MS Excel part.3

_sorted_ Open file: excel_03.xls

**Sorting**

>>> go to sheet _sortowanie_.

Sort the data from all over selected range according to three criteria: Education (ascending) Age (descending), Gender (ascending)

How to do it:
Select the range of data that must be sorted and select the Data tab, next - sort.

In the Sort dialog box, select three levels of sorting and my details have headers

**Filter**

>>> go to sheet _filtrowanie_.

Using AutoFilter mechanism display all records where the names of cities start with the letter K or end with the phrase Sącz.

How to do it:
Select the data range and select the Data tab, then click Filter.
The tasks to execute
In the following sheets Filter1, Filter2, filtr3 using filtering search:
1. Ten youngest person from the list
2. The persons above the average age of the entire group
3. Women with higher education or secondary education, having 40 years or more

Please try other filtering options.

Advanced Filtering

>>> go to sheet filtrowanie_zaaawansowane.

Using the advanced filter mechanism find the city, where the respondents with higher education voted for Yes or respondents who do not have higher education voted NO and have not less than 30 years.
**How to do it:**

Select the range of data and then click the Data tab and the Advanced Filter position. In the Advanced Filter dialog box, in the List range box enter the data range for filtering. In the range of criteria, select the area with the criteria defined by the user in the beginning. The criteria that are needed for the task resulting from the contents are shown below the image.

The result of the action

If we add the condition that they be shown only women or only men, the results can be presented in the following tables as below.
The tasks to execute

By filtration search (in sheet zaawansowane1)

1. Women with higher education having 21 years or more, living in the city beginning with the letter "K",
2. Women with secondary or primary to less than 21 years old (Present results in a table beside using options copy to another location).

Please try other advanced filtering options.

Sumy częściowe

>>> go to sheet Sumy_częściowe.

Using the mechanism of subtotals, create a summary, which will sum the sales in individual cities, and in addition, each article within a city.

How to do it:

To enter the subtotals must be pre-sort the data according to what we want to find... So in our case we need to sort the values according to the City field, and in the second place, according to the field of product.

Then click the Data tab and items Subtotals ....

Next in the dialog box, define the intermediate sums the following parameters:

- Field For each change in city;
- Field Use: The sum;
- Field Add subtotal to: sales amount in PLN.
Then again we performed a sequence of steps just to add another thread summation thus fill the dialog

- Field For each change in the product;
- Field Use: The sum;
- Field Add subtotal to: sales amount in PLN.

It is important to not select the option Replace current subtotals.