Z then by Age from largest to smallest, then the

Contents of cell C12 is: **F**

- a. Select any cell in the table , then go to home tab → editing group → sort and filter → add level :



Subtotals

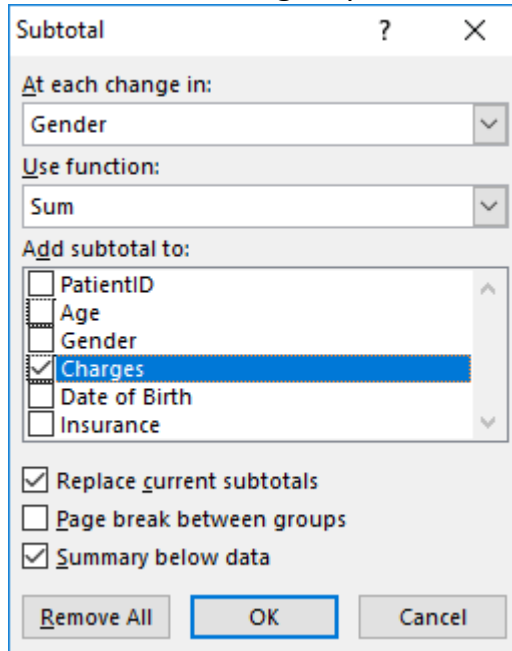
create a subtotal to find the *total charges* for each *gender*.

The operation is: Total (sum)

The operation field is: charges.

And the sorting field is: gender.

1. Sort according to *gender*
2. While the active cell is anywhere in the table choose Data tab/ outline group / subtotal icon



NOTE : don't forget to SORT

Then from level 2 :

The number of subtotals is :

The F total is :

The grand total is :

To remove subtotal :

Click on any cell in the table :

Data → outline → subtotal → remove all

Filtering:

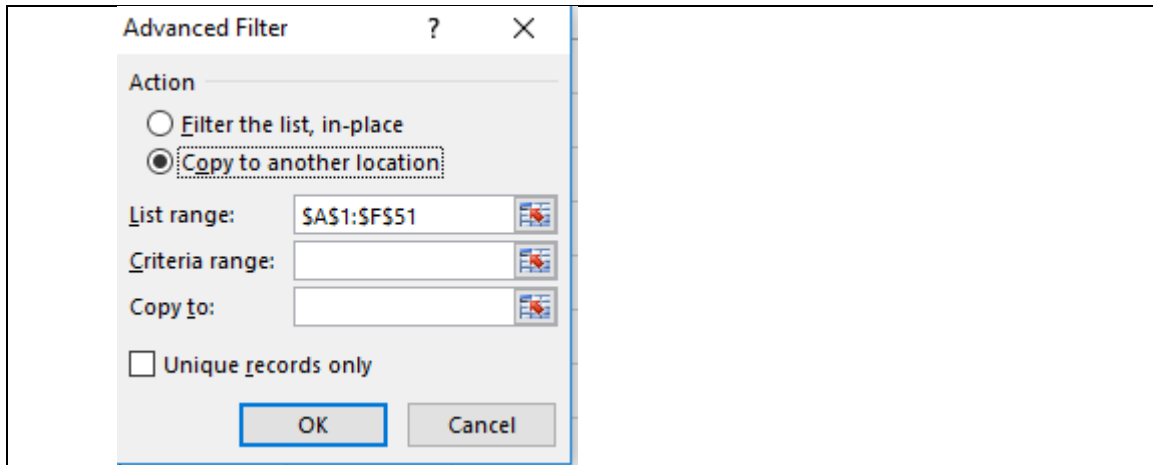
Auto filter:

Data tab → sort and filter group → Filter icon

Choose the data to be displayed using the arrows on the headers

Advanced filter

1. Copy the table headers and paste on an empty cell in the sheet, then write the criteria under the pasted header.
2. Select any cell inside the original table
3. Select Data tab → sort and filter group → Advanced



Choose copy to another location, not filter the list in place

List range is the range of the original table cells

For the Criteria range, choose the criteria that you typed in step 2 (together with the headers you copied in step 1)

Copy to: select a cell from which the filtered table will start

4. Click ok.

Scenarios

We can add or view scenarios from:

Data tab → forecast group → what if analysis icon

Go to scenario manager

You can add scenarios using **ADD**

You can view different scenarios by choosing **summary**

A new sheet will display the different scenarios (shaded cells are those which we have changed, results appear at the end)

To generate the Scenario Summary Report:

Go to sheet Scenario → Select the formula cell (**B5**)

Data → forecast group → what if analysis → scenario manager → summary .

1. The number of scenarios 2 scenarios (S1&s2)

2. The scenario that has min /max result

Max (s2) / Min (s1)

3. The number / name of the changing cells .

S1 : 2 cells :B2/B3

S2: 2 cells :b3/B4