

Sorting

For one column:

1. Home tab / Editing group / sort and filter (the sorting criteria will be according to the active cell position)

Example: Sort the patients according to charges from largest to smallest, then the contents of cell B10 is:

- a. Select any cell in the charges column
- b. Go to home tab → editing group → sort and filter → select from largest to smallest (the data will be sorted so the contents of cell B1 is : 59)

For two columns:

1. Home tab /Editing group/ Sort and filter /custom sort

Example: Sort the patients according to gender from A to Z then by Age from largest to smallest, then the

Contents of cell C12 is: **F**

- a. Select any cell in the table , then go to home tab → editing group → sort and filter → add level :

Sort

Add Level
 Delete Level
 Copy Level
 Options...
 My data has headers

Column	Sort On	Order
Sort by	Gender	Values
		A to Z
Then by	Age	Values
		Largest to Smallest

OK Cancel

Filtering:

Auto filter:

Data tab → sort and filter group → Filter icon

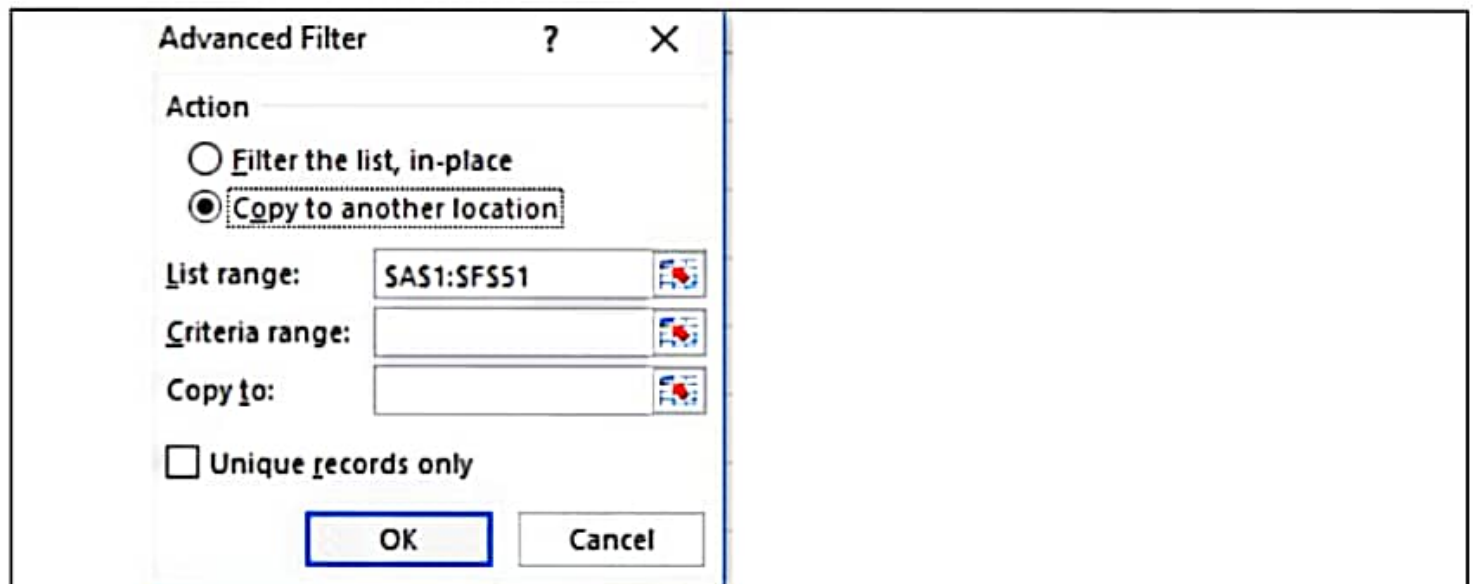
Choose the data to be displayed using the arrows on the headers

Advanced filter

1. Copy the table headers and paste on an empty cell in the sheet, then write the criteria under the pasted header.
2. Select any cell inside the original table
3. Select Data tab → sort and filter group → Advanced

Computer Skills for Medical Students

Excel 1



Choose copy to another location, not filter the list in place

List range is the range of the original table cells

For the Criteria range, choose the criteria that you typed in step 2 (together with the headers you copied in step 1)

Copy to: select a cell from which the filtered table will start

4. Click ok.