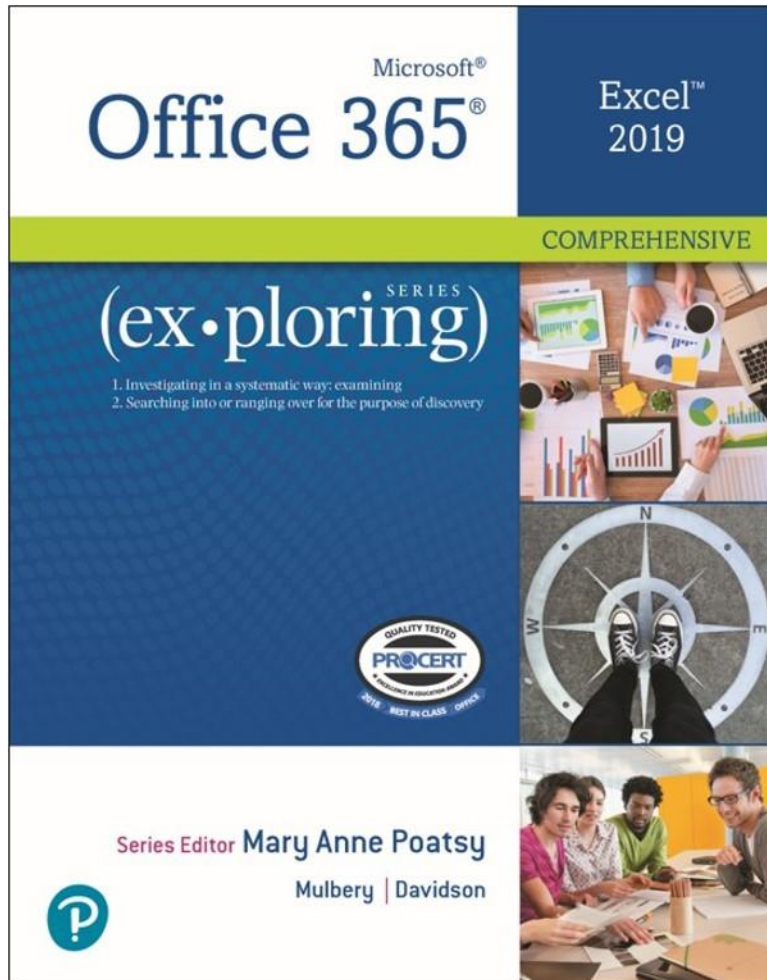


Exploring Microsoft Office 365

Introductory



Chapter 4

Datasets and Tables

Learning Objectives (1 of 2)

4.1 Freeze Rows and Columns

4.2 Print Large Datasets

4.3 Explore the Benefits of Data Tables

4.4 Design and Create Tables

4.5 Apply a Table Style

4.6 Create Structured References in Formulas

Learning Objectives (2 of 2)

4.7 Sort Data

4.8 Filter Data

4.9 Add a Total Row to a Table

4.10 Apply Conditional Formatting

4.11 Create a New Conditional Formatting Rule

Freezing Rows and Columns (1 of 2)

Option	Description
Freeze Panes	Keeps both rows and columns above and to the left of the active cell visible as you scroll through a worksheet.
Freeze Top Row	Keeps both rows and columns above and to the left of the active cell visible as you scroll through a worksheet.
Freeze First column	Keeps only the first column visible as you scroll through a worksheet.

Freezing Rows and Columns (2 of 2)

Rows 1–5 and column F frozen

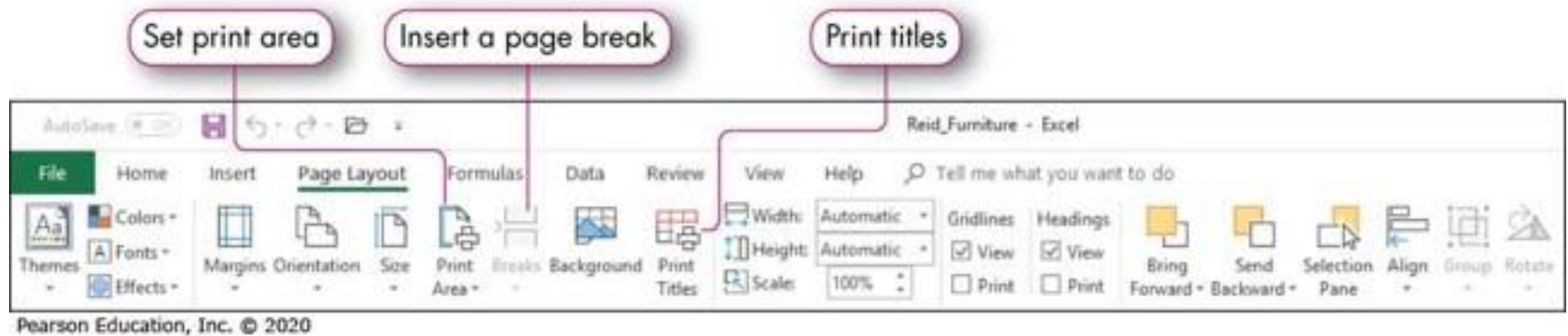
Vertical line to the right of last frozen column

