Detailed Instructions for Filtering in Excel

This document provided detailed instructions relating to questions 6 and 7 of the lab sheet.

Filtering

1. Open the data file Bank.xls
2. Go to Home -> Insert -> Insert Sheet.
3. A new worksheet will be inserted.
4. Right click on the tab on the bottom left hand end that corresponds to the worksheet. Select Rename and name the sheet Female.
5. On this sheet we need to specify the criteria to process only Female employees, exactly as in the previous exercises.
6. Next, copy the field names from the BankData worksheet onto worksheet Female. The worksheet Female should now look as below.

8. The following dialogue box results.

The **List Range** is the data range, that is **BankData**. The criteria range is the set of cells that specify the criteria, that is, J1:J2. Now click on **Copy to another location**, and in the box corresponding to **Copy to**: select the cells containing the field names, that is cells A1:G1. The completed dialogue box should now look as follows:

9. Click **OK**, and the records for female employees will be extracted.

**Histograms**
1. To plot a histogram for the female salaries. First we need to obtain summary statistics to see what the range of the data is. Go to *Data -> Data Analysis -> Descriptive Statistics*. The **Input Range** is the set of cells containing the Salary, and select *Labels in First Row* if you have also selected the column label. Select **Output Range** and select a cell in the worksheet to direct the output to, and select *Summary Statistics*.

![Descriptive Statistics dialog box]

2. The minimum value is 26.8 and the maximum is 61.8. Define class boundaries for the histogram as follows. Enter the label **Salary** in an empty cell, say M1. Then in M2, enter 26, the upper end of the first class boundary. In cell M3 enter the formula =M2+4, and fill this down until the last value is 64.

3. Go to *Data -> Data Analysis -> Histogram* and fill in the dialogue box. The **Input Range** is the set of cells containing the salaries, the **Bin Range** is the set of cells containing the class boundaries. Make sure that you select *Labels* if you have included column labels in your selection. Finally, select an **Output Range** and select *Chart Output*.

![Histogram dialog box]

4. Click *OK* and the histogram will be plotted.