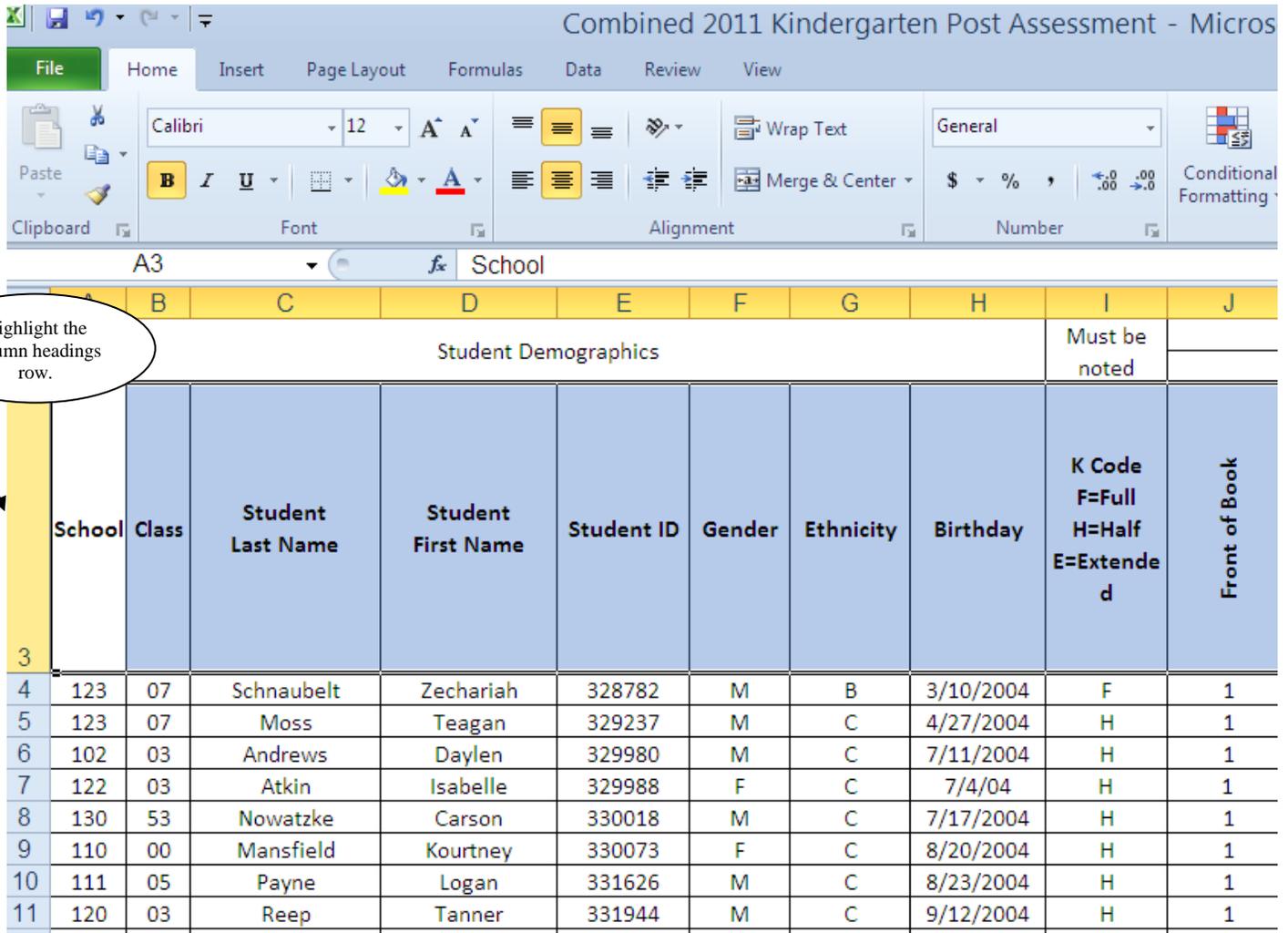


Quick Guide Filtering and Sorting Data Using Excel 2010

1. Highlight the row that contains your column headings by clicking on the row number on the far left of the spreadsheet. (The column headings in this spreadsheet are in row 3.)



