

# *MS Excel Tips and Tricks*



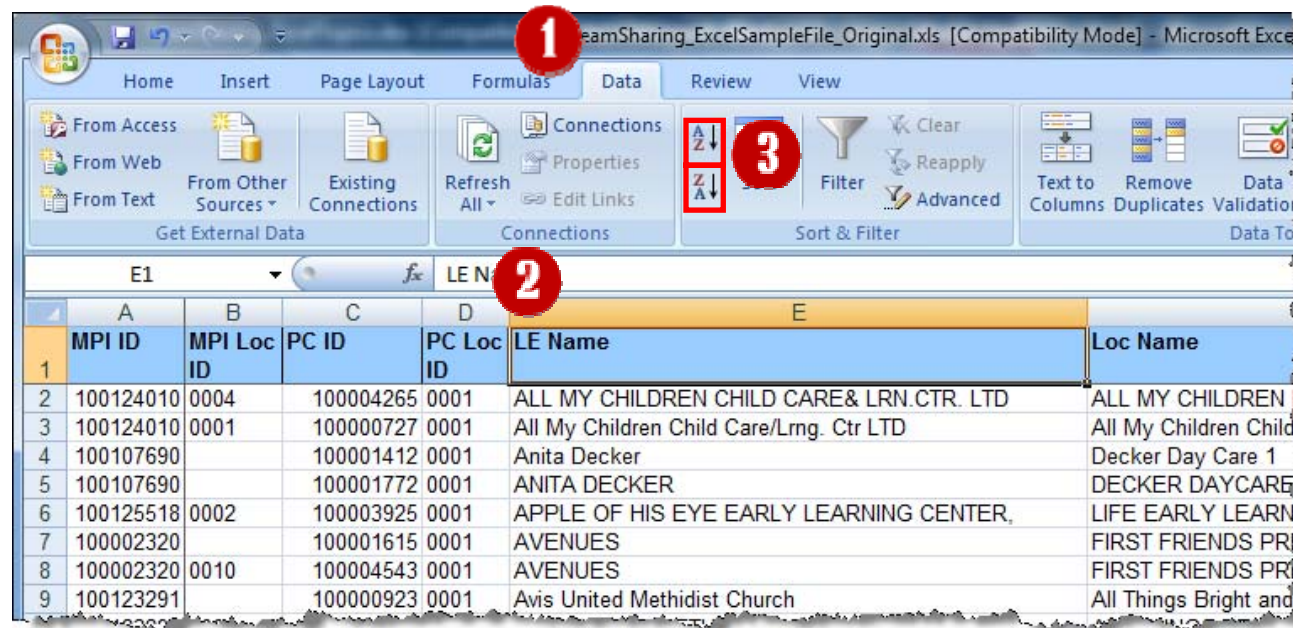
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## Sorting Data (primary sort)

There is a simple way to sort all of the data in a worksheet, in ascending or descending order, by the value in a column in just a couple clicks. This is helpful when there is a large amount of data and you wish to organize it by a particular value or heading.

1. Select the *Data* tab.
2. Select the first cell in the column by which the data is to be sorted.
3. Click either the ascending or descending sort icon.



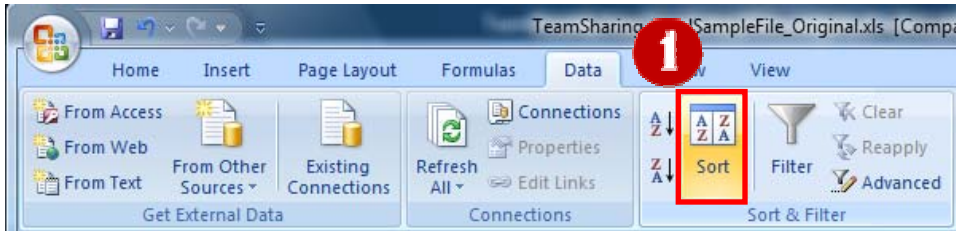
The entire worksheet is sorted based upon the values in the column.

