



## Filter Records

### EXERCISE 27

## DIRECTIONS

1. Go to [www.office.com](http://www.office.com) in your web browser. Enter your SUHSD email address and password. Click on the Excel Icon Choose “new blank workbook” Name the file at the top of the program **3.27state** as shown in Figure 27.1.
2. Center the titles across the columns.
3. Calculate TOTAL STAFF, TOTAL SALES, AVERAGE SALES, MINIMUM SALES, MAXIMUM SALES, NUMBER OF STORES.
4. Format all money amounts for currency.
5. Apply an AutoFormat to the worksheet.
6. Rotate the column headings 45 degrees.
7. Center the table horizontally and vertically on the page.
8. Using the Filter Feature, display all the stores in New York and Florida
9. Take the Filter off, and analyze the file
10. Sort the data alphabetically by state and in descending order by Sales within each state.
11. Using the Filter feature, display all stores in California.
12. At this point, Click the share button in the upper right and type in: [lmclean@suhsd.net](mailto:lmclean@suhsd.net) in order to share the file.
13. That’s all for this one folks!

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## YOCABULARY

Filter

## CONCEPT BUILDERS

- The **Fliter** feature allows you to display only those rows that meet the criteria you specify for a column of data. Filtering does not rearrange a list, as sorting does; it simply hides rows you do not want to display.
- Excel contains an AutoFilter option, which you can use to display records that meet simple criteria. When you use the AutoFilter, an AutoFilter list arrow appears to the right of the column labels in the filtered list. You can also filter rows using advanced filtering options.

	A	B	C	D	E
1	BIT-BYTE BRANCH STORES				
2	STATE SALES FOR MARCH 2007				
3					
4	BRANCH	CITY	ST	STAFF	SALES
5	Bia Aoole	New York	<b>NY</b>	17	\$435,887.00
6	Pacific	Los Anaeles	<b>CA</b>	5	\$116,578.00
7	Sunset	San Francisco	<b>CA</b>	10	\$213,500.00
8	Lakeview	Chicaao	<b>IL</b>	8	\$165,998.00
9	Peach Tree	Atlanta	<b>GA</b>	9	\$112,900.00
10	Bean Town	Boston	<b>MA</b>	4	\$98,765.00
11	Astro Center	Houston	<b>TX</b>	5	\$78,965.00
12	Twin Cities	St. Paul	<b>MN</b>	4	\$51,390.00
13	Wheatland	Topeka	<b>KS</b>	8	\$100,450.00
14	Oceanview	Providence	<b>RI</b>	7	\$75,365.00
15	Snow Country	Buffalo	<b>NY</b>	7	\$45,421.00
16	Empire City	Albany	<b>NY</b>	7	\$79,743.00
17	Sun City	Miami	<b>FL</b>	9	\$112,760.00
18	Pleasantville	San Dieao	<b>CA</b>	9	\$115,648.00
19	Fun City	Orlando	<b>FL</b>	6	\$87,951.00
20					
21	TOTALS				
22	AVERAGE SALES				
23	MINIMUM SALES				
24	MAXIMUM SALES				
25	NUMBER OF STORES				

Figure 27.1 "3 .27state"