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A3 School

	Student Demographics								Must be noted	
3	School	Class	Student Last Name	Student First Name	Student ID	Gender	Ethnicity	Birthday	K Code F=Full H=Half E=Extended	Front of Book
4	123	07	Schnaubelt	Zechariah	328782	M	B	3/10/2004	F	1
5	123	07	Moss	Teagan	329237	M	C	4/27/2004	H	1
6	102	03	Andrews	Daylen	329980	M	C	7/11/2004	H	1
7	122	03	Atkin	Isabelle	329988	F	C	7/4/04	H	1
8	130	53	Nowatzke	Carson	330018	M	C	7/17/2004	H	1
9	110	00	Mansfield	Kourtney	330073	F	C	8/20/2004	H	1
10	111	05	Payne	Logan	331626	M	C	8/23/2004	H	1
11	120	03	Reep	Tanner	331944	M	C	9/12/2004	H	1

2. Click on Data>Filter on the taskbar.

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The 'Filter' button, represented by a funnel icon, is highlighted in yellow. Below the ribbon, the spreadsheet data is visible. The first row is a header for 'Student Demographics'. The data rows are as follows:

School	Class	Student Last Name	Student First Name	Student ID	Gender	Ethnicity	Birthday	K Code F=Full H=Half E=Extended	Front of Book
123	07	Schnaubelt	Zechariah	328782	M	B	3/10/2004	F	1
123	07	Moss	Teagan	329237	M	C	4/27/2004	H	1
102	03	Andrews	Daylen	329980	M	C	7/11/2004	H	1
122	03	Atkin	Isabelle	329988	F	C	7/4/04	H	1

3. Small dropdown arrows will appear in the bottom right of the cell for each column heading. Using the dropdown arrows, you can now:

- a. Sort your data from Smallest to Largest or Largest to Smallest.

The screenshot shows the 'Sort' dropdown menu open over the spreadsheet. The menu options are:

- Sort Smallest to Largest
- Sort Largest to Smallest
- Sort by Color
- Clear Filter From "School"
- Filter by Color
- Number Filters

Below these options is a search box and a list of school IDs with checkboxes:

- (Select All)
- 102
- 103
- 104
- 105
- 107
- 108
- 110
- 111
- 112

The spreadsheet data is partially visible in the background, showing the same student demographic data as in the previous image.

- b. Filter your data using multiple columns to produce the results you are looking for. For example, we want to see all students in school 110, whose gender is male. (Excel 2010 allows for more extensive analysis. You can select multiple items within each column. For example, we could do a sort to find all students with an Ethnicity of H and I, with a final score of 0-10 points, in all Title 1 schools. Just select each box you want in the appropriate column.)

The screenshot shows the Excel 2010 interface with a 'Filter' dialog box open. The dialog box has a search bar and a list of checkboxes for filtering. The checkbox for '110' is selected. The background shows a worksheet titled 'Combined 2011 Kindergarten' with a table of student demographics. The table has columns for 'Student Name', 'Student ID', 'Gender', and 'Ethnicity'. The rows are filtered to show only students from school 110, with row numbers 4, 5, 6, and 8 highlighted in blue.

Student Name	Student ID	Gender	Ethnicity
Schnaubelt, Zechariah	328782	M	B
Moss, Teagan	329237	M	C
Andrews, Daylen	329980	M	C
Nowatzke, Carson	330018	M	C

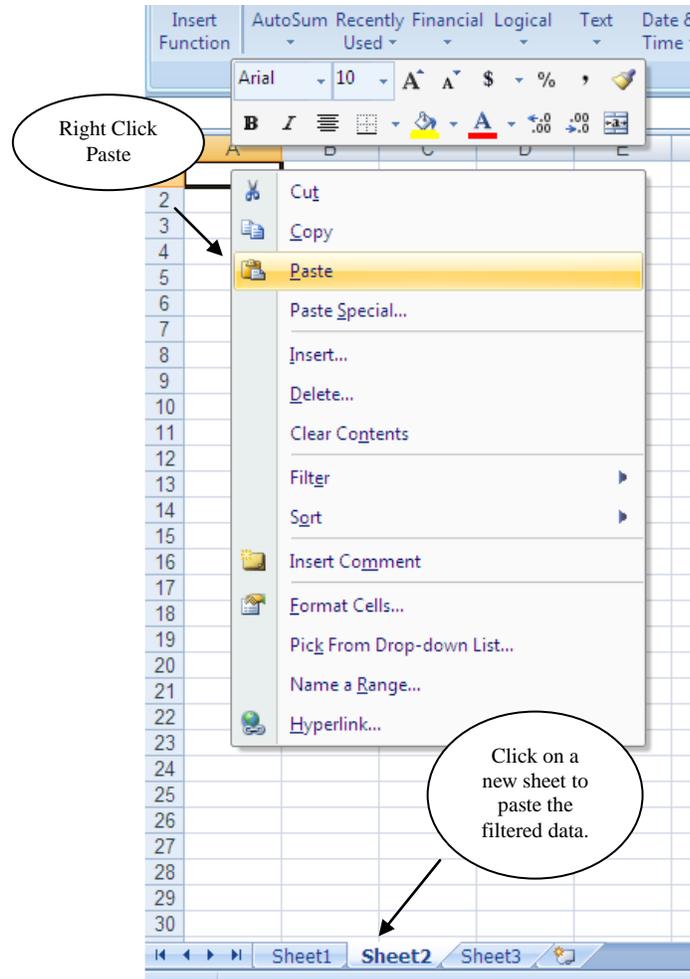
Note: The arrow in column F is now replaced with the filter icon indicating the filter has been turned on in that particular column. The row numbers on the left are also blue and are not consecutive, indicating that this data has been filtered.

