

Microsoft Excel 2010

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المرحلة الثانية

Microsoft Excel 2010

Filter

By filtering a list, you can display just the rows that meet the criteria you specify. For example, in a list of names and addresses, you can see only the names of people who live in Newcastle. There are two ways to filter a list in Microsoft Excel i) using the 'AutoFilter' command or ii) the 'Advanced Filter' command, both on the 'Data' tab.

The 'AutoFilter' command displays arrows next to the column labels in a list, so you can select the item you want to display. Use the 'AutoFilter' command to quickly filter rows using criteria in a single column.

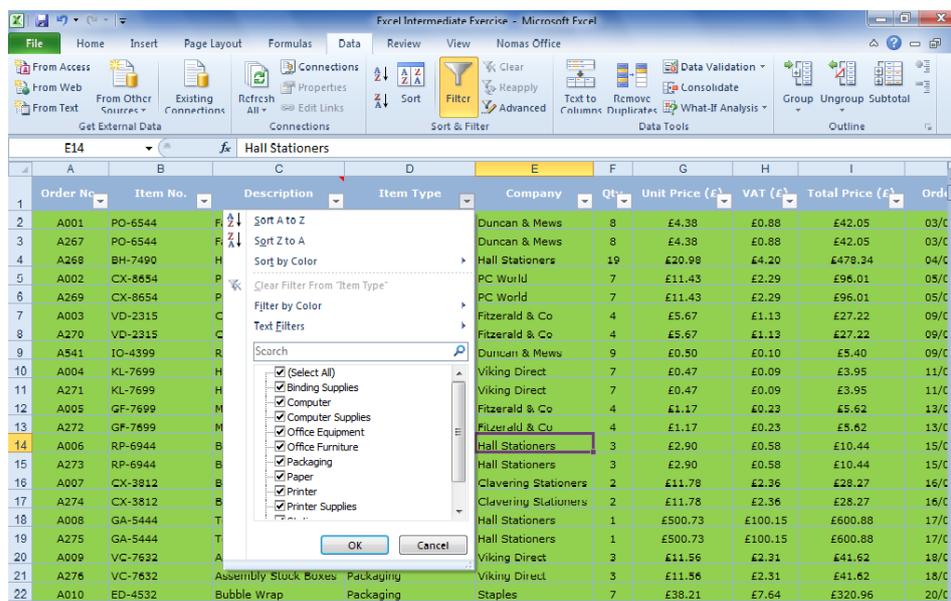
The 'Advanced Filter' command, filters your list, as 'AutoFilter' does, but it does not display arrows in column labels for criteria selection.

Instead, you type criteria in a criteria range on your worksheet.

Filter

For this procedure to work, your list must have 'column labels'.

1. Select a cell in the list you want to filter.
2. Select 'Filter' from the 'Data' tab.
3. Click the arrow in the column, that contains the data you want to filter.



Microsoft Excel 2010

Remove the check mark from 'Select All'.

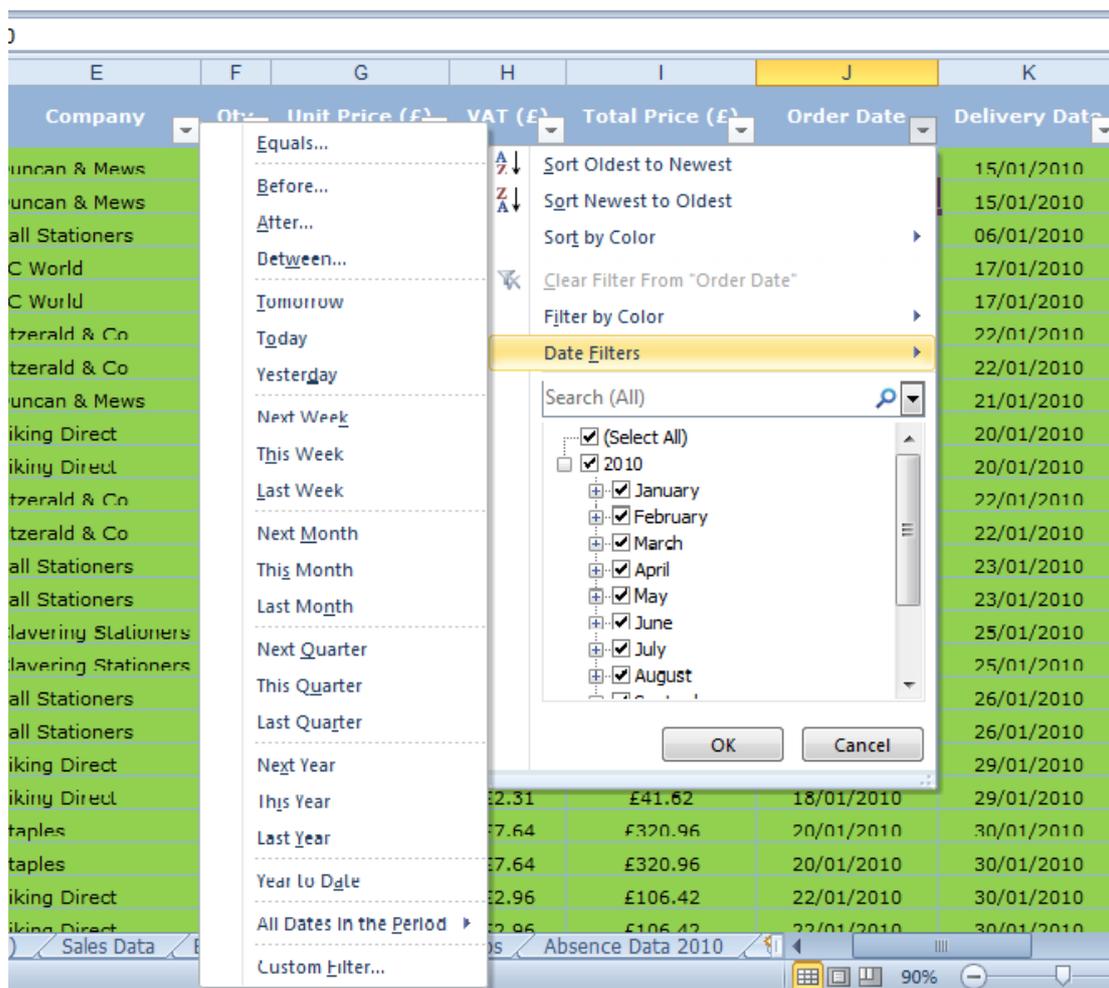
5 .Select the check box for the entry you want to filter & then click 'OK'.

