

# Using a Spreadsheet - Excel

## Sorting and filtering data

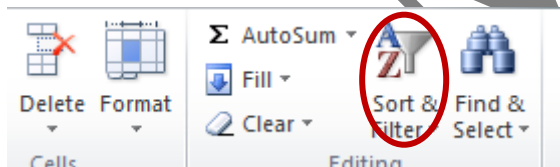
### 1. Sorting data

Open the Cyclists spreadsheet. You will see there are 12 fields and 93 rows of data. Scroll through the data to get an idea of the different responses and look out for any outliers in the data.

A	B	C	D	E	F	G	H	I	J	K	L
first name	last name	age	distance from home	cause	injuries	overnights in hospital	time of accident	day of accident	month of accident	Officer reporting	wearing a helmet?
Farhan	Ali	13	250m	hit lamp-post	compression	1	9.15 am	Saturday	October	39014	
Martin	Anderson	31		drunk	abrasions	1	23.30	Friday	February	78264	n
Marcus	Appleton	64	2 miles	car pulled out	concussion	2	8.25am	Monday	August	97655	n
Lucy	Avon	52	500m	lorry turning	abrasions	0	7.50am	Thursday		39014	
Thomas	Bailey	10	500m	hit friend	suspected concussion	0	4pm	Sunday	June	78264	y
Andrew	Burke	18	1 km	car door opened	abrasions		3pm	Sunday	September	45211	y
Lee	Burnett	18	3 km	kerb	sprains	0	8am	Monday	April	78264	y
Clive	Burrows	16	about 1 mile	slipped on wet leaves	sprained wrist	0	6.00am	Tuesday	November	78264	y
Nathaniel	Carley	32	1.4 miles	hit by car	concussion	1	6.30 am	Monday	July	39813	n
Rory	Clark	44	100 m	hit by car while turning	concussion, multiple fractures	1	17.20	Friday	January	97655	n
Crystal	Cook	61	1.5 miles	didn't see car	broken arm, bruising, shock	1	10.45am	Wednesday	August	97655	n
Christopher	Court	60	7 km	turning lorry	dislocated elbow	0	8.30am	Tuesday	August	97655	y
Sally	Darby	18	2km	knocked by bus	concussion	1	5pm	Tuesday	December	78264	y
Terry	Davidson	7	outside	hit tree	suspected concussion	1	6pm	Monday	June	78264	y
Matthew	de Leon	46	4 miles	knocked by bus	scrapes and shock	0	10am	Saturday	April	78264	y

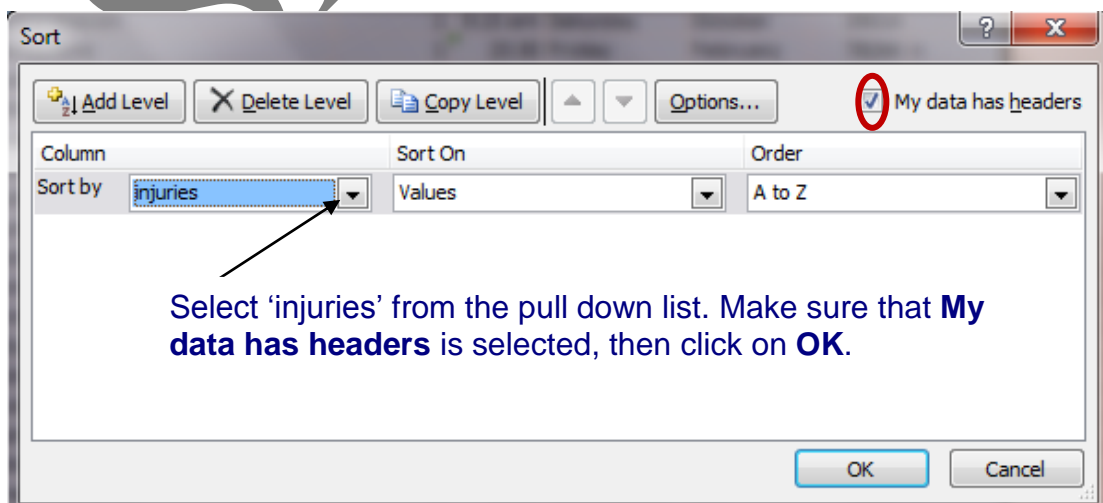
To get a better feel for the data, you can sort it into any order. At the moment it is sorted by column B, which is the last name of the person involved in the accident. You might want to sort it by injury, for example.

First you will need to specify the data to be sorted. To sort the whole of the data use Ctrl A to select all the data. Otherwise highlight the section to be sorted.



Click on the **Sort and Filter** icon.  
Then select **Custom Sort**.

A dialogue box will appear:



Select 'injuries' from the pull down list. Make sure that **My data has headers** is selected, then click on **OK**.

## Using a Spreadsheet - Excel

The spreadsheet should now look like this:

A	B	C	D	E	F	G
first name	last name	age	distance from home	cause	injuries	overnights in hospital
Martin	Anderson	31		drunk	abrasions	1
Lucy	Avon	52	500m	lorry turning	abrasions	0
Andrew	Burke	18	1 km	car door opened	abrasions	
Michael	Delaney	20	300m	skidded into wall	abrasions	0
Penny	Hickey	26	3 miles	hit hedge to avoid bus	abrasions	0
Eden	Howell	14	50m	brakes failed	abrasions	none
Henry	Kerridge		3 miles	hit by car	abrasions	0
Lisa	Montgomery	16	300m	fell over	abrasions	0
Zoe	Painter	21	2 miles	skidded	abrasions	0
Benjamin	Ronan	60	1 mile	collision with cyclist	abrasions	0
Cath	Pickin	16	half mile	puncture by nail	abrasions on leg	0
Kerry	Wilde	52	3km	car didn't look	abrasions to left arm	0
Jodie	Stanton	18	5km	hit brick in road	abrasions to left leg	0
Stacey	Geary	44	2 miles	minibus turning	abrasions, shock	0
Mary	Geraghty	67	1 mile	pedestrian	abrasions, shock	0
Aidan	Hart	66	3 miles	hit cyclist	abrasions, shock	0
Eric	Passant	67	3 miles	slipped on leaves	abrasions, shock	1
Francesca	Hill	22	0.5 miles	car	broken arm	0

From this you can see that 17 people suffered abrasions.

Use the **Sort** function to answer the following:

- How many people aged 60 and over suffered accidents?
- How many accidents were there in September?
- How many accidents involved a car?

This is a sample of a longer document which also includes sorting on multiple fields and filtering data.

Further documents cover other aspects of working with data using spreadsheets.