Horizontal line below last frozen row

1	Reid Furniture Store									
2	Monthly Transactions:			March 2021						
3	Down Payment Requirement:			25%						
4										
5	Trans_No	Operator	Sales_First	Sales_Last	Date	Department	Furniture	Pay_Type	Trans_Type	Amount
21	2021-015	MAP	Chantalle	Desmarais	3/3/2021	Living Room	Sofa, Loveseat, Chair Package	Finance	Standard	6,784
22	2021-016	MAP	Jade	Gallagher	3/4/2021	Appliances	Dishwasher	Paid in Full	Standard	640
23	2021-017	MAP	Jade	Gallagher	3/4/2021	Appliances	Refrigerator, Oven, Microwave Combo	Finance	Promotion	8,490
24	2021-018	KRM	Sebastian	Gruenewald	3/4/2021	Appliances	Refrigerator, Oven, Microwave Combo	Finance	Promotion	6,780
25	2021-018	KRM	Sebastian	Gruenewald	3/4/2021	Appliances	Refrigerator, Oven, Microwave Combo	Finance	Promotion	6,780
26	2021-019	RHB	Jade	Gallagher	3/5/2021	Living Room	Sofa	Paid in Full	Standard	2,500
27	2021-020	RHB	Jade	Gallagher	3/5/2021	Living Room	End Tables	Paid in Full	Standard	950
28	2021-021	RHB	Jade	Gallagher	3/5/2021	Dining Room	Bar Stools	Paid in Full	Standard	425
29	2021-022	KRM	Ambrose	Sardelis	3/6/2021	Dining Room	Dining Room Table and Chairs	Finance	Standard	10,000
30	2021-023	RMP	Jade	Gallagher	3/6/2021	Living Room	Sofa	Paid in Full	Standard	1,732
31	2021-024	MRP	Jade	Gallagher	3/6/2021	Dining Room	Dining Room Table and Chairs	Finance	Standard	8,560
32	2021-025	COK	Jade	Gallagher	3/7/2021	Dining Room	China Hutch	Finance	Promotion	3,240
33	2021-026	KRM	Sebastian	Gruenewald	3/7/2021	Living Room	Sofa, Loveseat	Paid in Full	Standard	7,690
34	2021-027	COK	Chantalle	Desmarais	3/8/2021	Dining Room	Dining Room Table and Chairs	Finance	Standard	5,000
35	2021-028	COK	Jade	Gallagher	3/8/2021	Appliances	Refrigerator	Finance	Promotion	1,574
36	2021-029	KRM	Sebastian	Gruenewald	3/9/2021	Appliances	Dryer	Finance	Promotion	1,624
37	2021-029	KRM	Sebastian	Gruenewald	3/9/2021	Appliances	Dryer	Finance	Promotion	1,624
38	2021-030	MAP	Jade	Gallagher	3/9/2021	Living Room	Sofa, Loveseat	Finance	Promotion	7,560
39	2021-031	KRM	Sebastian	Gruenewald	3/10/2021	Dining Room	Dining Room Table and Chairs	Finance	Promotion	5,000
40	2021-032	COK	Chantalle	Desmarais	3/10/2021	Dining Room	China Hutch	Paid in Full	Promotion	1,225

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Printing Large Datasets (1 of 4)



Printing Large Datasets (2 of 4)

Reid Furniture Store - Excel

Active view

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

Normal Page Break Preview Page Layout Custom Views

Workbook Views Show Zoom Windows

Watermark indicating page number

Solid blue line indicates manual page break

Dashed blue line indicates automatic page break

Page 1 Page 5

Trans_No	Operator	Sales_First	name_last	date	department	Furniture	Pay_Type	Trans_Type	Amount
2021-001	KRM	Sebastian	Gruenewald	3/1/2021	Bedroom	Mattress	Finance	Promotion	2,788
2021-002	KRM	Sebastian	Gruenewald	3/1/2021	Bedroom	Mattress	Finance	Promotion	3,245
2021-003	MAP	Jade	Gallagher	3/1/2021	Living Room	Sofa, Loveseat, Chair Package	Finance	Promotion	10,000
2021-004	MAP	Jade	Gallagher	3/1/2021	Living Room	End Tables	Finance	Promotion	1,000
2021-005	MAP	Jade	Gallagher	3/1/2021	Appliances	Washer and Dryer	Finance	Promotion	2,750
2021-006	COK	Ambrose	Sardelis	3/1/2021	Living Room	Sofa, Loveseat, Chair Package	Finance	Promotion	12,000
2021-006	COK	Ambrose	Sardelis	3/1/2021	Living Room	Sofa, Loveseat, Chair Package	Finance	Promotion	12,000
2021-007	MAP	Jade	Gallagher	3/1/2021	Dining Room	Dining Room Table	Finance	Promotion	3,240
2021-008	COK	Chantalle	Desmarais	3/1/2021	Dining Room	Dining Room Table	Finance	Promotion	4,080
2021-009	KRM	Sebastian	Gruenewald	3/1/2021	Appliances	Washer and Dryer	Finance	Promotion	2,750
2021-010	MAP	Jade	Gallagher	3/2/2021	Dining Room	Dining Room Table and Chairs	Finance	Standard	6,780
2021-011	COK	Chantalle	Desmarais	3/2/2021	Dining Room	Dining Room Table and Chairs	Finance	Standard	10,000
2021-012	KRM	Ambrose	Sardelis	3/2/2021	Appliances	Washer	Paid in Full	Promotion	1,100
2021-013	COK	Chantalle	Desmarais	3/3/2021	Living Room	Recliners	Finance	Standard	2,430
2021-014	COK	Jade	Gallagher	3/3/2021	Dining Room	Dining Room Table and Chairs	Paid in Full	Standard	4,550
2021-015	MAP	Chantalle	Desmarais	3/3/2021	Living Room	Sofa, Loveseat, Chair Package	Finance	Standard	6,784
2021-016	MAP	Jade	Gallagher	3/4/2021	Appliances	Dishwasher	Paid in Full	Standard	640
2021-017	MAP	Jade	Gallagher	3/4/2021	Appliances	Refrigerator, Oven, Microwave Combo	Finance	Promotion	8,490

March Totals March Individual

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Printing Large Datasets (3 of 4)

Set print area

Gray background indicates nonprinting area in Page Break Preview

Dark blue lines indicate boundaries in Page Break Preview

Trans_No	Operator	Sales_First	Sales_Last	Date	Department	Furniture	Pay_Type	Trans_Type	Amount
2021-001	KRM	Sebastian	Gruenewald	3/1/2021	Bedroom	Mattress	Finance	Promotion	2,788
2021-002	RKM	Sebastian	Gruenewald	3/1/2021	Bedroom	Mattress	Finance	Promotion	3,245
2021-003	MAP	Jade	Gallagher	3/1/2021	Living Room	Sofa, Loveseat, Chair Package	Finance	Promotion	10,000
2021-004	MAP	Jade	Gallagher	3/1/2021	Living Room	End Tables	Finance	Promotion	1,000
2021-005	MAP	Jade	Gallagher	3/1/2021	Appliances	Washer and Dryer	Finance	Promotion	2,750

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Printing Large Datasets (4 of 4)

Set row(s) containing column labels

Set column(s) containing row labels

Page order options

Page Setup

Page Margins Header/Footer Sheet

Print area: \$A\$5:\$J\$112

Print titles

Rows to repeat at top: \$5:\$5

Columns to repeat at left: \$A:\$A

Print

☐ Gridlines

☐ Black and white

☐ Draft quality

☐ Row and column headings

Comments: (None)

Cell errors as: displayed

Page order

☒ Down, then over

☐ Over, then down

Print... Print Preview Options...

