

Paul Robbins training and consultancy

Spreadsheets for Accounting

Main Functions of Microsoft Excel

Sorting and Filtering – Exercise 1

You work for a used car dealership in Brighton. They currently keep records of used cars in stock on cards.

A new manager has just started and would like to modernise the system by keeping these records on an Excel spreadsheet and has asked you to prepare a spreadsheet containing the following data:

Year of Manufacture	Month of Manufacture	Manufacturer	Model	Petrol or Diesel	Price
2009	February	Toyota	Avensis	Petrol	£7,995
2011	April	Mercedes	E Class	Diesel	£18,495
2010	November	Seat	Ibiza	Petrol	£6,995
2011	May	Fiat	500	Petrol	£6,495
2007	July	Skoda	Octavia	Diesel	£3,995
2012	August	BMW	1 Series	Diesel	£19,995
2009	December	Audi	A4	Petrol	£10,495
2005	September	Land Rover	Discovery	Diesel	£9,695
2010	January	Ford	Focus	Petrol	£7,995
2011	May	VW	Golf	Diesel	£11,495
2012	April	Mercedes	C Class	Petrol	£19,495
2012	March	Range Rover	Evoque	Diesel	£36,995
2010	September	Fiat	500	Petrol	£5,995
2008	March	VW	Beetle	Petrol	£7,795
2011	April	Ford	Mondeo	Petrol	£9,495
2006	June	Vauxhall	Corsa	Petrol	£2,495
2010	August	Citroen	C5	Diesel	£9,995

2010	July	Porsche	911	Petrol	£49,995
2009	April	Volvo	V40	Diesel	£7,995
2012	November	Nissan	Micra	Petrol	£9,395

1. You have been asked to sort the data by:

- **Manufacturer**
- **Price (Low to High)**

2. You should then set filters for the data in each case

3. You should then subtotal the cars by:

- **Petrol or Diesel**
- **Year of Manufacture**