**Note:** Selecting the entire column, as opposed to a single cell in the column, results in only that column being sorted; other columns would not be sorted.

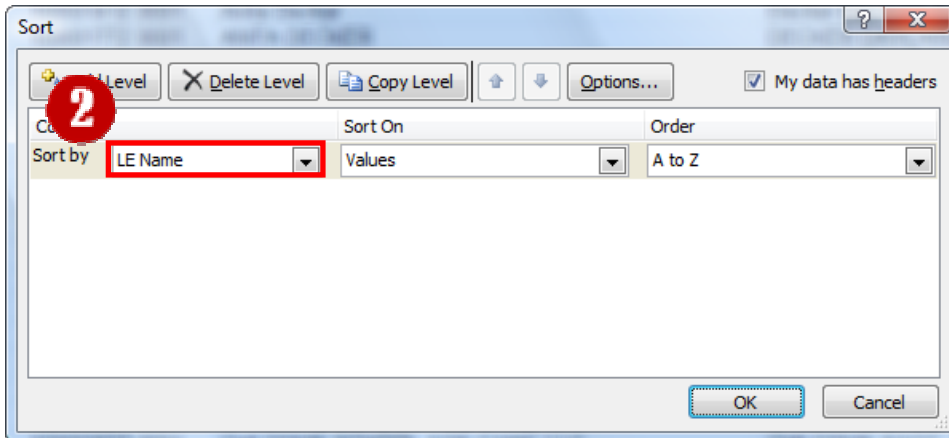
## Sorting Data (primary and secondary sort)

There is also a more advanced option for sorting which allows primary and secondary columns to be identified for sorting. This is a helpful addition to the primary sort by allowing a secondary sort to further organize the data based on an additional value or header.

1. Select the *Data* tab, then click the *Sort* icon.

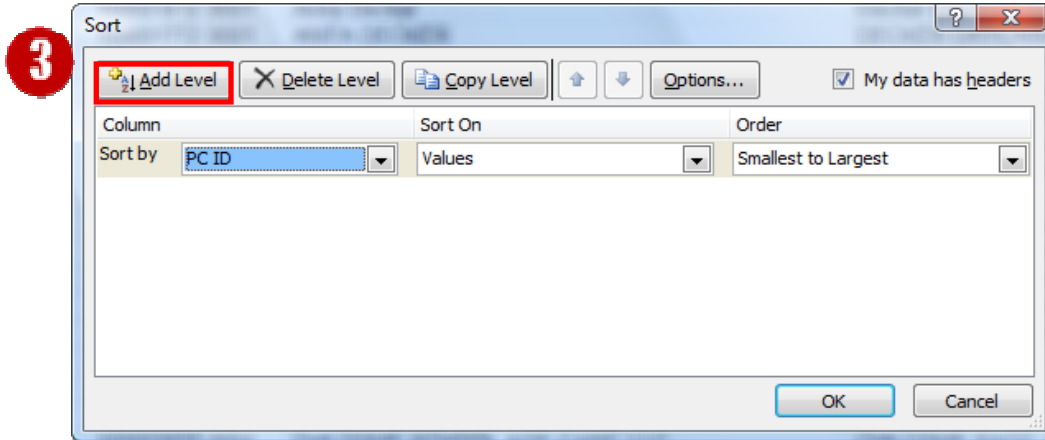


The Sort dialogue box opens and displays the current sort settings.