OK Cancel

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Exploring the Benefits of Data Tables (1 of 2)

- Table—structured range that contains related data organized in a method that increases capability to manage and analyze information
- Data structure—organization method used to manage multiple data points within a dataset

Exploring the Benefits of Data Tables (2 of 2)

Table advantages:

- Column headings remain onscreen
- Table styles easily format table rows and columns
- Calculated columns enable the creation and editing of formulas
- Calculated total row enables the implementation of summary functions
- Structured references used instead of cell references in formulas

Designing and Creating Tables (1 of 4)

Create Table ? X

Where is the data for your table?

=SAS5:SJ\$112

☒ My table has headers

OK Cancel

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Designing and Creating Tables (2 of 4)

Table preview

Trans_No	Operator	Sales_First	Sales_Last	Date	De
2021-001	KRM	Sebastian	Gruenewald	3/1/2021	Bei
2021-002	RKM	Sebastian	Gruenewald	3/1/2021	Bei
2021-003	MAP	Jade	Gallagher	3/1/2021	Liv
2021-004	MAP	Jade	Gallagher	3/1/2021	Liv
2021-005	MAP	Jade	Gallagher	3/1/2021	Apj
2021-006	COK	Ambrose	Sardelis	3/1/2021	Liv
2021-006	COK	Ambrose	Sardelis	3/1/2021	Liv
2021-007	MAP	Jade	Gallagher	3/1/2021	Din

Create a table

Quick Analysis gallery

Formatting | Charts | Totals | **Tables** | Sparklines

Table | PivotTable | PivotTable | PivotTable | PivotTable | More

Tables help you sort, filter, and summarize data.

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Designing and Creating Tables (3 of 4)

Table Name: Reid Furniture Store

Table! Properties: Summarize with PivotTable, Remove Duplicates, Convert to Range, Insert Slicer, Export, Refresh, External Table Data, Unlink

Tools: Header Row, First Column, Filter Button, Total Row, Last Column, Banded Rows, Banded Columns

Table Style Options: Table Styles

Table Name: Reid Furniture Store

Monthly Transactions: March 2021

Down Payment Requirement: 25%

Filter arrow

Design tab

Table name

Show or hide filter arrows in the header row

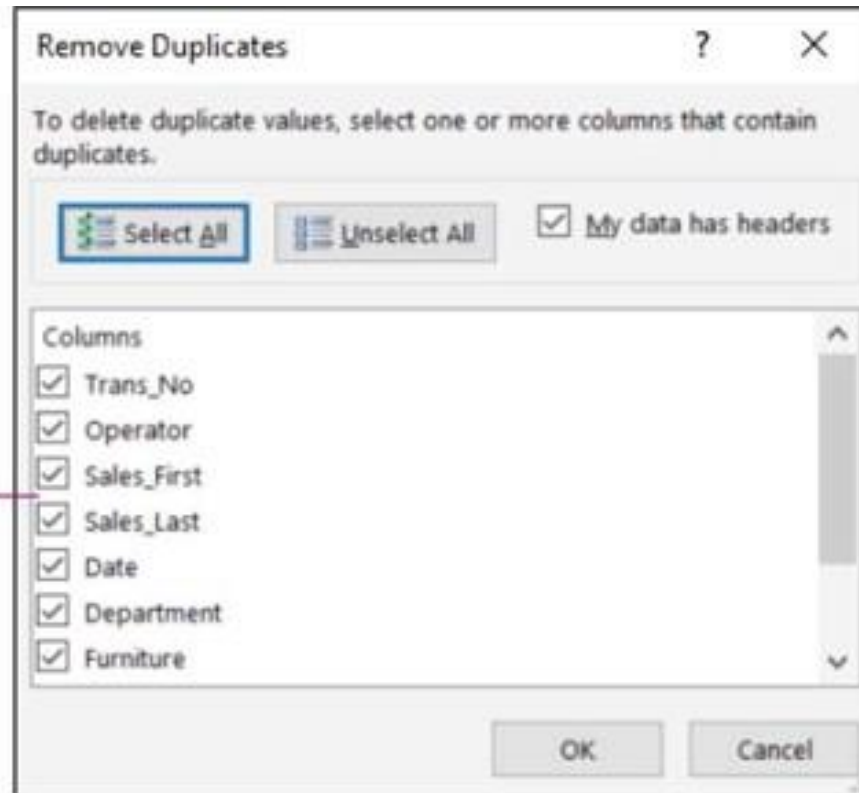
Alternating fill colors applied

Trans_No	Operator	Sales_First	Sales_Last	Date	Department	Furniture	Pay_Type	Trans_Type	Amount
2021-001	KRM	Sebastian	Gruenewald	3/1/2021	Bedroom	Mattress	Finance	Promotion	2,788
2021-002	RKM	Sebastian	Gruenewald	3/1/2021	Bedroom	Mattress	Finance	Promotion	3,245
2021-003	MAP	Jade	Gallagher	3/1/2021	Living Room	Sofa, Loveseat, Chair Package	Finance	Promotion	10,000
2021-004	MAP	Jade	Gallagher	3/1/2021	Living Room	End Tables	Finance	Promotion	1,000
2021-005	MAP	Jade	Gallagher	3/1/2021	Appliances	Washer and Dryer	Finance	Promotion	2,750
2021-006	COK	Ambrose	Sardelis	3/1/2021	Living Room	Sofa, Loveseat, Chair Package	Finance	Promotion	12,000
2021-006	COK	Ambrose	Sardelis	3/1/2021	Living Room	Sofa, Loveseat, Chair Package	Finance	Promotion	12,000
2021-007	MAP	Jade	Gallagher	3/1/2021	Dining Room	Dining Room Table	Finance	Promotion	3,240
2021-008	COK	Chantalle	Desmarais	3/1/2021	Dining Room	Dining Room Table	Finance	Promotion	4,080

