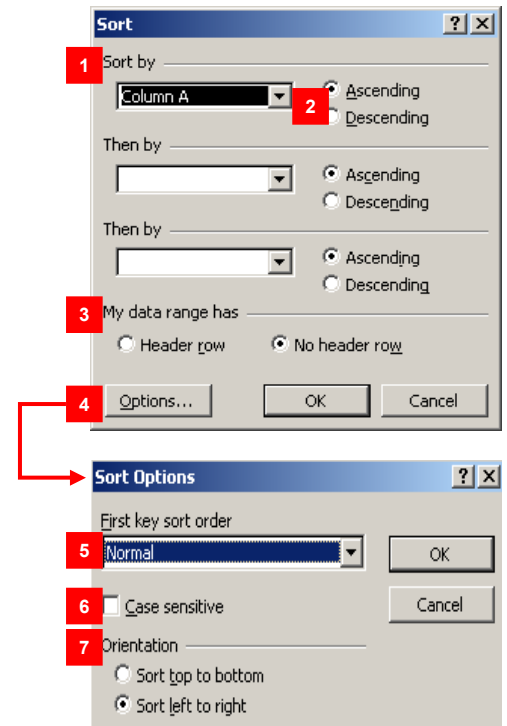


Excel 2003—Working with Tables

Sorting Data in Excel

Highlight the desired cells and select **Data > Sort**

- 1) Select the criteria for the sort. Up to three columns/rows may be selected
- 2) Select sort order
Ascending from lowest to highest number or alphabetical
Descending from highest to lowest number or reverse alphabetical
- 3) Select the first row as the header row, if the first row is not to be included as part of the sort
- 4) Click **Options** to format the sort
- 5) Select **Normal**, to format in ascending or descending order
(or to select a list in the Excel library to sort in that sequence, see next page)
- 6) Select **Case sensitive** for sorting with lower case and upper case differences
- 7) The **Orientation** options allows for sorting on columns vs rows. Use *Sort top to bottom* for columns, use *Sort left to right* for rows

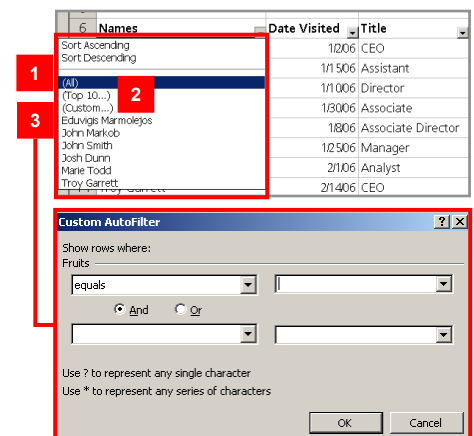


AutoFilter Options

Select a cell in the desired list then click **Data > Filters > AutoFilters**

To view **AutoFilter Options**, select the down down arrow on any of the column heading cells

- 1) Shows All the items in the list
- 2) Shows only the Top 10 items in the list
- 3) Selecting **Custom** opens the **Custom AutoFilter** dialog box. Display the desired criteria by setting conditions on the list



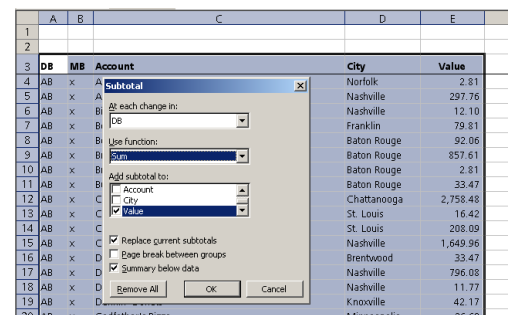
Creating Subtotal Rows

First, sort the data by the field that will define the sub-totals (Select **Data > Sort**)

Select the cells/table to include in the subtotals and choose **Data > Subtotals...**

For **At each change in:** select the field that defines the subtotals, for **Use function:** select the type of function and for **Add subtotal to:** select the field to calculate