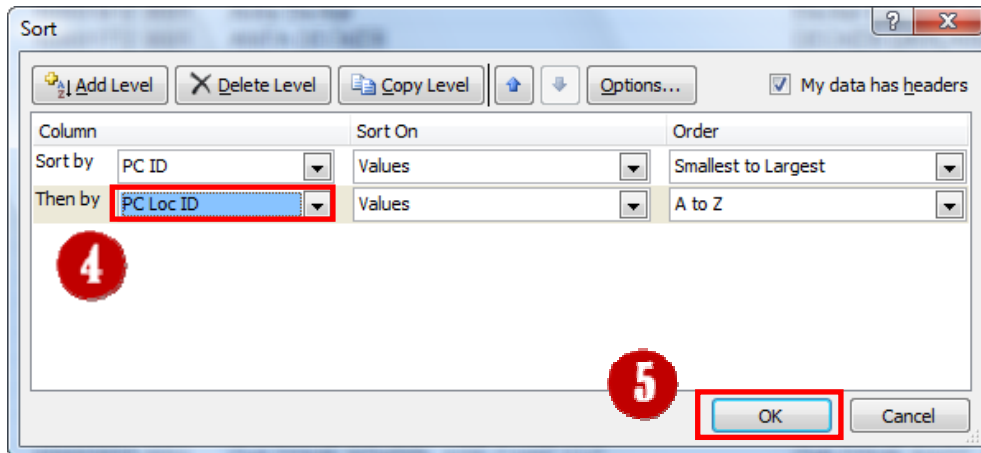


2. Select a new column from the *Sort By* drop-down list for the primary sort, if necessary.

3. Click [Add Level].



4. Select a column from the *Then By* drop-down list for the secondary sort.



Repeat steps 3-5 as necessary for additional sorting parameters.

Default sort order is ascending. Change the value to the *Order* drop-down list, if necessary.

5. Click [OK].

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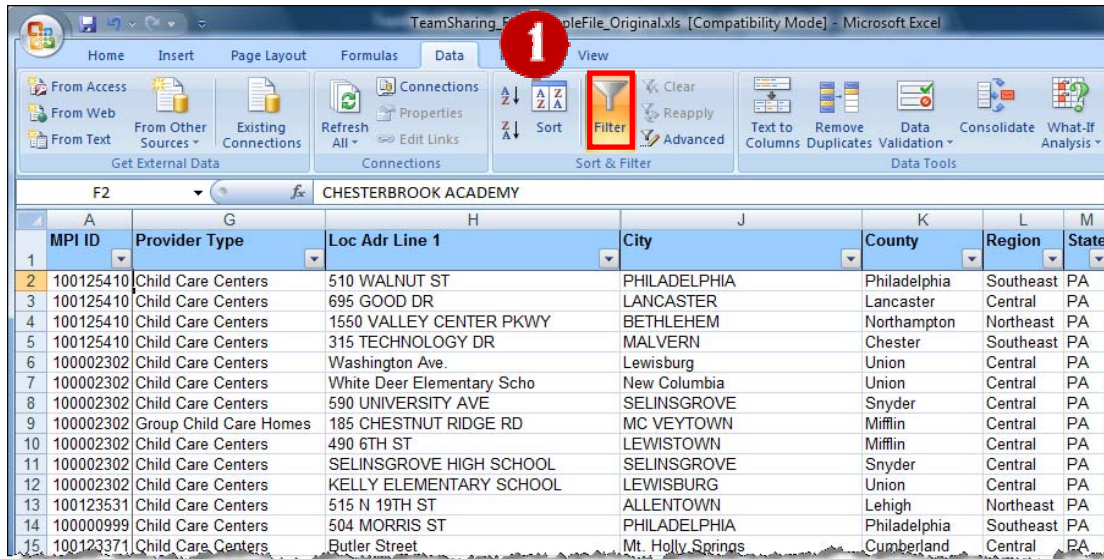
	A	B	C	D	E	
1	MPI ID	MPI Loc ID	PC ID	PC Loc ID	LE Name	Loc Name
2	100125410	0004	100000027	0001	Nobel Learning Communities, Inc.	CHESTERBROOK ACADE
3	100125410		100000027	0002	Nobel Learning Communities, Inc.	Chesterbrook Academy
4	100125410		100000027	0003	Nobel Learning Communities, Inc.	Chesterbrook Academy
5	100125410		100000027	0004	Nobel Learning Communities, Inc.	CHESTERBROOK ACADE
6	100002302	0035	100000028	0001	SUM CHILD DEVELOPMENT INC	SUMCD-Linntown SACC
7	100002302	0037	100000028	0002	SUM CHILD DEVELOPMENT INC	SUMCD-White Deer SACC
8	100002302	0040	100000028	0003	SUM CHILD DEVELOPMENT INC	SUMCD-SUSQUEHANNA
9	100002302	0030	100000028	0004	SUM CHILD DEVELOPMENT INC	SUMCD STRODES MILLS
10	100002302	0031	100000028	0005	SUM CHILD DEVELOPMENT INC	SUMCD HIGHLAND PARK
11	100002302	0015	100000028	0011	SUM CHILD DEVELOPMENT INC	SELINGSGROVE HIGH SC
12	100002302	0017	100000028	0012	SUM CHILD DEVELOPMENT INC	SUMCD KELLY SACC
13	100123531	0001	100000041	0001	First Step Day Care Center, Inc.	First Step Day Care Cente
14	100000999	0380	100000043	0001	KEN-CREST SERVICES, INC	KEN-CREST SERVICES