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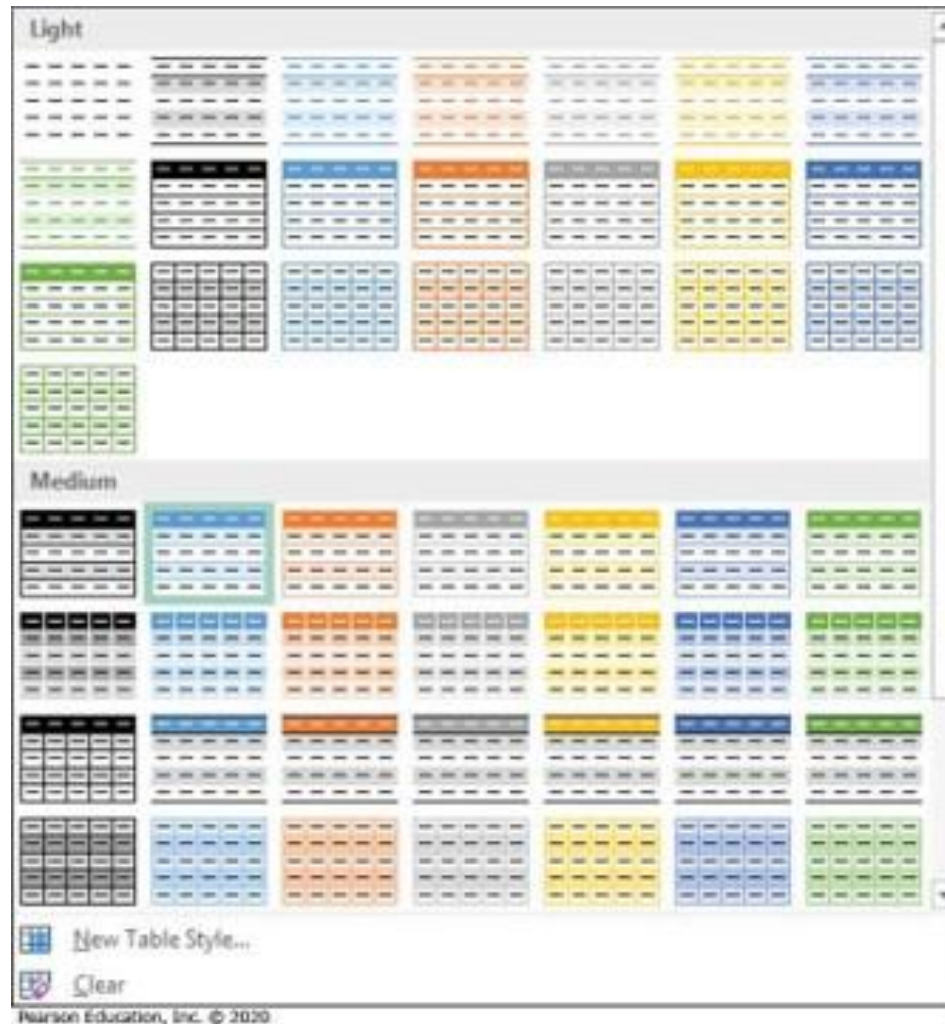
Designing and Creating Tables (4 of 4)

Columns that contain
duplicate values



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Applying a Table Style (1 of 2)



Applying a Table Style (2 of 2)

Check Box	Action
Header Row	Displays the header row (field names) when selected; removes field names when deselected. Header Row formatting takes priority over column formats.
Total Row	Displays a total row when selected. Total Row formatting takes priority over column formats.
First Column	Applies a different format to the first column so that the row headings stand out. First Column formatting takes priority over Banded Rows formatting.
Last Column	Applies a different format to the last column so that the last column of data stands out; effective for aggregated data, such as grand totals per row. Last Column formatting takes priority over Banded Rows formatting.
Banded Rows	Displays alternate fill colors for even and odd rows to help distinguish records.
Banded Columns	Displays alternate fill colors for even and odd columns to help distinguish fields.
Filter Button	Displays a filter button on the right side of each field name in the header row.

Creating Structured References in Formulas (1 of 2)

- Structured reference—tag or table element as a reference in a formula
- Unqualified reference—use of field headings without row references in a structured formula
- Fully qualified structured reference—formula that includes references with a table name

Creating Structured References in Formulas (2 of 2)

