



Course: \_\_\_\_\_

Section: \_\_\_\_\_

Name: \_\_\_\_\_

Student#: \_\_\_\_\_

Date: \_\_\_\_\_

## **BUS 140 Social Club Exercise**

### **(Sorting, Filtering, Subtotals, and PivotTables)**

Retrieve the file **Social Club**. Browse through the data to familiarize yourself with the content. Each incorrect answer is a deduction of 3 marks.

1. Adjust the column widths as necessary.
2. How many data records are there? \_\_\_\_\_
3. How many fields are there? \_\_\_\_\_
4. What is the range of the data (including the headings?) \_\_\_\_\_
5. Create a table from this data. (Click in the data and choose Insert, Table.)
6. Format the table using the Table Style of your choice (anything other than the default).

#### **SORTING**

*Use Sorting to answer the following questions.*

7. Who is the tallest? \_\_\_\_\_
8. Who is the shortest? \_\_\_\_\_
9. Who is the youngest? \_\_\_\_\_
10. Who is the oldest? \_\_\_\_\_
11. How many people have red hair? \_\_\_\_\_
12. How many salespeople are there? \_\_\_\_\_
13. Who has the lowest handicap index? \_\_\_\_\_
14. What is the longest driving average? \_\_\_\_\_
15. Sort by Income from largest to smallest. Copy the top ten income earners into a new worksheet (include the column headings when copying). Rename the worksheet **Top Ten Incomes**. Change the worksheet tab colour to Green.

16. Return to the INFO worksheet. Sort by Occupation and Income, showing the occupations in alphabetical order, with the incomes going from largest to smallest. Copy the information for the Accountants into a new worksheet (include the column headings when copying). Rename the worksheet **Accountants**. Change the worksheet tab colour to Blue.
17. Return to the INFO worksheet. Sort by Golf Ability (Z-A), then by area Born, then by Last Name, then by First Name, all in alphabetical order. Copy the information for the first 5 people into a new worksheet (include the column headings when copying). Rename the worksheet **Alpha5Golfers**. Change the worksheet tab colour to Red. Who is at the top of the list? \_\_\_\_\_
18. Return to the INFO worksheet. Sort by Member # (Smallest to Largest).

### **FILTERING**

*Filter the table to determine the following, then copy each into a separate worksheet. Name each worksheet the number of the question. Remember to clear the filter after each question.*

19. Males with blue eyes under age 35. # records: \_\_\_\_\_
20. Females over 65 inches in height with brown hair and brown eyes. # records: \_\_\_\_\_
21. Males with incomes between \$25,000 and \$60,000 inclusive who weigh more than 200 pounds. # records: \_\_\_\_\_
22. Female non-smokers between the ages of 50 and 75 inclusive who have incomes less than \$30,000. # records: \_\_\_\_\_
23. Pisces who rate their golf ability as Very Good: # records: \_\_\_\_\_
24. Males with a handicap index between 10 and 30 whose last round of golf was between 75 and 85, and whose driving average is greater than or equal to 265: # records: \_\_\_\_\_
25. Females with incomes between \$50,000 and \$100,000 whose home course is Royal Colwood and whose handicap index is less than 20: # records: \_\_\_\_\_

*Turn off the Filter before continuing*

### **SUBTOTALS**

*To use subtotals, you must convert the table to a range. In the Table Tools Design Tab, in the Tools Group, click Convert to Range, and answer Yes. The colour will remain, but the data is now just a range, not a table.*

*For each of the following questions:*

*FIRST sort the data appropriately*

*SECOND, use subtotals to determine the required information*

*After each question, remove the subtotals before going on to the next question.*

26. Use Subtotals to determine the average income of each Occupation. What is the average income of engineers? \_\_\_\_\_
27. Use Subtotals to determine how many people there are in each Sign. How many people are Pisces? \_\_\_\_\_

28. Use Subtotals to determine the average height of people born in each area. What is the average height of people born in Sooke? \_\_\_\_\_
29. Use Subtotals to determine the average income of each Gender.  
What is the average income of males? \_\_\_\_\_  
What is the average income of females? \_\_\_\_\_
30. Use Subtotals to determine how many people play at each Home Course.  
How many people play at Gorge Vale? \_\_\_\_\_  
How many people play at Royal Colwood? \_\_\_\_\_
31. Use Subtotals to determine the average golf driving distance of people in each Golf Ability category.  
What is the average driving distance of people who consider themselves very good? \_\_\_\_\_  
What is the average driving distance of people who consider themselves poor? \_\_\_\_\_
32. Use Subtotals to determine the maximum and minimum Handicap Index of each Occupation.  
What is the minimum handicap index of doctors? \_\_\_\_\_  
What is the maximum handicap index of doctors? \_\_\_\_\_

### **PIVOT TABLES**

*Create a new PivotTable Report to present each of the following. Format the data appropriately. Name each new worksheet PV1, PV 2, etc. Return to the INFO worksheet each time to begin a new question.*

