

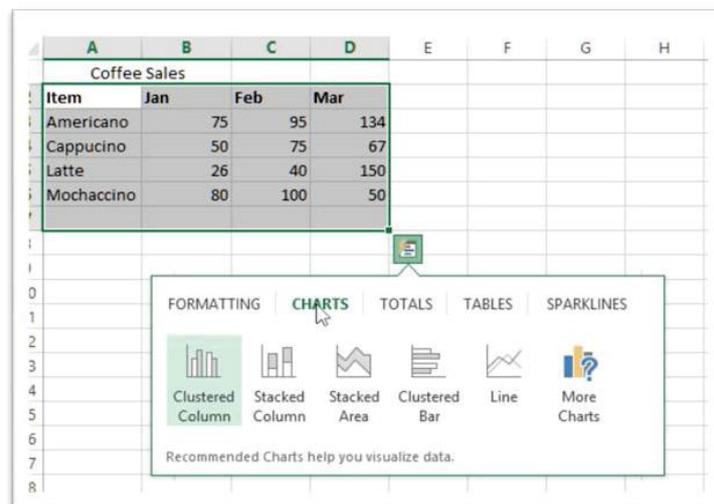
Lecture 4: MS Excel 2013 – Chart and Filter

To create a formula to add, subtract, multiply or divide:

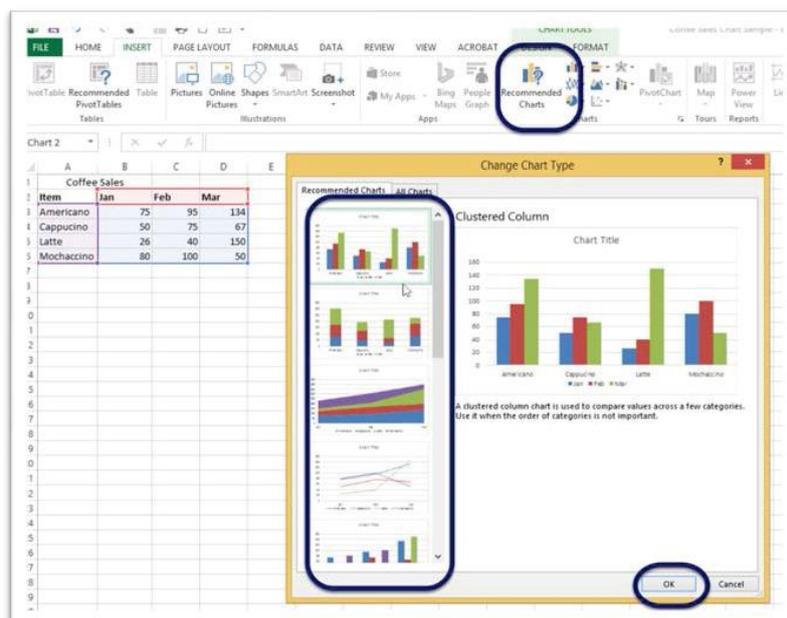
1. Click on the cell where you require the answer
2. Type the = sign
3. Click on the first cell involved in your calculation
4. Type the maths symbol you are using
5. Click on the next cell involved in your calculation
6. Repeat steps 4 & 5 (if you need to add more cells to your formula)
7. Press Enter

Charts:

Quick Analysis Charts:

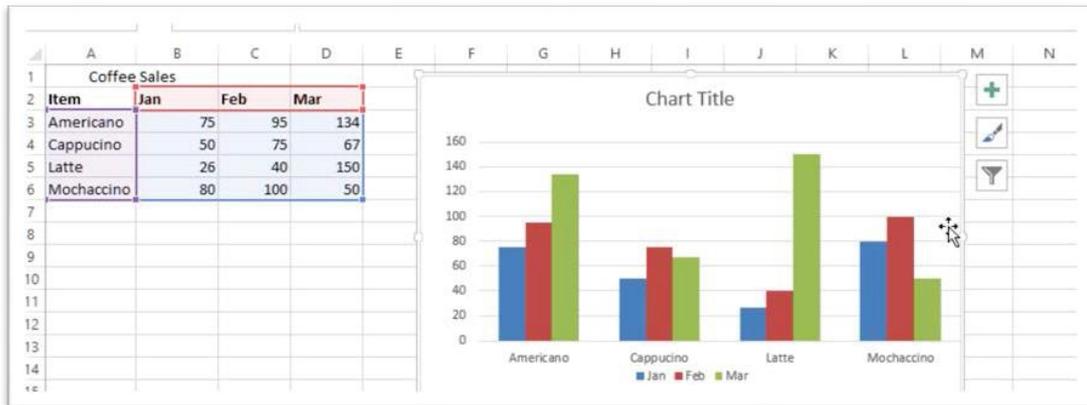


Let Excel recommend a chart:



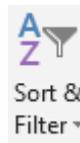
1. Select the data for the chart
2. Click on the Insert Ribbon
3. Click on Recommended Charts
4. Choose one of the charts that Excel suggests
5. Click OK

The chart appears – magic!



Filter:

1. Go to Home Tab.
2. Editing Group < **Sort & Filter** < **Filter**.



3. Click the arrow  in the column header.
 - A. To filter text: In the list of text values, clear (**Select All**) then select the text to filter by.
 - B. To filter numbers: click **Number Filters**.
 - Choose (greater than, between, equal, etc.) then select from the list.
 - Or select **Custom Filter** then in the box on the right, select numbers from the list (then choose (**and, or**) then select number from list).
4. Click ok
5. To remove filter **click Sort & Filter**, and then click **Filter**.