Formula Bar: `=[@Amount]-[@Down_Pay]` — Semi-selection structured reference

Colored border around referenced data

Column automatically filled

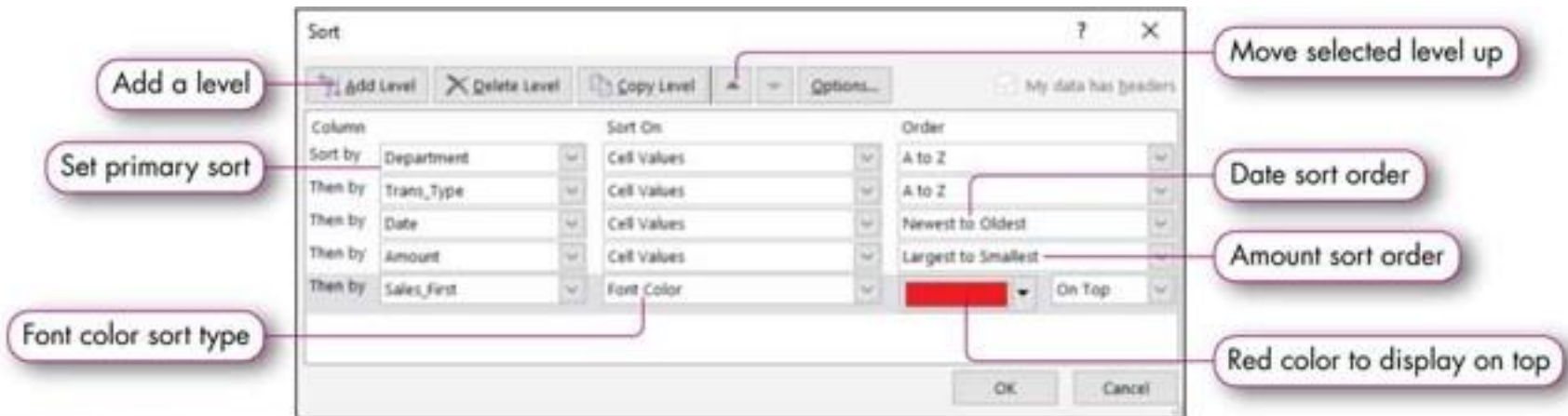
Trans_No	Sales_First	Sales_Last	Date	Department	Furniture	Pay_Type	Trans_Type	Amou	Down_P	Ow
2021-089	Ambrose	Sardelis	3/26/2021	Bedroom	Bedroom Furniture Set	Paid in Full	Standard	11,972	\$ 2,993.00	\$ 8,979.00
2021-090	Jade	Gallagher	3/27/2021	Dining Room	Kitchen Table and Chairs	Paid in Full	Standard	975	\$ 243.75	\$ 731.25
2021-091	Ambrose	Sardelis	3/27/2021	Bedroom	Bedroom Furniture Set	Finance	Standard	8,340	\$ 2,085.00	<code>=[@Amount]-[@Down_Pay]</code>
2021-092	Chantalle	Desmarais	3/28/2021	Living Room	Loveseat	Finance	Standard	2,325	\$ 581.25	\$ 1,743.75
2021-093	Ambrose	Sardelis	3/28/2021	Bedroom	Mattress	Paid in Full	Standard	2,000	\$ 500.00	\$ 1,500.00
2021-094	Ambrose	Sardelis	3/28/2021	Bedroom	Mattress	Paid in Full	Promotion	3,245	\$ 811.25	\$ 2,433.75
2021-095	Sebastian	Gruenewald	3/29/2021	Living Room	Sofa, Loveseat, Chair Package	Finance	Standard	14,275	\$ 3,568.75	\$ 10,706.25
2021-096	Sebastian	Gruenewald	3/29/2021	Bedroom	Bedroom Furniture Set	Finance	Promotion	3,285	\$ 821.25	\$ 2,463.75
2021-097	Sebastian	Gruenewald	3/29/2021	Bedroom	Bedroom Furniture Set	Finance	Standard	14,321	\$ 3,580.25	\$ 10,740.75
2021-098	Jade	Gallagher	3/30/2021	Dining Room	China Hutch	Finance	Promotion	2,480	\$ 620.00	\$ 1,860.00
2021-099	Jade	Gallagher	3/30/2021	Bedroom	Mattress	Finance	Standard	1,425	\$ 356.25	\$ 1,068.75
2021-100	Chantalle	Desmarais	3/30/2021	Bedroom	Bedroom Furniture Set	Finance	Promotion	11,234	\$ 2,808.50	\$ 8,425.50
2021-101	Sebastian	Gruenewald	3/31/2021	Bedroom	Bedroom Furniture Set	Finance	Promotion	5,773	\$ 1,443.25	\$ 4,329.75
2021-102	Chantalle	Desmarais	3/31/2021	Bedroom	Mattress	Paid in Full	Promotion	2,000	\$ 500.00	\$ 1,500.00
2021-103	Sebastian	Gruenewald	3/31/2021	Living Room	End Tables	Finance	Standard	2,505	\$ 626.25	\$ 1,878.75

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Sorting Data (1 of 3)

Data Type	Options	Explanation
Text	Sort A to Z	Arranges data in alphabetic order
	Sort Z to A	Arranges data in reverse alphabetic order
Dates	Sort Oldest to Newest	Displays data in chronological order, from oldest to Newest
	Sort Newest to Oldest	Displays data in reverse chronological order, from newest to oldest
Values	Sort Smallest to Largest	Arranges values from the smallest value to the Largest
	Sort Largest to Smallest	Arranges values from the largest value to the smallest
Color	Sort by Cell Color	Arranges data together for cells containing a particular fill color
	Sort by Font Color	Arranges data together for cells containing a particular font color

Sorting Data (2 of 3)



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Sorting Data (3 of 3)

Select custom list or NEW LIST to create a new list

Type each entry

Add new list of entries to the Custom Lists box

The screenshot shows a 'Custom Lists' dialog box with the following components:

- Custom Lists** tab selected.
- Custom lists:** A list box containing 'NEW LIST' (highlighted), 'Sun, Mon, Tue, Wed, Thu, Fri, Sat', 'Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday', 'Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec', and 'January, February, March, April, May, June, July, August, September, October, November, December'.
- List entries:** A text box containing 'Appliances, Living Room, Dining Room'.
- Buttons:** 'Add' and 'Delete' buttons to the right of the 'List entries' box.
- Footer:** 'OK' and 'Cancel' buttons.

Annotations with lines pointing to the interface:

- A line from the 'Select custom list or NEW LIST to create a new list' callout points to the 'NEW LIST' item in the 'Custom lists' list box.
- A line from the 'Type each entry' callout points to the text 'Appliances, Living Room, Dining Room' in the 'List entries' text box.
- A line from the 'Add new list of entries to the Custom Lists box' callout points to the 'Add' button.

Below the 'Custom lists' list box, the text 'Press Enter to separate list entries.' is displayed.

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Filtering Data (1 of 5)

- Filtering—the process of displaying only those records that meet specified conditions
- To apply a filter:
 - Click any cell in the range of data to be filtered
 - Click Filter on the Data tab
 - Click the filter arrow for the column to be filtered
 - Deselect the Select All check box
 - Select the check boxes for the text that is to remain visible

Filtering Data (2 of 5)

The screenshot shows the Microsoft Excel interface with a table titled "Reid Furniture Store". The table has columns: Trans_No, Operator, Sales_First, Sales_Last, Date, Department, Furniture, Pay_Type, and Trans_Type. The "Operator" column is filtered to show only "MAF" and "KRM". The "Sales_Last" column is filtered to show only "Santelo". The "Status Bar" at the bottom indicates "55 of 162 records found".

Callouts and their descriptions:

- Filter icon indicates filtered name**: Points to the filter icon in the "Operator" column header.
- Enter data to search in field**: Points to the search box in the "Sales_Last" column filter.
- Only two names selected**: Points to the "MAF" and "KRM" names in the "Sales_Last" column filter.
- Status bar indicates number of records meeting the filtered conditions**: Points to the "55 of 162 records found" status bar.
- Additional text filters**: Points to the "Text Filters" button in the "Sales_Last" column filter.
- Display or hide filter arrows**: Points to the "Filter" button in the "Data" ribbon.