The data is resorted based on the selected columns.

## Filtering Data

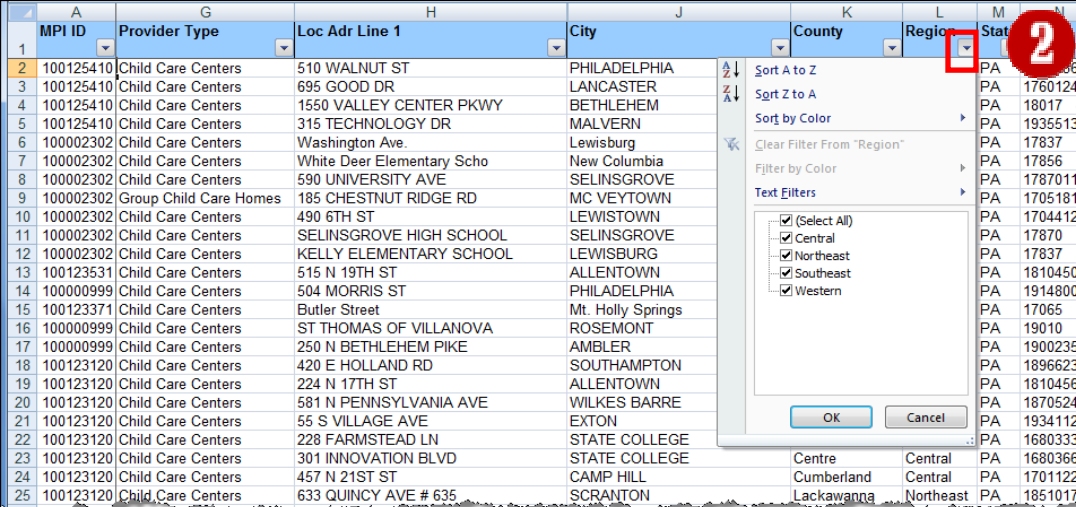
Adding filters to a worksheet is an easy way to view only those data rows that match specified criteria. Primary, secondary and further levels of filtering can be added. This is helpful when there are large amounts of data but you only wish to view specific subsets or related data in the spreadsheet.

1. Select the *Data* tab, then click the *Filter* icon. *Filter* drop-down arrows are added to all column headers.



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2. Click the *Filter* drop-down arrow for the first column where the filter is to be applied.