4. To copy a filtered worksheet into a separate worksheet, highlight the area you wish to copy by dragging your mouse across the set of data while holding down the left click of your mouse. Once the section of data is highlighted in blue, right click using your mouse and choose copy.

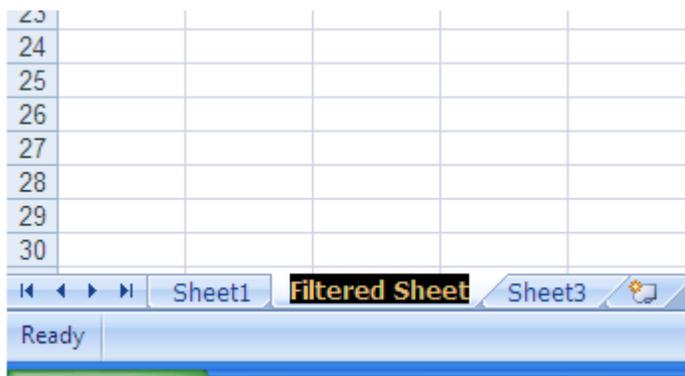
The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The worksheet is titled 'Combined 2011 Kindergarten Post A'. The data is filtered, with only rows 35, 45, 53, 77, and 83 visible. The selected data is highlighted in blue. A context menu is open over the data, with the 'Copy' option highlighted. A callout points to the 'Copy' option with the text 'Right click Copy'. Another callout points to the blue highlighting with the text 'Notice the non-consecutive blue numbers, which indicate the filters are on and data has been excluded.' The data table is as follows:

	A	B	C	D	
1					
2				Student Demogra	
3					
35	110	02	Musser	Jack	33
45	110	01	Cole	Shane	33
53	110	03	Kinslow	Brennen	33
77	110	03	Maher	Truman	33
83	110	00	Conwell	Talen	33

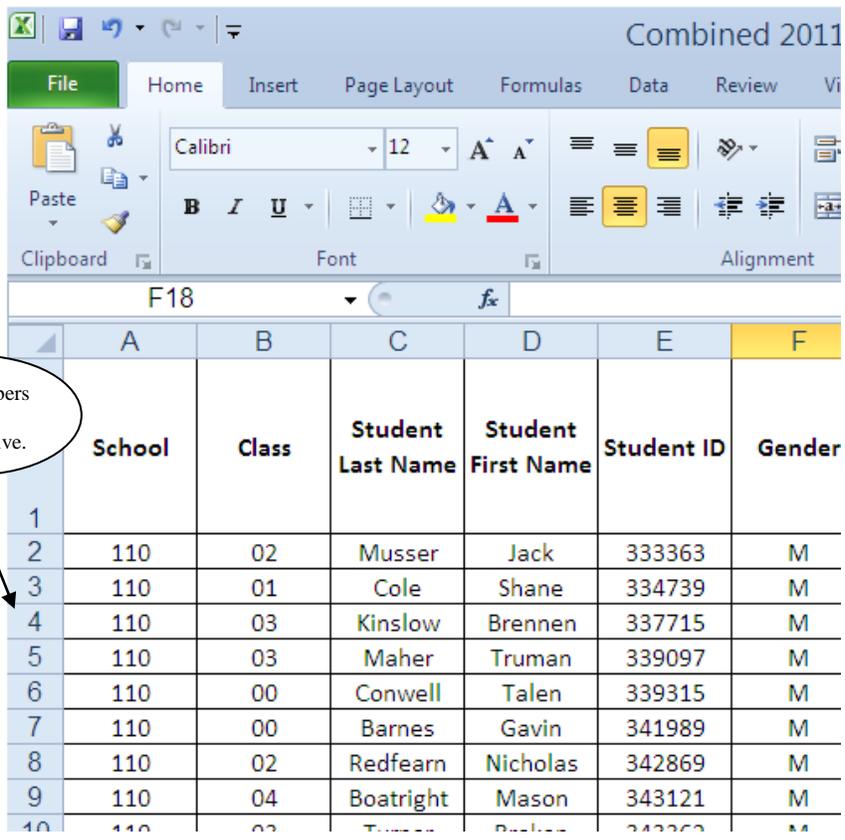
5. Open another sheet within your workbook at the bottom of the screen, or open a new workbook using file>new. Click in the first cell and right click your mouse to paste the data into a new sheet. (*Note that using the copy function will leave the data in the original sheet of your workbook. If you cut the data, it will remove the data from the sheet.)



