

Microsoft Excel- Sorting data, Graphing and Averages

| | A | B |
|----|-------------------|------------|
| 1 | Names | Weight (g) |
| 2 | Bob Lotherington | 165 |
| 3 | Bibit | 75 |
| 4 | Bronte | 220 |
| 5 | Cleo | 120 |
| 6 | Elfy Hislop | 180 |
| 7 | fred | 140 |
| 8 | James foster | 140 |
| 9 | Jeffery Coxall | 400 |
| 10 | mario | 100 |
| 11 | Mash Rizzo | 75 |
| 12 | miget | 120 |
| 13 | Mr Fredrick crase | 125 |
| 14 | purple trooper | 120 |
| 15 | Ripcurl | 140 |
| 16 | Sally spudment | 160 |
| 17 | Smash potato | 100 |
| 18 | Snuffle | 250 |
| 19 | Spud | 130 |
| 20 | Yoda | 200 |
| 21 | | |

1. Enter your data; don't forget headings for each column.
2. Click and drag to select all your data including the headings.

3. Select **Data**
4. Select **Sort**
5. Select **Sort by** and choose what you want your data order to be.

Sort

Add Level
 Delete Level
 Copy Level
 Options...
 My data has headers

Column: Sort On: Order:

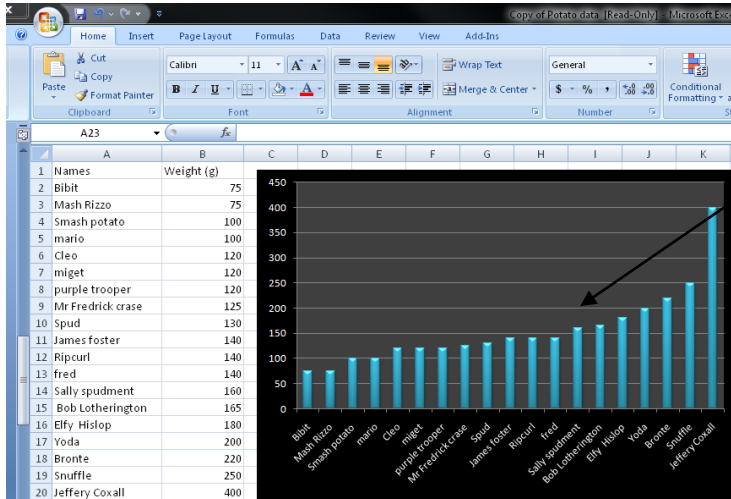
Sort by: Names Values A to Z

OK Cancel

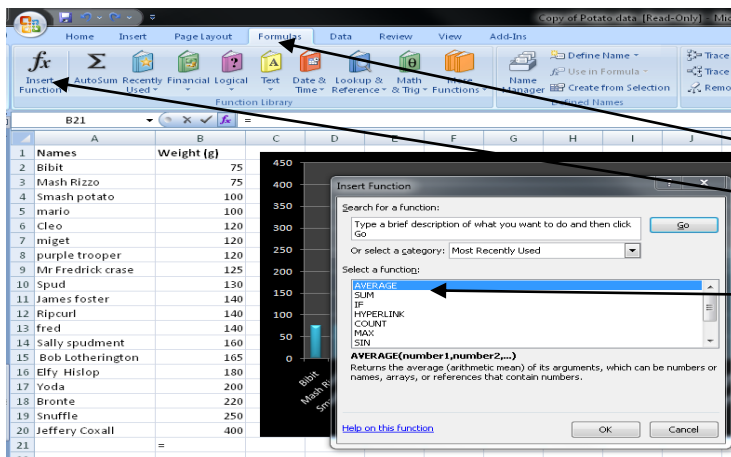
| | A | B |
|----|-------------------|------------|
| 1 | Names | Weight (g) |
| 2 | Bibit | 75 |
| 3 | Mash Rizzo | 75 |
| 4 | mario | 100 |
| 5 | Smash potato | 100 |
| 6 | Cleo | 120 |
| 7 | miget | 120 |
| 8 | purple trooper | 120 |
| 9 | Mr Fredrick crase | 125 |
| 10 | Spud | 130 |
| 11 | fred | 140 |
| 12 | James foster | 140 |
| 13 | Ripcurl | 140 |
| 14 | Sally spudment | 160 |
| 15 | Bob Lotherington | 165 |
| 16 | Elfy Hislop | 180 |
| 17 | Yoda | 200 |
| 18 | Bronte | 220 |
| 19 | Snuffle | 250 |
| 20 | Jeffery Coxall | 400 |

6. Select **all your data**.
7. Select **Insert**
8. Choose the type of graph you want.

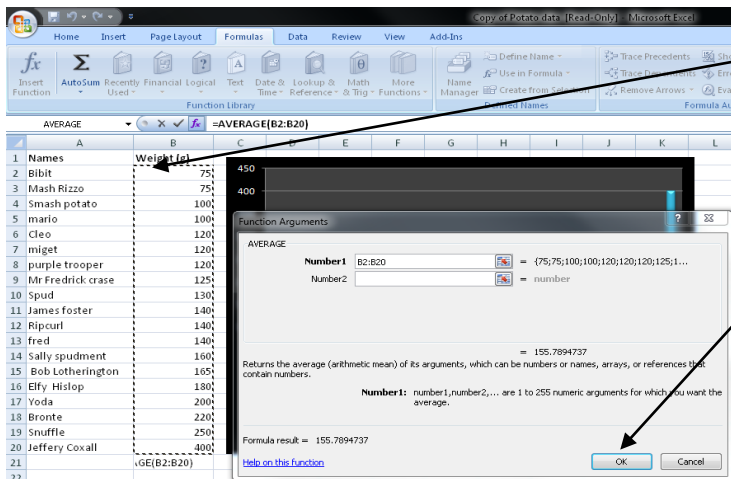
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9. Right click on your graph to change its appearance.



10. Select the cell directly below your data (numbers)
 11. Select **Formulas**
 12. Select **Insert Function**
 13. Select **Average**, hit **OK**



14. Click and drag over all your data (numbers)
 15. Hit **OK**

YOU'RE DONE!