Trans_No	Operator	Sales_First	Sales_Last	Date	Department	Furniture	Pay_Type	Trans_Type
2021-003	MAF	Sort A to Z		3/1/2021	Living Room	Sofa, Loveseat, Chair Package	Finance	Promotion
2021-004	MAF	Sort Z to A		3/1/2021	Living Room	End Tables	Finance	Promotion
2021-005	MAF	Sort by Color		3/1/2021	Appliances	Washer and Dryer	Finance	Promotion
2021-006	COK	Clear Filter from "Sales_Last"		3/1/2021	Living Room	Sofa, Loveseat, Chair Package	Finance	Promotion
2021-007	MAF	Filter by Color		3/1/2021	Dining Room	Dining Room Table	Finance	Promotion
2021-010	MAF	Text Filters		3/2/2021	Dining Room	Dining Room Table and Chairs	Finance	Standard
2021-012	KRM	Search				Washer	Paid in Full	Promotion
2021-014	COK	(Select All)				Dining Room Table and Chairs	Paid in Full	Standard
2021-016	MAF	Does Not Equal...				Dishwasher	Paid in Full	Standard
2021-017	MAF	Begin With...				Refrigerator, Oven, Microwave Combo	Finance	Promotion
2021-019	RHB	Ends With...				Sofa	Paid in Full	Standard
2021-020	RHB	Contains...				End Tables	Paid in Full	Standard
2021-021	RHB	Does Not Contain...				Bar Stools	Paid in Full	Standard
2021-022	KRM	Custom Filter...				Dining Room Table and Chairs	Finance	Standard
2021-023	RME			3/6/2021	Dining Room	Dining Room Table and Chairs	Finance	Standard
2021-024	MRF			3/7/2021	Dining Room	China Hutch	Finance	Promotion
2021-025	COK			3/8/2021	Appliances	Refrigerator	Finance	Promotion
2021-028	COK							

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Filtering Data (3 of 5)

The screenshot shows the Microsoft Excel interface with the 'Reid Furniture - Excel' workbook open. The 'Data' tab is selected in the ribbon, and the 'Filter' button is highlighted. The 'Number Filters' menu is open, showing a list of values to select. A callout points to the 'Select specific values' option, and another points to the 'Selected number filter' option.

Trans_No	Operator	Sales_First	Sales_Last	Date	Department	Furniture	Pay_Type	Trans_Type	Amount	Down	Owed
2021-003	MAP	Jade	Gallagher	3/1/2021	Living Room	Sofa, Loveseat, Chair Package	2	Sort Smallest to Largest		2500	7500
2021-006	COK	Ambrose	Sardelis	3/1/2021	Living Room	Sofa, Loveseat, Chair Package	2	Sort Largest to Smallest		3000	9000
2021-010	MAP	Jade	Gallagher	3/2/2021	Dining Room	Dining Room Table and Chairs		Sort by Color		1695	5085
2021-017	MAP	Jade	Gallagher	3/4/2021	Appliances	Refrigerator, Oven, Microwave Com		Clear Filter From "Amount"		2122.5	6367.5
2021-022	KRM	Ambrose	Sardelis	3/6/2021	Dining Room	Dining Room Table and Chairs		Filter by Color		2500	7500
2021-024	MRP	Jade	Gallagher	3/6/2021	Dining Room	Dining Room Table and Chairs		Number Filters		2140	6420
2021-030	MAP	Jade	Gallagher	3/9/2021	Living Room	Sofa, Loveseat		Search			
2021-039	KRM	Jade	Gallagher	3/11/2021	Appliances	Refrigerator, Oven, Microwave Com		☐ (Select All)			
2021-041	COK	Ambrose	Sardelis	3/14/2021	Dining Room	Dining Room Table and Chairs		☐ 225			
2021-046	COK	Jade	Gallagher	3/15/2021	Dining Room	Dining Room Table and Chairs		☐ 425			
2021-059	MAP	Jade	Gallagher	3/20/2021	Dining Room	Dining Room Table and Chairs		☐ 436			
2021-062	COK	Jade	Gallagher	3/21/2021	Dining Room	Dining Room Table and Chairs		☐ 640			
2021-067	RHB	Jade	Gallagher	3/22/2021	Living Room	Sofa, Loveseat, Chair Package		☐ 875			
2021-070	KRM	Ambrose	Sardelis	3/23/2021	Living Room	Sofa, Loveseat, Chair Package		☐ 900			
2021-072	KRM	Ambrose	Sardelis	3/23/2021	Bedroom	Bedroom Furniture Set		☐ 950			
2021-086	KRM	Ambrose	Sardelis	3/26/2021	Bedroom	Bedroom Furniture Set		☐ 975			
2021-089	KRM	Ambrose	Sardelis	3/26/2021	Bedroom	Bedroom Furniture Set					
2021-091	COK	Ambrose	Sardelis	3/27/2021	Bedroom	Bedroom Furniture Set					

March Totals: 18 of 102 records filtered

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Filtering Data (4 of 5)

The screenshot displays a software interface for "Reid Furniture Store". The main data table has columns: Trans_No, Sales_First, Sales_Last, and Date. A dropdown menu for "Date Filters" is open, showing options like "Equals...", "Before...", "After...", "Between...", "Tomorrow", "Today", "Yesterday", "Next Week", "This Week", "Last Week", "Next Month", "This Month", "Last Month", "Next Quarter", "This Quarter", "Last Quarter", "Next Year", "This Year", "Last Year", "Year to Date", and "All Dates in the Period...". A callout box labeled "Date Filters" points to the dropdown menu.

Trans_No	Sales_First	Sales_Last	Date
2021-017	Jade		
2021-039	Jade		
2021-072	Ambr		
2021-091	Ambr		
2021-089	Ambr		
2021-086	Ambr		
2021-062	Jade		
2021-059	Jade		
2021-041	Ambr		
2021-046	Jade		
2021-022	Ambr		
2021-024	Jade		
2021-010	Jade		
2021-070	Ambr		
2021-030	Jade		
2021-006	Ambr		
2021-003	Jade		
2021-067	Jade		