6 .You can select multiple check boxes to filter on two or more items.

7 .Alternatively, type your criteria in the 'Search' box.

8 .You can create 'Custom' filters by using 'Text Filters....Custom Filter'.

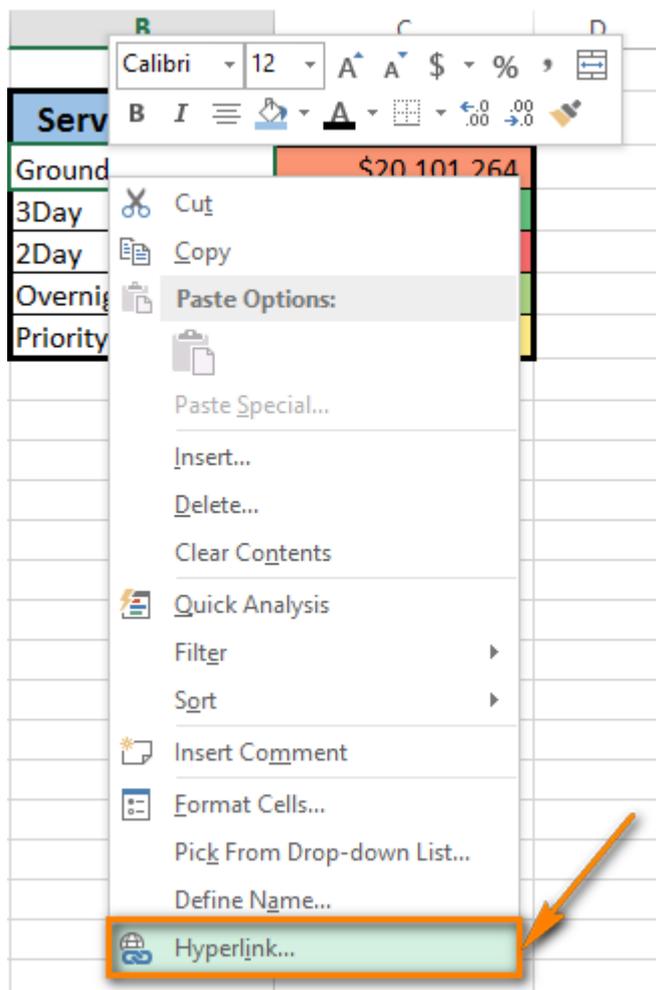
1. If you have 'Date' data, then a particular set of filters are available, by using 'Date Filters.....'



Add a hyperlink from the context menu

The first method of creating a hyperlink within one workbook is to use the **Hyperlink** command.

1. Select a cell where you want to insert a hyperlink.
2. Right-click on the cell and choose the *Hyperlink* option from the context menu.

