Data Analysis – Sorting

- Sorting data is an integral part of Data Analysis. Many times it is required to rearrange the data in alphabetical order of names , increasing order of salary , age , decreasing order of marks etc. which help us to understand the data better

Sorting

- Select the entire data you want to sort
- Click on Data Tab
- Click on Sort command
- It displays sort dialogue box
- At the top Rt. Hand corner of the Sort dialogue box it displays my data has headers
- If data has header row , then automatically the box contains √ and in column sort by it displays column headings otherwise it displays Column 1 , Column 2 …
- Click on the down arrow at 'Sort by' box
- It displays column headings
- Select column headings on which you want the data to be sorted.
- Click on the down arrow at 'Sort on ' box and select values
- Click on the down arrow at 'order' box and select order A to Z or Z to A , Smallest to Largest or Largest to Smallest
- If you want to go for secondary sorting then click on Add level
- It displays Then by
- Again repeat the steps 5 to 9.
- Click on OK .

QUESTIONS ON SORTING

A worksheet contains columns Name , Gender ,City , Sales

First row contains headings and row 2 to 12 contains actual data.

Write Excel commands to

- Sort the data according to city

- Sort the data in descending order of Sales
- Sort the data according to city and in descending order of Sales
- Sort the data according to gender and in alphabetical order of names.

Q1. Sort the data according to city

- Select the range A1:F17
- Click at Data Tab – Sort Command
- It displays Sort dialogue box
- Select City at Sort by
- values at Sort on
- A to Z at order
- Click on OK

Q2. Sort the data in descending order of Sale

- Select the range A1:F17
- Click at Data Tab – Sort Command
- It displays Sort dialogue box
- Select Sale at Sort by
- values at Sort on
- Largest to Smallest at order
- Click on OK

Q3. Sort the data according to city & further in decreasing order of Sales

- Select the range A1:F17
- Click at Data Tab – Sort Command
- It displays Sort dialogue box
- Select City at Sort by
- values at Sort on

- A to Z at order
- Click on Add level
- It displays then by
- Select Sale at Sort by
- values at Sort on
- Largest to Smallest at order
- Click on OK

Q4. Sort the data according to gender and in alphabetical order of names.

- Select the range A1:F17
- Click at Data Tab – Sort Command
- It displays Sort dialogue box
- Select Gender at Sort by
- values at Sort on
- A to Z at order
- Click on Add level
- It displays then by
- Select Name at Sort by
- values at Sort on
- A to Z at order
- Click on OK

Subtotals

- As a part of data analysis , Excel provides the facility of Subtotaling. When there is repetition of some fixed value in the data , data can be sorted on that field and take subtotals of related fields
- Eg in our earlier worksheets , there are 3 cities Mumbai , Pune , Nashik . So we can sort as per city and find subtotal of Sales for each city.

- Similarly we can sort as per gender and find subtotal of Sales for each gender.

Conditions for Subtotaling

- Data must include repetition of values in the fields to be used in subtotals.
- Fields to be grouped for subtotals must be sorted
- The data must contain column heading

To create Subtotal

- Select the field range
- Click at Data Tab – Sort command
- Select the field name on which data to be sorted eg. Dept. – ok
- Select Subtotal command
- Subtotal dialogue box appears
- It displays
- At each change in :_____
- Enter the column/field name on which the data is sorted.
- Use Function :_____
- At the drop down arrow click at Sum
- Add Subtotal to
- It displays the fields . Click at the field to be added say Sale
- Click at Summary below the data
- OK

Using Subtotal for Counting

- Eg. We want to count no. of male and female salesman
- Select the field range
- Click at Data Tab – Sort command
- Select the field name on which data to be sorted eg. Gender. – ok

- Select Subtotal command
- Subtotal dialogue box appears
- It displays
- At each change in :_____
- Click at Gender.
- Use Function :_____
- At the drop down arrow click at Count
- Add Subtotal to
- Click at Gender.
- Click at Summary below the data
- OK

Removing Subtotals

- Select any cell in the total
- Select Data Tab
- Select Subtotal command
- Subtotal dialogue box appears
- Click at Remove all
- OK