Pay_Type	Trans_Type	Amou	Down_P	Ow	
Oven, Microwave Combo	Finance	Promotion	8,490	\$ 2,122.50	\$ 6,367.50
Oven, Microwave Combo	Finance	Standard	6,700	\$ 1,675.00	\$ 5,025.00
niture Set	Finance	Promotion	12,150	\$ 3,037.50	\$ 9,112.50
niture Set	Finance	Standard	8,340	\$ 2,085.00	\$ 6,255.00
niture Set	Paid in Full	Standard	11,972	\$ 2,993.00	\$ 8,979.00
niture Set	Paid in Full	Standard	8,340	\$ 2,085.00	\$ 6,255.00
Table and Chairs	Finance	Promotion	6,000	\$ 1,500.00	\$ 4,500.00
Table and Chairs	Finance	Promotion	7,540	\$ 1,885.00	\$ 5,655.00
Table and Chairs	Finance	Promotion	12,458	\$ 3,114.50	\$ 9,343.50
Table and Chairs	Finance	Standard	7,500	\$ 1,875.00	\$ 5,625.00
Table and Chairs	Finance	Standard	10,000	\$ 2,500.00	\$ 7,500.00
Table and Chairs	Finance	Standard	8,560	\$ 2,140.00	\$ 6,420.00
Table and Chairs	Finance	Standard	6,780	\$ 1,695.00	\$ 5,085.00
at, Chair Package	Finance	Promotion	12,500	\$ 3,125.00	\$ 9,375.00
at	Finance	Promotion	7,500	\$ 1,875.00	\$ 5,625.00
at, Chair Package	Finance	Promotion	12,000	\$ 3,000.00	\$ 9,000.00
at, Chair Package	Finance	Promotion	10,000	\$ 2,500.00	\$ 7,500.00
at, Chair Package	Finance	Standard	8,400	\$ 2,100.00	\$ 6,300.00

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Filtering Data (5 of 5)

The image shows a screenshot of the 'Custom AutoFilter' dialog box in a spreadsheet application. Two callout boxes on the left point to specific parts of the dialog:

- The top callout, labeled 'Select filter option', points to the 'equals' dropdown menu in the first filter row.
- The bottom callout, labeled 'Select filter method', points to the 'And' radio button between the two filter rows.

The dialog box itself has the title 'Custom AutoFilter' and standard window controls. It contains the text 'Show rows where:' followed by a field labeled 'Date'. Below this, there are two filter rows. The first row has a dropdown set to 'equals' and an empty text input field. The second row has a dropdown set to 'is empty of' and an empty text input field. Between these two rows are radio buttons for 'And' (which is selected) and 'Or'. At the bottom, there is instructional text: 'Use ? to represent any single character' and 'Use * to represent any series of characters'. 'OK' and 'Cancel' buttons are at the bottom right.

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Adding a Total Row to a Table (1 of 3)

- Total row—displays summary statistics
- SUBTOTAL function—calculates an aggregate value

`=SUBTOTAL(function_num, ref1, ...)`

where the function_num argument is a number that represents a function and the ref1 argument indicates the range of values to calculate

Adding a Total Row to a Table (2 of 3)

Function	Function Number	Table Number
AVERAGE	1	101
COUNT	2	102
COUNTA	3	103
MAX	4	104
MIN	5	105
PRODUCT	6	106
STDEV.S	7	107
STDEV.P	8	108
SUM	9	109
VAR.S	10	110
VAR.P	11	111

Adding a Total Row to a Table (3 of 3)

The screenshot shows the Microsoft Excel interface with a table of furniture sales data. The table has columns: Trans_No, Date, Sales_First, Sales_Last, Department, Furniture, Pay_Type, Trans_Type, Amount, Down_Pay, and Owed. The data rows are numbered 103 to 109. A 'Total' row is being added at the bottom of the table. The formula bar shows the formula '=SUBTOTAL(109,[Owed])'. A callout points to the 'Total Row' checkbox in the ribbon, which is selected. Another callout points to the 'Total' row in the table. A third callout points to a list of functions, with 'Sum' selected.

Trans_No	Date	Sales_First	Sales_Last	Department	Furniture	Pay_Type	Trans_Type	Amount	Down_Pay	Owed	
103	2021-098	3/30/2021	Jade	Gallagher	Dining Room	China Hutch	Finance	Promotion	2,480	620.00	1,860.00
104	2021-099	3/30/2021	Jade	Gallagher	Bedroom	Mattress	Finance	Standard	1,425	356.25	1,068.75
105	2021-100	3/30/2021	Chantalle	Desmarais	Bedroom	Bedroom Furniture Set	Finance	Promotion	11,234	2,808.50	8,425.50
106	2021-101	3/31/2021	Sebastian	Gruenewald	Bedroom	Bedroom Furniture Set	Finance	Promotion	5,773	1,443.25	4,329.75
107	2021-102	3/31/2021	Chantalle	Desmarais	Bedroom	Mattress	Paid in Full	Promotion	2,000	2,000.00	-
108	2021-103	3/31/2021	Sebastian	Gruenewald	Living Room	End Tables	Finance	Standard	2,505	626.25	1,878.75
109	2021-104	3/31/2021	Ambrose	Sardelis	Appliances	Refrigerator	Paid in Full	Standard	1,500	1,500.00	-
110	Total							460,259	190,602.50	278,656.50	

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Applying Conditional Formatting (1 of 5)

Options	Description
Highlight Cells Rules	Highlights cells with a fill color, font color, or border if values are greater than, less than, between two values, equal to a value, or duplicate values; text that contains particular characters; or dates when a date meets a particular condition.
Top/Bottom Rules	Formats cells with values in the top 10 items, top 10%, bottom 10 items, bottom 10%, above average, or below average. You can change the exact values to format the top or bottom items or percentages.
Data Bars	Applies a gradient or solid fill bar in which the width of the bar represents the current cell's value compared relatively to other cells' values.
Color Scales	Formats different cells with different colors, assigning one color to the lowest group of values and another color to the highest group of values, with gradient colors to other values.
Icon Sets	Inserts an icon from an icon palette in each cell to indicate values compared to each other.

Applying Conditional Formatting (2 of 5)

