



Computing

Spreadsheets

Ordering and Presenting



Sort &
Filter ▼



Find &
Select ▼



Sort Smallest to Largest



Sort Largest to Smallest



Formula for Purpose



Now that we know how to enter a formula, we can put it to use for a specific purpose.

We will be looking at a spreadsheet for a league table. It could be for any sport such as Football, Rugby or - in this case - Hockey.

Some information has been entered into this spreadsheet, based on a set of results, but the remaining columns need to be calculated.

Hockey League Table		
		Matches
1	Birmingham	
2	Brighton	
3	Cambridge	
4	Cardiff	
5	Doncaster	
6	Exeter	
7	Sheffield	
8	Wimbledon	
3 points for a win		
1 point for a draw		
0 points for losing		
Goal Diff = Goals For - Goals Against		

Formula for a Purpose

Hockey League Table									
		Matches	Won	Drawn	Lost	Points	Goals For	Goals Against	Goal Diff
1	Birmingham		10	1	3		52	17	
2	Brighton		5	0	7		32	25	
3	Cambridge		4	1	8		25	31	
4	Cardiff		7	0	4		40	19	
5	Doncaster		6	2	4		43	31	
6	Exeter		2	3	9		14	49	
7	Sheffield		11	1	1		56	14	
8	Wimbledon		3	0	8		16	45	

3 points for a win
1 point for a draw
0 points for losing

Goals For - Goals Against

The cells coloured in blue need to be calculated automatically using a formula. Can you create the correct formula in each column to complete the league table?

What formulas may be needed to calculate these cells?

You can use **copy and paste** or **fill down** to complete formulas in a set of cells next to each other.

Creating Graphs

When you have completed your data, it can be presented as a graph.

Click Insert, then choose Column Chart/Graph.

Highlight the table from teams to points, including all rows.

Insert Column Chart

Use this chart type to visually compare values across a few categories.

Click the arrow to see the different types of column charts available and pause the pointer on the icons to see a preview in your document.

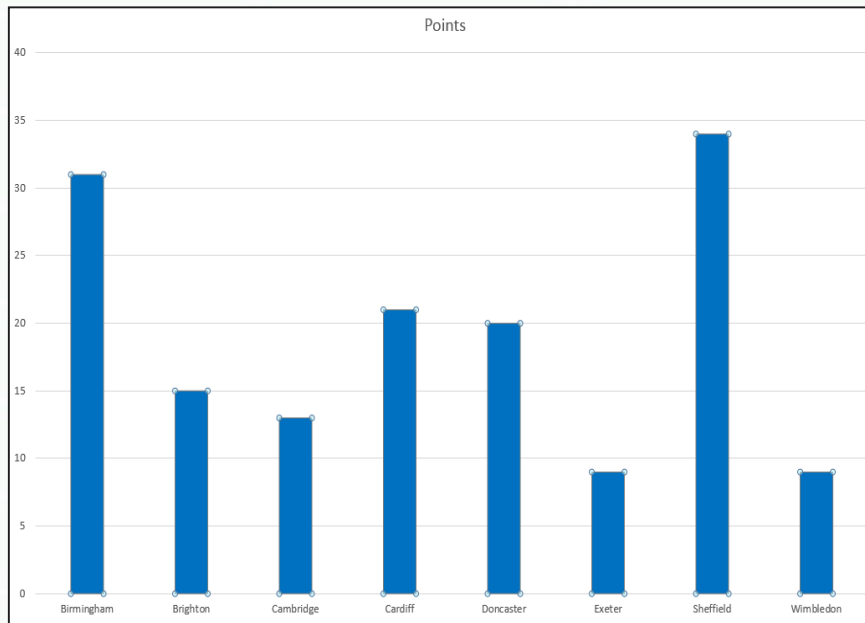
	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5								

The Move Chart button on the Chart Design toolbar can then be used to position the chart as a New Sheet.

Creating Graphs

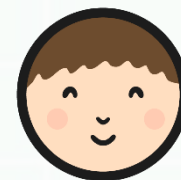
If you have time, you can format your graph in lots of ways using toolbar buttons such as Chart Layout or Chart Format, including: titles for axis; chart title; colours and gridlines.

Always check that the chart makes sense. What is it showing?



To remove unwanted data/columns from the graph (e.g. Matches, Won, Drawn, Lost) right-click on any bar in the graph and choose 'Select Data'. Here, columns can be added or removed as you wish.

Update the League



Using the Hockey League Spreadsheet, try to complete the correct formula for the remaining cells. Insert and format a Column Graph to present the data.