6. Double click on the Sheet tab to change the name.

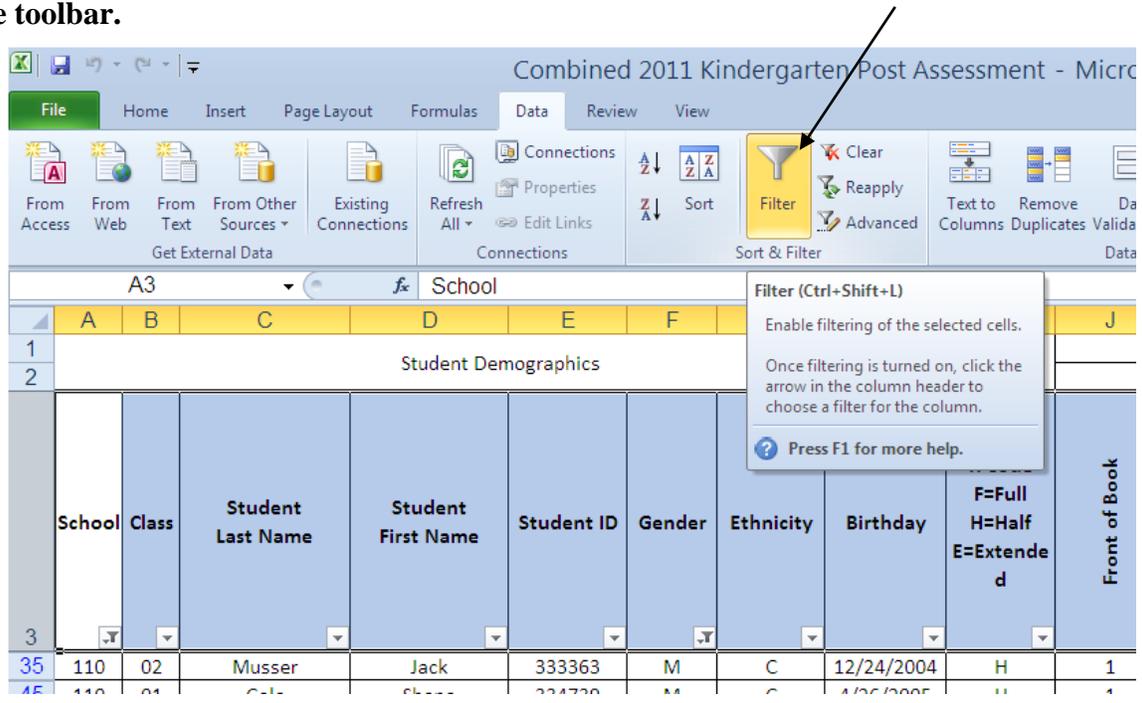


7. You can now work with this specific group of data. There are currently no filters on and the data you excluded will not appear within this worksheet.



	A	B	C	D	E	F
	School	Class	Student Last Name	Student First Name	Student ID	Gender
1						
2	110	02	Musser	Jack	333363	M
3	110	01	Cole	Shane	334739	M
4	110	03	Kinslow	Brennen	337715	M
5	110	03	Maher	Truman	339097	M
6	110	00	Conwell	Talen	339315	M
7	110	00	Barnes	Gavin	341989	M
8	110	02	Redfearn	Nicholas	342869	M
9	110	04	Boatright	Mason	343121	M
10	110	03	Truman	Brennen	343363	M

8. To turn off filters, repeat steps 1 and 2. Highlight your header row and choose Data>Filter on the toolbar.



	A	B	C	D	E	F	G	H	I	J
	School	Class	Student Last Name	Student First Name	Student ID	Gender	Ethnicity	Birthday	F=Full H=Half E=Extended	Front of Book
1										
2										
3										
35	110	02	Musser	Jack	333363	M	C	12/24/2004	H	1
45	110	01	Cole	Shane	334739	M	C	1/26/2005	H	1

9. The dropdown arrows are gone and the data is left in the most recent sorted order. Data that had been filtered out will appear again once the filter is turned off.

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A3 School

	A	B	C	D	E	F	G	H	I	J
1	Student Demographics									Must be noted
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9	110	00	Mansfield	Kourtney	330073	F	C	8/20/2004	H	1
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11	120	03	Reep	Tanner	331944	M	C	9/12/2004	H	1