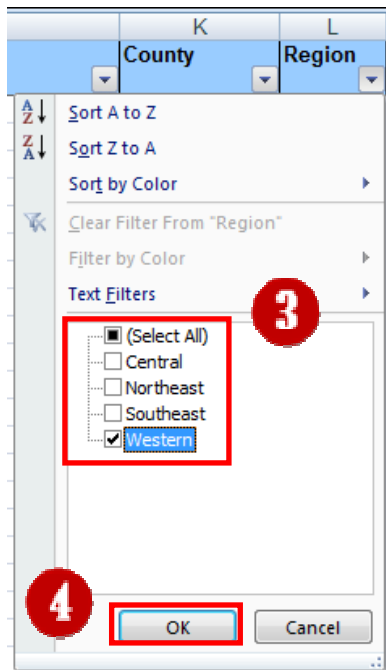


	A	G	H	J	K	L	M
1	MPI ID	Provider Type	Loc Adr Line 1	City	County	Region	State
2	100125410	Child Care Centers	510 WALNUT ST	PHILADELPHIA		PA	1700000006
3	100125410	Child Care Centers	695 GOOD DR	LANCASTER		PA	1760124
4	100125410	Child Care Centers	1550 VALLEY CENTER PKWY	BETHLEHEM		PA	18017
5	100125410	Child Care Centers	315 TECHNOLOGY DR	MALVERN		PA	1935513
6	100002302	Child Care Centers	Washington Ave.	Lewisburg		PA	17837
7	100002302	Child Care Centers	White Deer Elementary Scho	New Columbia		PA	17856
8	100002302	Child Care Centers	590 UNIVERSITY AVE	SELINGROVE		PA	1787011
9	100002302	Group Child Care Homes	185 CHESTNUT RIDGE RD	MC VEYTOWN		PA	1705181
10	100002302	Child Care Centers	490 6TH ST	LEWISTOWN		PA	1704412
11	100002302	Child Care Centers	SELINGROVE HIGH SCHOOL	SELINGROVE		PA	17870
12	100002302	Child Care Centers	KELLY ELEMENTARY SCHOOL	LEWISBURG		PA	17837
13	100123531	Child Care Centers	515 N 19TH ST	ALLENTOWN		PA	1810450
14	100000999	Child Care Centers	504 MORRIS ST	PHILADELPHIA		PA	1914800
15	100123371	Child Care Centers	Butler Street	Mt. Holly Springs		PA	17065
16	100000999	Child Care Centers	ST THOMAS OF VILLANOVA	ROSEMONT		PA	19010
17	100000999	Child Care Centers	250 N BETHLEHEM PIKE	AMBLER		PA	1900235
18	100123120	Child Care Centers	420 E HOLLAND RD	SOUTHAMPTON		PA	1896623
19	100123120	Child Care Centers	224 N 17TH ST	ALLENTOWN		PA	1810456
20	100123120	Child Care Centers	581 N PENNSYLVANIA AVE	WILKES BARRE		PA	1870524
21	100123120	Child Care Centers	55 S VILLAGE AVE	EXTON		PA	1934112
22	100123120	Child Care Centers	228 FARMSTEAD LN	STATE COLLEGE		PA	1680333
23	100123120	Child Care Centers	301 INNOVATION BLVD	STATE COLLEGE	Centre	Central	PA 1680366
24	100123120	Child Care Centers	457 N 21ST ST	CAMP HILL	Cumberland	Central	PA 1701122
25	100123120	Child Care Centers	633 QUINCY AVE # 635	SCRANTON	Lackawanna	Northeast	PA 1851017

All unique values currently present in the column are displayed and all currently visible values are selected.



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3. De-select all values that are to be hidden from view.
4. Click [OK].

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	A	G	H	J	K	L	M	N
1	MPI ID	Provider Type	Loc Adr Line 1	City	County	Region	State	Zip
26	100123120	Child Care Centers	63 WILSON AVE	WASHINGTON	Washington	Western	PA	153013
33	100123120	Child Care Centers	600 GRANT ST	PITTSBURGH	Allegheny	Western	PA	152192
81	100006150	Child Care Centers	519 PENN AVE	TURTLE CREEK	Allegheny	Western	PA	151452
82	100006150	Child Care Centers	519 PENN AVE	TURTLE CREEK	Allegheny	Western	PA	151452
83	100006150	Child Care Centers	333 PENN CENTER BLVD	PITTSBURGH	Allegheny	Western	PA	152355
123	100120825	Family Child Care Homes	695 GREENVILLE PIKE	CLARION	Clarion	Western	PA	162146
128	100112823	Family Child Care Homes	2630 LINWOOD AVE	PITTSBURGH	Allegheny	Western	PA	152143
137	100121448	Group Child Care Homes	5446 JACKSON ST	PITTSBURGH	Allegheny	Western	PA	152062
141	100120825	Family Child Care Homes	695 GREENVILLE PIKE	CLARION	Clarion	Western	PA	162146
142	100112823	Family Child Care Homes	2632 LINWOOD AVE	PITTSBURGH	Allegheny	Western	PA	152143
207	100006150	Child Care Centers	90 GRANT ST	CORAOPOLIS	Allegheny	Western	PA	151083
208	100121448	Group Child Care Homes	5446 JACKSON ST	PITTSBURGH	Allegheny	Western	PA	152062
214								
215								
216								