Hockey League Table									
		Matches	Won	Drawn	Lost	Points	Goals For	Goals Against	Goal Diff
1	Birmingham		10	1	3		52	17	
2	Brighton		5	0	7		32	38	
3	Cambridge		4	1	8		25	31	
4	Cardiff		7	0	4		40	19	
5	Doncaster		6	2	4		43	31	
6	Exeter		2	3	9		14	49	
7	Sheffield		11	1	1		56	14	
8	Wimbledon		3	0	8		16	45	
3 points for a win		The cells coloured in blue need to be calculated automatically using a formula. Can you create the correct formula in each column to complete the league table?							
1 point for a draw									
0 points for losing									
Goal Diff = Goals For - Goals Against									

Sorting Data

Hockey League Table		
		Matches
1	Birmingham	
2	Brighton	
3	Cambridge	
4	Cardiff	
5	Doncaster	
6	Exeter	
7	Sheffield	
8	Wimbledon	
3 points for a win		
1 point for a draw		
0 points for losing		
Goal Diff = Goals For - Goals Against		

What is wrong with the order that the teams now appear?

Here, they are alphabetical but usually they would be in order of performance in a league table.

We can order data by highlighting and using a Sort tool.

Watch how it is done, then try this with your spreadsheet.

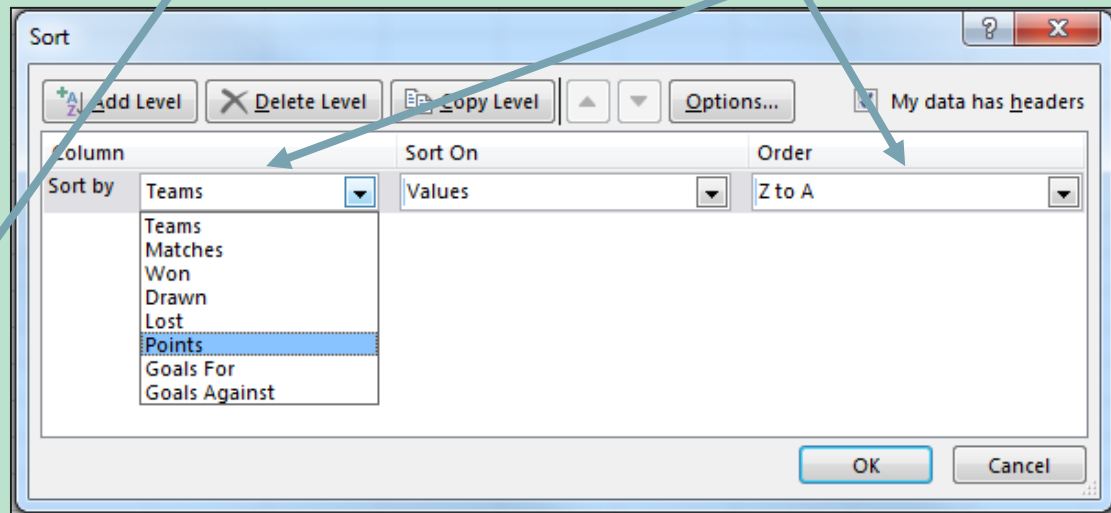
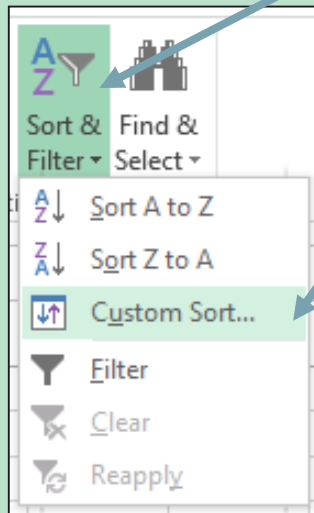
Sorting Data

First select your table of data, including column headings.

In the drop-down menu, select 'Custom Sort'.

Click on Sort & Filter.

Choose how to sort your data and the Order.



Plenary



Hockey League Table			
		Matches	
1	Birmingham		
2	Brighton		
3	Cambridge		
4	Cardiff		
5	Doncaster		
6	Exeter		
7	Sheffield		
8	Wimbledon		
	3 points for a win		
	1 point for a draw		
	0 points for losing		
	Goal Diff = Goals For - Goals Against		

What formula did you use in each column? Did everyone do the same?

Be ready to answer the below questions, using your completed spreadsheet.

Which team has the most/least points?

Which team has the best/worst goal difference?

Which team is currently in third place?

How many points behind... are...?

Aim



- I can order and present data based on calculations.

Success Criteria

- I can enter a formula for a specific purpose.
- I can use the fill tool to copy formulas.
- I can insert a bar/column graph.
- I can format aspects of a bar/column graph.

	A	B	C	D	E	F
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						