***NOTE: There is a sample PivotTable exercise on the last page of this assignment.***

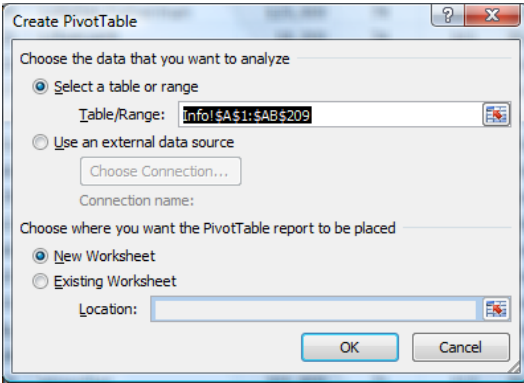
33. Create a new PivotTable to show the average income of each occupation for each gender.  
What is the average income of male police officers? \_\_\_\_\_
34. Create a new PivotTable to show the average handicap index of people from each golf course in each gender.  
What is the average handicap index of female golfers from Gorge Vale? \_\_\_\_\_
35. Create a new PivotTable to show the total income of each different sign  
What is the Total income of Leos? \_\_\_\_\_
36. Create a new PivotTable to show the number of vegetarians and non-vegetarians in each sign.  
Which sign has the least number of vegetarians? \_\_\_\_\_
37. Create a new PivotTable to show the number of people in each occupation.  
How many engineers are there? \_\_\_\_\_
38. Create a new PivotTable to show the number of males and females in each sign born in each area.  
How many female Sagittarians were born in Esquimalt? \_\_\_\_\_  
How many male Aries were born in Sooke? \_\_\_\_\_
39. Create a new PivotTable to show the number of drinkers and non-drinkers in each gender at each golf course.  
How many male non-drinkers are there at Cedar Hill? \_\_\_\_\_
40. Create three new pivot tables of your choice, and name the worksheets appropriately.

Save the file as **BUS140SecXXX Social Club FNameLName.xlsx** and submit it to your instructor's ~inbox. There are no printouts required.

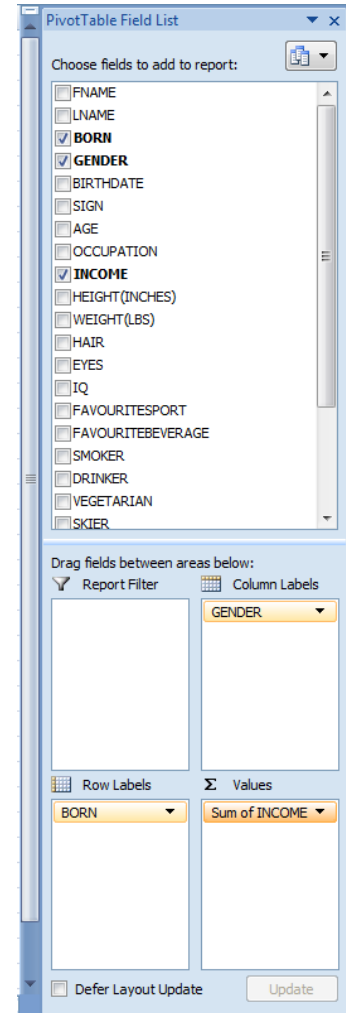
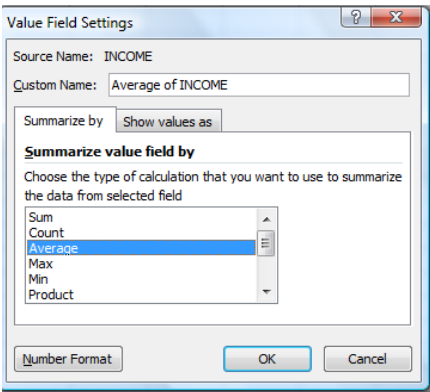
## PIVOT TABLES—EXAMPLE

Example: Create a pivot table comparing the average income of people of each gender born in each of the following areas: Esquimalt, Saanich, Oak Bay, and Victoria.

1. Go to the Info Worksheet.
2. Insert→PivotTable. The options should be as follows:



3. Drag the BORN field down and drop it in the Row Labels area.
4. Drag the GENDER field down and drop it in the Column Labels area.
5. Drag the INCOME field down and drop it in the Values area.
6. Choose Field Settings command from the Active Field group on the PivotTable Tools Options tab. Choose Average.



7. Click the Drop Down box next to Row Labels and untick Langford, Metchosin, Sidney, and Sooke.
8. Format the data to Currency with 0 decimal places, adjust the column width, change the column headings to more accurately reflect the content, and align the column headings.

	A	B	C	D
1				
2				
3	<b>Average Income</b>	<b>Gender</b>		
4	<b>Born</b>	<b>Female</b>	<b>Male</b>	<b>Grand Total</b>
5	Esquimalt	\$73,729	\$43,173	\$57,924
6	Oak Bay	\$93,408	\$30,720	\$62,064
7	Saanich	\$64,415	\$80,458	\$70,431
8	Victoria	\$47,217	\$45,913	\$46,471
9	<b>Grand Total</b>	<b>\$69,103</b>	<b>\$49,388</b>	<b>\$59,507</b>

9. Rename the worksheet tab IncomesByGender.
10. What is the average income for Females born in Saanich? \$64,415 For males born in Victoria? \$45,913.