All rows that do not include the selected unique value are hidden from view. The *Filter* drop-down arrow indicates that the selected column currently has a filter applied.

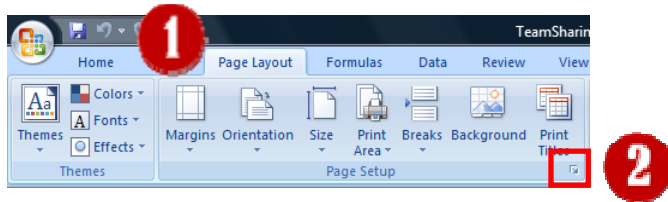
**Note:**

Repeat steps 2-5 to apply an additional filter on the remaining data. To remove the filter from a column, click the *Filter* drop-down arrow, and then select the (Select All) checkbox.

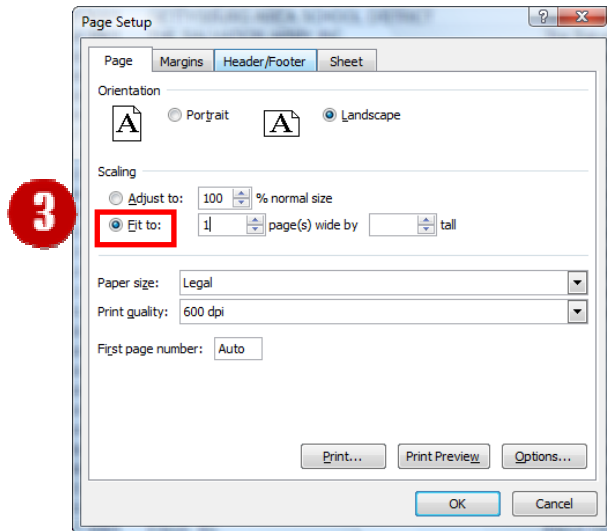
## Fitting a Worksheet to a Page Width or Number of Pages

Using Page Set up, you can designate how many pages should be used when printing a worksheet. Excel will then automatically resize the contents of the worksheet based on the selections. This is helpful when you want the worksheet to fit on a single page or when you have multiple pages but you wish the keep the width limited to one page wide.

1. Select the *Page Layout* tab.
2. Click the *expand* arrow (  ) for the *Page Setup* group.



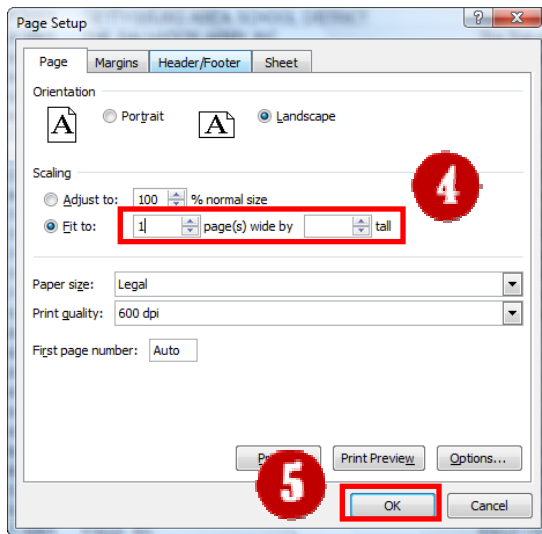
The *Page Setup* dialog box is displayed.