Select **Replace current subtotals** if any subtotals currently exist



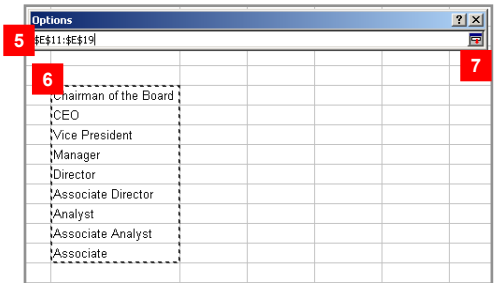
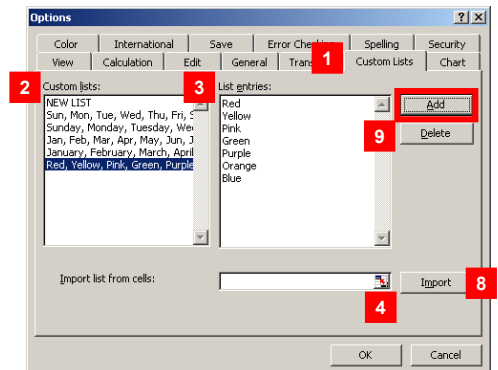
Excel 2003—Working with Tables

Creating Custom Lists in Excel

Select **Tools > Options** from the main Menu Bar

- 1) Select the **Customs Lists** tab
- 2) The **Custom lists** dialog shows all the custom lists available for use in the Excel library. There are two methods for creating new lists
- 3) To create a new list, select **NEW LIST** and enter the desired data in the **List entries** text area, then click **Add** to save the custom list in the Excel library. The new custom list will show under **Custom lists** text area
- 4) To import the custom list from Excel cells, click the collapse button, this will make the **Options** dialog box disappear and import **Options** dialog appear
- 5) The **Options** (Import list from cells) box becomes visible. The range of the selected cells will be displayed in this field
- 6) Select the desired cells.
- 7) Click this button to return to the **Options** dialog box
- 8) Click **Import** to save custom list to Excel library
- 9) To delete a custom list, select the list and click on the **Delete** button

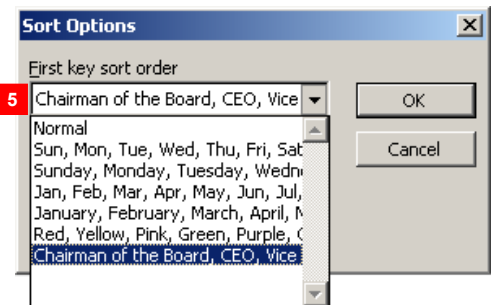
To **edit** an existing list, select the list and make the changes in the List Entries area. When done making changes, click **Add** to save the changes in the Excel library.



Sort Data Using a Custom List Sort Order

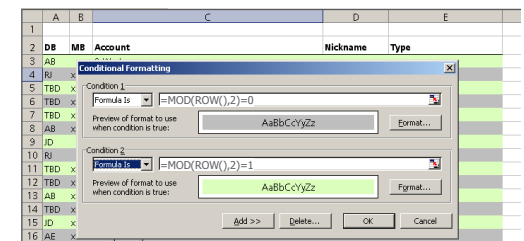
Follow steps *one* through *four* in section **Sorting Data in Excel**

- 5) Select the desired **custom list** from the Excel library to sort in that sequence
- Continue with steps *six* and *seven* in section **Sorting Data in Excel**



Conditional Formatting: Highlight Entire Row Using Alternating Row Colors

- Select the cells to format based on the condition(s)
- Choose **Format/Conditional Formatting** from the menu
- Create the Condition(s) as shown, and defining the desired **Format...**
- In this example, both row colors have been defined. It is not necessary to define colors for both rows



Keyboard shortcuts

To do this	Press
Select touching data (a table)	Ctrl-A
Sort Options	Alt, D, S
AutoFilter	Alt, D, F, F
Subtotals	Alt, D, B
Convert Table to List	Alt, D, I, C
View Custom Lists	Alt, T, O, Ctrl-Tab to Custom Lists Tab
Pick From List	Right-Click, K

To do this	Press
Filter Ranges	
In the cell that contains the drop-down arrow, displays the AutoFilter list for the current column.	ALT + Down Arrow
Selects the next item in the AutoFilter list.	Down Arrow
Selects the previous item in the AutoFilter list.	Up Arrow
Closes the AutoFilter list for the current column.	ALT + Up Arrow
Selects the first item (All) in the AutoFilter list.	Home
Selects the last item in the AutoFilter list.	End
Filters the range based on the item selected from the AutoFilter list.	Enter