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:

A	B	C	D	E	F	G	H
Coffee	Sales			3			
Item	Jan	Feb	Mar				
Americano	75	95	134				
Cappucino	50	75	67				
Latte	26	40	150				
Mochaccino	80	100	50				
				C			
	2.1			Y			
	FORMAT		ADTC T	OTALC	CADUCC	CDADYUNES	
	FORMAT	TING CF	WEIS I	UTALS	ABLES	SPARKLINES	
	1 10	1.00	1.1	-	1.12	-	
	i dh		\sim		X	12	
	Clustere	d Stacked	Stacked	Clustered	Line	Mare	
	Clusterer	Column	Area	Bar	Line	Charts	
	Column						
	Column						
	Recommen	nded Charts	help you visu	alize data.			

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!



H 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*.