3. Select the *Fit to* radio button.

Indicating 1 page wide by 1 page tall will reduce the scaling automatically so that the entire worksheet fits on a single page.

Indicating 1 page wide and leaving the tall indicator blank will keep the width limited to 1 page but it will be as many pages long as necessary to display the entire worksheet.



4. Select the desired number of pages.

**Note:**

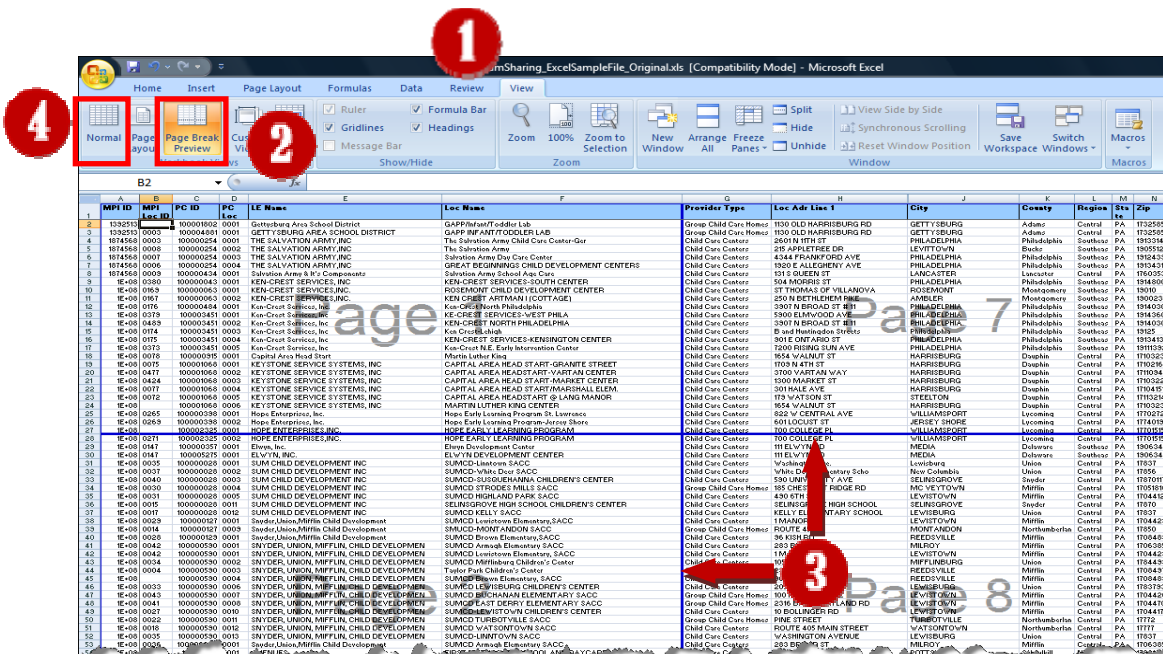
*Orientation and paper size can also be set from the Page tab on the Page Setup dialog box.*

5. Click [OK].

## Using Page Break Preview to Move Page Breaks

Using Page Break Preview, you can move page break indicators to force page breaks in a worksheet. Horizontal and vertical page breaks can be set using this view. This is helpful when you want to control which columns or rows in a spreadsheet fall onto a specific page when printed.

1. Select the *View* tab.
2. Select **Page Break Preview**.




**Note:**

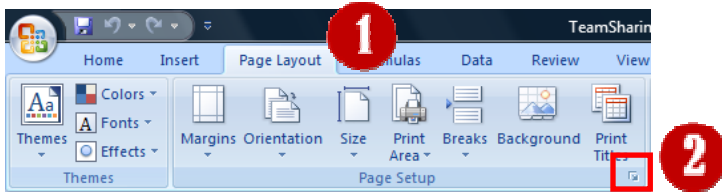
If Page Setup was used to restrict page width to 1 page wide, there would only be a page break indicator for the horizontal page break.

3. Click and drag the vertical or horizontal break indicator to the desired location.
4. Select **Normal** on the *View* menu to return to normal view.

