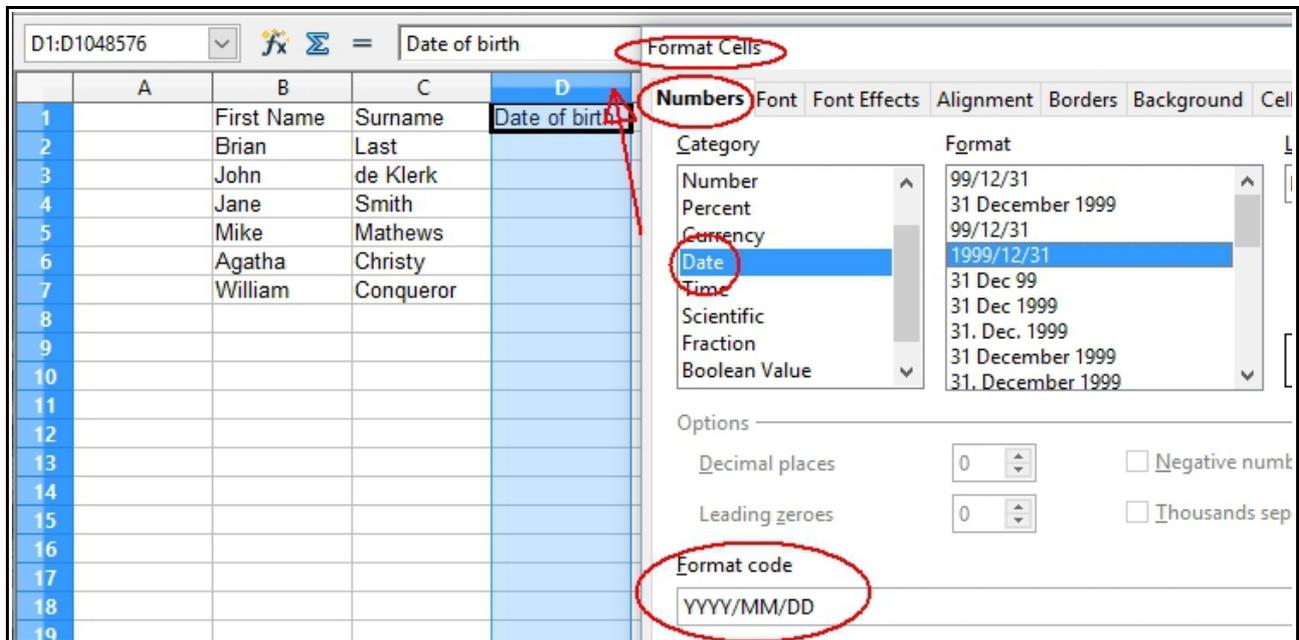


## 10e Spreadsheets – Using for lists

Although the common perception is that spreadsheets are for calculations they have many other uses. One of these is to create lists such as memberships. These can be entered as the information becomes available and then easily sorted by different fields such as surname or first name.



1. Start the exercise by creating a spreadsheet and entering the three column headers in columns B, C and D as above
2. Enter a number of names of your own choice or those in the example above.
3. Click on the column header for D and the column should highlight in light blue
4. Right click on the column header and select the option Format Cells
5. Select the Numbers tab and then Date
6. Select the option 1999/12-31
7. You will see that the Format Code shows YYYY/MM/DD. This indicates that dates will be displayed in the format 4 year digits, 2 month digits, and 2 day digits.
8. Irrespective of which output format you use the underlying data will not be altered so changing to another date output format can be done at any stage
9. Click OK
10. Complete the table by entering dates of birth.

	A	B	C	D
1		First Name	Surname	Date of birth
2		Brian	Last	1953/12/05
3		John	de Klerk	1989/03/13
4		Jane	Smith	1974/01/08
5		Mike	Mathews	1966/04/21
6		Agatha	Christy	1992/07/07
7		William	Conqueror	1984/08/23
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

11. Select the three columns by dragging the cursor across columns B to D
12. On the top menu of the spreadsheet select **Data** and then from the new menu select **Sort**.
13. Ensure that you are on Sort Criteria and using the down arrow if necessary set the sort field to Date of Birth.

14. Click OK

15. The spreadsheet should now show the the list sorted by date of birth with the first (oldest) shown at the top.

B	C	D
First Name	Surname	Date of birth
Brian	Last	1953/12/05
Mike	Mathews	1966/04/21
Jane	Smith	1974/01/08
William	Conqueror	1984/08/23
John	de Klerk	1989/03/13
Agatha	Christy	1992/07/07

B	C	D
First Name	Surname	Date of birth
Brian	Last	1953/12/05
Mike	Mathews	1966/04/21
Jane	Smith	1974/01/08
William	Conqueror	1984/08/23
John	de Klerk	1989/03/13
Agatha	Christy	1992/07/07

16. Experiment by adding additional people with the same surname and different first names

17. Sort the list by Surname and then First Name. This will ensure that Surnames are the priority but where two or more people have the same surname they will be sequenced by first name.

Consider other uses for these facilities and create further spreadsheets which might be of benefit to you. As you can see it is easy to add or delete people to the list in any sequence and then to sort them depending upon the requirements.