Managing Spreadsheet Data

and working with long sheets

Locking Titles

- Column and/or row titles can be locked
- Allows titles to remain in place while scrolling
- Position cursor in the cell after the titles
  - If spreadsheet has just column titles, click in the cell in first column on the row just below the titles
  - If spreadsheet has just row titles, click in the cell in first row in column just left of the titles
  - If both columns & row title click in the first data cell after the titles

Split Screen

- Splits the screen so that two parts of the same spreadsheet can be viewed at once.
- Allows for independent scrolling of sections

Sorting Data

- Sort list by particular columns
- Sort order
  - Ascending
    - A-Z
    - Start at lowest number
    - Start at earliest date
  - Descending (opposite of ascending)
- Create multiple levels of sorts

Data Filters

- Shows only the rows specified by the filter
- Autofilter (easiest to use)
  - Filters using a column heads.
  - Select Data contained in column
  - Top ten
  - Custom
  - Boolean logic (AND / OR)
  - Blanks
  - Non blanks

Data Summaries

- List must be sorted first on categories to be summarized
- Various columns can be summarized
  - Sum, Average, Count, Max Min, etc.
- Subtotal function can be automatically inserted
- Details can be hidden and just summaries shown
More Functions (cont).

- **rand ()**
  - Yields a random decimal number between 0 and 1
  - Multiply by a number to yield a number larger than 1
    - For a random number between 0-10
    - Multiply by 10
    - Round to 0 decimal places
    - \( = \text{round}(\text{rand}() \times 10, 0) \)

- **randbetween(low number, high number)**
  - Similar to rand, but yields a random number between and including the low and high numbers specified.

More Functions

- **vlookup (lookup item, range to look in, column)**
  - Looks vertically through a range to find the lookup item in the left hand column of the range.
  - Yields the contents of a cell in the same row in the column you specify.
  - Lookup item – refer to the cell that contains the item you wish to look up.
  - Range to look in – refer to the range you wish to search.
  - Column – a number greater than 1 which is the column of the range from which the data is needed. The lefthand column is 1, the next column over is 2.

- **hlookup (lookup item, range to look in, row)**
  - Similar to Vlookup but looks horizontally looks at top row.

What If Analysis

- **What If Analysis**
  - Allows us to vary and compare data

- **Methods**
  - **What If - Table**
    - Produces a matrix of varying data along horizontal and vertical, and fills in data answers to varying the data.
  - **What If - Goal Seek**
    - Input the desired amount and indicate which cell to vary.

In the next assignment you will be asked to enter a code for this lesson. The code is **What If Table**. Make note of it.

Hands-on Training

- **Follow along with the video**
  - Use the file *longsheets.xlsx* from your exercises folder to follow along with the video.
  - Submit the completed file on Laulima.