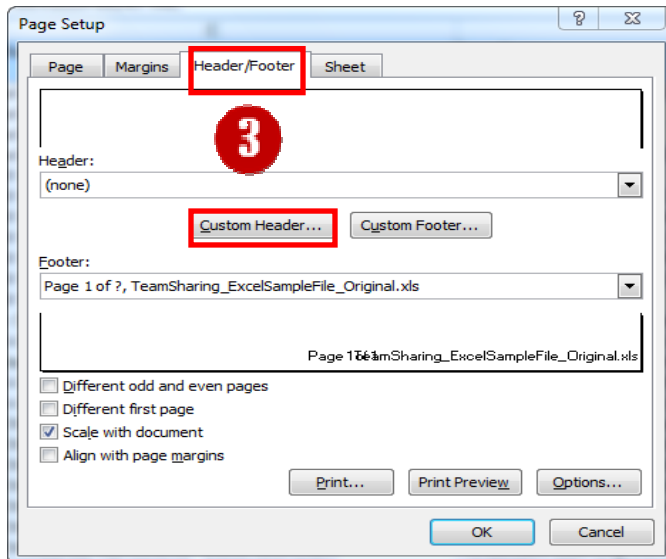
## Adding Headers/Footers to Print on all Pages

Using Page Set up, you can designate header/footer to repeat on all printed pages. The header/footer are visible when the spreadsheet is printed and not visible when using the normal view on the screen. This is helpful if the spreadsheet is going to be shared in hardcopy form and a printed title or other identify information is desired.

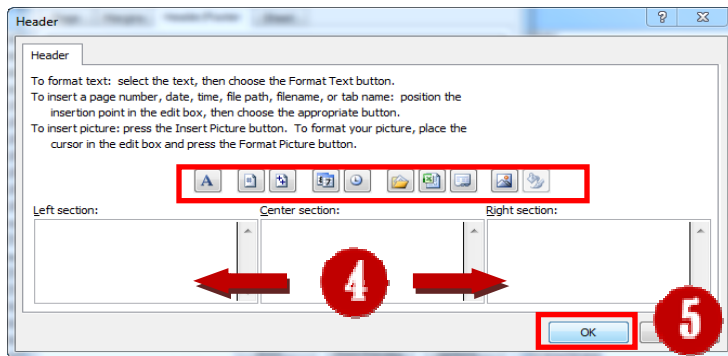
1. Select the *Page Layout* tab.
2. Click the *expand* arrow (  ) for the *Page Setup* group.



The *Page Setup* dialog box is displayed.



3. Select the *Header/Footer* tab, then click [Custom Header...] or [Custom Footer...].

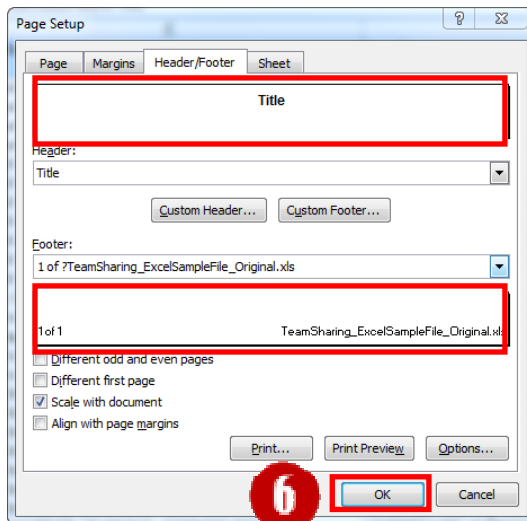


The icons are used to format manually added text or add auto text fields (ie. Date, time, page numbers, etc).

Select the desired section, and then click the desired icon.

The *Header (or Footer)* dialog box is displayed.

4. Type the desired header or footer information in the desired section,
5. Click [OK].



The *Header/Footer* dialog box is closed and the Page Setup dialog box displays the changes made to the header and footer.

6. Click [OK].

The header and footer will display when the spreadsheet is printed.