Conditional Formatting options

Highlight Cells Rules gallery

Light Red Fill with Dark Red Text rule applied

Dark Red Border applied

Trans. No.	Date	Sales First	Sales Last	Department	Furniture	Pay Type
2021-001	3/1/2021	Sebastian	Gruenewald	Bedroom	Mattress	Finance
2021-002	3/1/2021	Sebastian	Gruenewald	Bedroom	Mattress	Finance
2021-003	3/1/2021	Jade	Gallagher	Living Room	Sofa, Loveseat, Chair Package	Finance
2021-004	3/1/2021	Jade	Gallagher	Living Room	End Tables	Finance
2021-005	3/1/2021	Jade	Gallagher	Appliances	Washer and Dryer	Finance
2021-006	3/1/2021	Ambrose	Sardelis	Living Room	Sofa, Loveseat, Chair Package	Finance
2021-007	3/1/2021	Jade	Gallagher	Dining Room	Dining Room Table	Finance
2021-008	3/1/2021	Chantalle	Desmarais	Dining Room	Dining Room Table	Finance
2021-009	3/1/2021	Sebastian	Gruenewald	Appliances	Washer and Dryer	Finance
2021-010	3/2/2021	Jade	Gallagher	Dining Room	Dining Room Table and Chairs	Finance
2021-011	3/2/2021	Chantalle	Desmarais	Dining Room	Dining Room Table and Chairs	Finance
2021-012	3/2/2021	Ambrose	Sardelis	Appliances	Washer	Paid in Full
2021-013	3/3/2021	Chantalle	Desmarais	Living Room	Recliners	Finance
2021-014	3/3/2021	Jade	Gallagher	Dining Room	Dining Room Table and Chairs	Paid in Full
2021-015	3/3/2021	Chantalle	Desmarais	Living Room	Sofa, Loveseat, Chair Package	Finance
2021-016	3/4/2021	Jade	Gallagher	Appliances	Dishwasher	Paid in Full
2021-017	3/4/2021	Jade	Gallagher	Appliances	Refrigerator, Oven, Microwave Combo	Finance
2021-018	3/4/2021	Sebastian	Gruenewald	Appliances	Refrigerator, Oven, Microwave Combo	Finance

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Applying Conditional Formatting (3 of 5)

Reid Furniture

Monthly Transactions: March 2021

Down Payment Requirement: 25%

Conditional formatting applied to top ten amounts

Top 10 Items

Format cells that rank in the TOP:

with Light Red Fill with Dark Red Text

OK Cancel

Top 10 values highlighted

Trans No	Date	Sales First	Sales Last	Department	Furniture	Pay Type	Trans Type	Amou	Down P	Owe
2021-054	3/19/2021	Jade	Gallagher	Appliances	Refrigerator, Oven Combo	Finance	Promotion	1,280	1,280.00	-
2021-055	3/19/2021	Chantalle	Desmarais	Dining Room	Kitchen Table and Chairs	Finance	Promotion	1,172	1,172.00	-
2021-056	3/19/2021	Chantalle	Desmarais	Living Room	Sofa, Loveseat, Chair Package	Finance	Promotion	12,500	1,125.00	9,375.00
2021-057	3/20/2021	Ambrose	Sardelis	Dining Room	Kitchen Table and Chairs	Finance	Promotion	975	975.00	-
2021-058	3/20/2021	Sebastian	Gruenewald	Appliances	Microwave	Finance	Promotion	125	125.00	-
2021-059	3/20/2021	Jade	Gallagher	Dining Room	Dining Room Table and Chairs	Finance	Promotion	7,540	1,885.00	5,655.00
2021-060	3/20/2021	Sebastian	Gruenewald	Dining Room	Dining Room Table and Chairs	Finance	Promotion	9,430	2,357.50	7,072.50
2021-061	3/21/2021	Chantalle	Desmarais	Appliances	Refrigerator, Oven, Microwave Combo	Finance	Promotion	7,500	1,875.00	5,625.00
2021-062	3/21/2021	Jade	Gallagher	Dining Room	Dining Room Table and Chairs	Finance	Promotion	6,000	1,500.00	4,500.00
2021-063	3/21/2021	Chantalle	Desmarais	Dining Room	China Hutch	Finance	Promotion	1,125	781.25	2,343.75
2021-064	3/21/2021	Sebastian	Gruenewald	Appliances	Refrigerator, Oven, Microwave Combo	Finance	Promotion	10,000	2,500.00	7,500.00
2021-065	3/22/2021	Ambrose	Sardelis	Living Room	Sofa	Finance	Standard	3,450	862.50	2,587.50
2021-066	3/22/2021	Sebastian	Gruenewald	Appliances	Refrigerator	Paid in Full	Standard	2,575	2,575.00	-
2021-067	3/22/2021	Jade	Gallagher	Living Room	Sofa, Loveseat, Chair Package	Finance	Standard	8,400	2,100.00	6,300.00
2021-068	3/22/2021	Sebastian	Gruenewald	Bedroom	Mattress	Paid in Full	Standard	1,200	1,200.00	-
2021-069	3/23/2021	Chantalle	Desmarais	Dining Room	Kitchen Table and Chairs	Finance	Promotion	1,345	336.25	1,008.75
2021-070	3/23/2021	Ambrose	Sardelis	Living Room	Sofa, Loveseat, Chair Package	Finance	Promotion	12,500	1,125.00	9,375.00
2021-071	3/23/2021	Ambrose	Sardelis	Appliances	Dishwasher	Paid in Full	Standard	450	450.00	-
2021-072	3/23/2021	Ambrose	Sardelis	Bedroom	Bedroom Furniture Set	Finance	Promotion	12,150	3,037.50	9,112.50

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Applying Conditional Formatting (4 of 5)

- Data bars—apply a gradient or solid fill bar in which the width of the bar represents the current cell's value compared to other cells' values
- Color scales—format cells with different colors based on the relative value of a cell compared to other selected cells
- Icon sets—symbols or signs that classify data into three, four, or five categories, based on the values in a range.

Applying Conditional Formatting (5 of 5)

Icon set applied to Owed

Data bars applied to Amount

Icon Sets gallery

Color scales applied to Down_Pay

Department	Furniture	Pay_Type	Amount	Down_Pay
Bedroom	Mattress	Finance		
Bedroom	Mattress	Finance		
Living Room	Sofa, Loveseat, Chair Package	Finance		
Living Room	End Tables	Finance		
Appliances	Washer and Dryer	Finance	Promotion	2,750
Living Room	Sofa, Loveseat, Chair Package	Finance	Promotion	12,000
Dining Room	Dining Room Table	Finance	Promotion	3,240
Dining Room	Dining Room Table	Finance	Promotion	4,080
Appliances	Washer and Dryer	Finance	Promotion	2,750
Dining Room	Dining Room Table and Chairs	Finance	Standard	6,780
Dining Room	Dining Room Table and Chairs	Finance	Standard	10,000
Appliances	Washer	Paid in Full	Promotion	1,100
Living Room	Recliners	Finance	Standard	2,430
Dining Room	Dining Room Table and Chairs	Paid in Full	Standard	4,550
Living Room	Sofa, Loveseat, Chair Package	Finance	Standard	6,784
Appliances	Dishwasher	Paid in Full	Standard	640
Appliances	Refrigerator, Oven, Microwave Combo	Finance	Promotion	8,490
Appliances	Refrigerator, Oven, Microwave Combo	Finance	Promotion	6,780

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