

Paul Robbins training and consultancy

Spreadsheets for Accounting

Main Functions of Microsoft Excel

Sorting and Filtering – Worked Example

You have been passed some personnel information about the Production Operatives.

<i>First Name</i>	<i>Family Name</i>	<i>Gender</i>	<i>Date of Birth</i>	<i>Length of Service</i>	<i>Basic Wage</i>
<i>Bill</i>	<i>Bryan</i>	<i>Male</i>	<i>10/08/67</i>	<i>18</i>	<i>£22,493</i>
<i>Daniel</i>	<i>Wycliffe</i>	<i>Male</i>	<i>23/05/81</i>	<i>12</i>	<i>£20,057</i>
<i>Gail</i>	<i>Meacher</i>	<i>Female</i>	<i>09/09/79</i>	<i>11</i>	<i>£20,057</i>
<i>Alan</i>	<i>Knight</i>	<i>Male</i>	<i>22/01/71</i>	<i>14</i>	<i>£20,057</i>
<i>Vicky</i>	<i>Chang</i>	<i>Female</i>	<i>04/11/92</i>	<i>5</i>	<i>£18,829</i>
<i>Nils</i>	<i>Pettersen</i>	<i>Male</i>	<i>17/04/65</i>	<i>21</i>	<i>£22,493</i>

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

- *Family Name (A – Z)*
- *Length of Service*

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

3. You should then subtotal the data by Gender