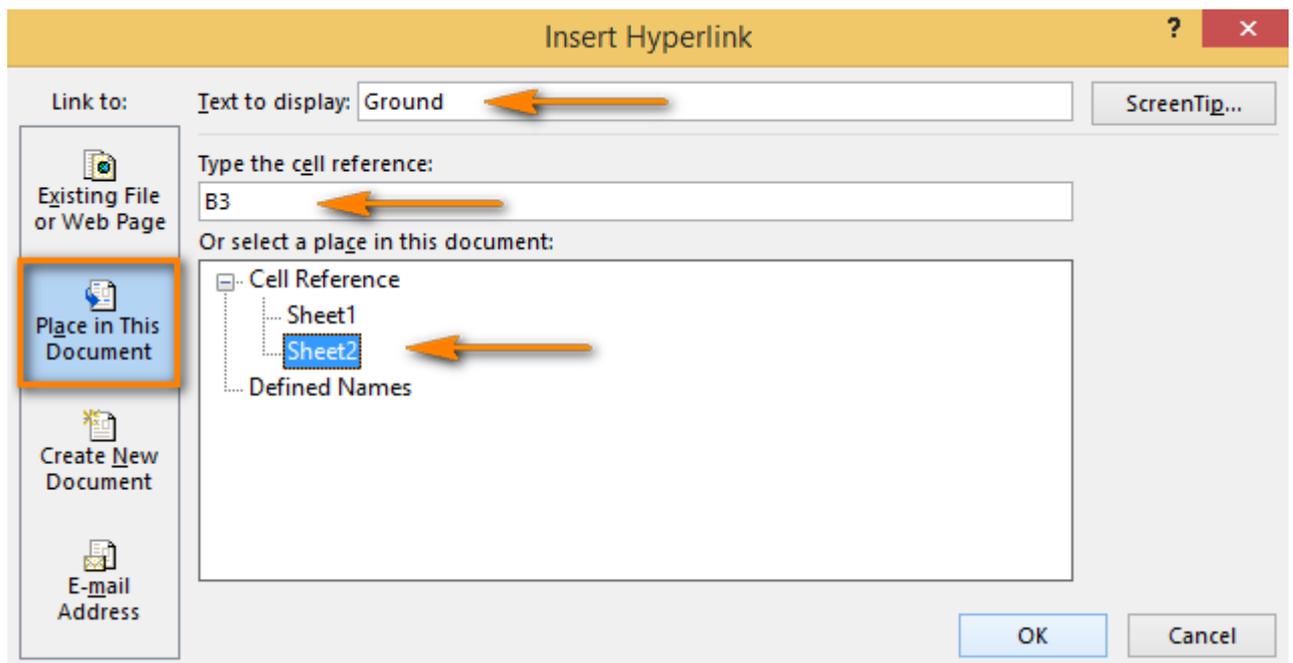


The *Insert Hyperlink* dialog window appears on the screen.

3. Choose *Place in This Document* in the *Link to* section if your task is to link the cell to a specific location in the same workbook.

Microsoft Excel 2010

4. Select the worksheet that you want to link to in the *Or select a place in this document* field.
5. Enter the cell address in the *Type the cell reference* box if you want to link to a certain cell of another worksheet.
6. Enter a value or name into the *Text to display* box to represent the hyperlink in the cell.



7. Click *OK*.

	A	B	C	D
1				
2		Service Level	Revenue	
3		Ground	\$20,101,264	
4		3Day	\$26,811,778	
5		2Day	\$19,251,279	
6		Overnight	\$24,551,509	
7		Priority Overnight	\$21,781,958	
8				
9				

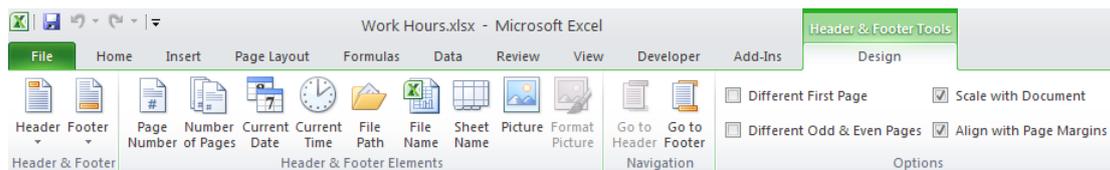
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The cell content becomes underlined and highlighted in blue. It means that the cell contains the hyperlink. To check if the link works, just hover the pointer over the underlined text and click on it to go to the specified location.

Adding Headers & Footers

As a finishing touch, suppose you decide to add headers and footers to the worksheet, to make it clear to everyone what the data is about.

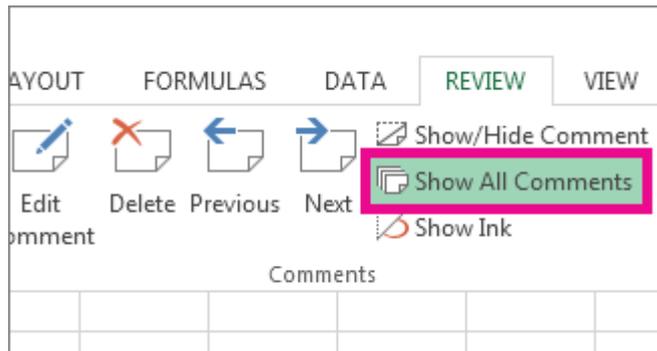
Go to the **Insert tab** and click on **Header & Footer**. The screen **Header & Footer Tools** will display below to assist in editing the header or footer.



To add comments

1. Select the worksheet that contains the comments that you want to print.
2. To print one or more comments as they appear on the worksheet, display and arrange the comments.
 - To display an individual comment, right-click the cell containing the comment, and then click **Show/Hide Comments** on the shortcut menu.
 - To display all comments in the worksheet, on the **Review** tab, in the **Comments** group, click **Show All Comments**.

Microsoft Excel 2010



- To move and resize any overlapping comments, click the border of the comment box so that handles appear.

