



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Tshwane South
TVET College

"achieve the future"

SUBJECT: COMPUTER PRACTICE

LEVEL: N4

MODULE: SPREADSHEET



COLUMNS

How to change column width

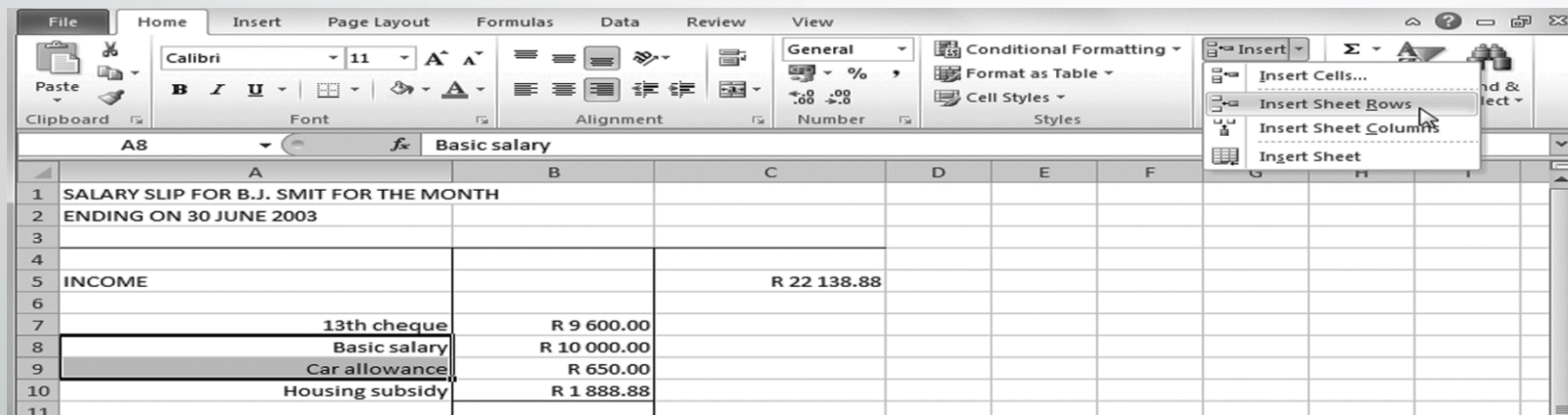
- Several ways to do this.
- Position the pointer between the column headings and click and drag the column to the required position.

Or position the cursor between A and B, double click and column width will be adjusted automatically



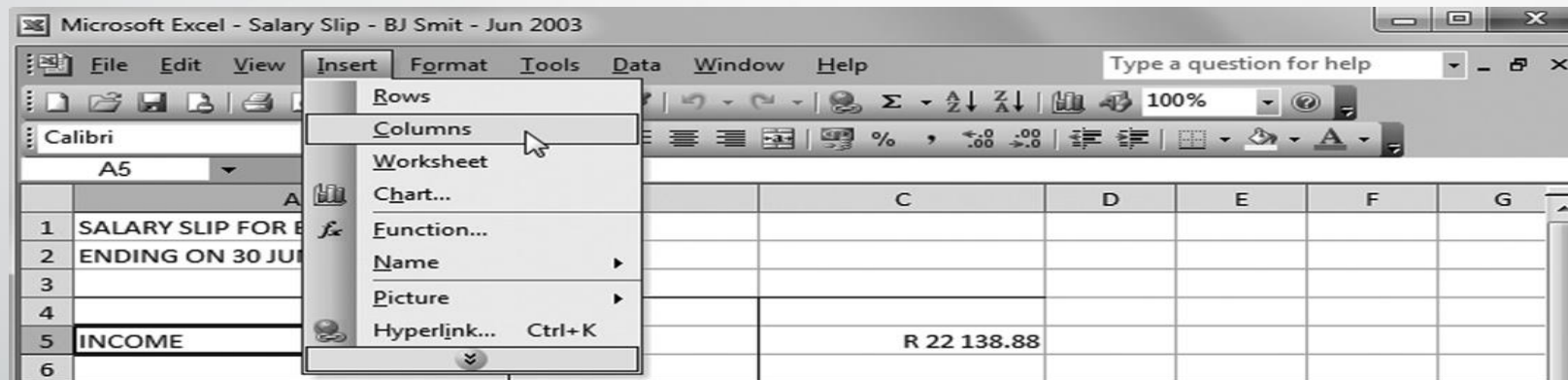
How to insert a row or rows

- Click on the row where you want to insert the new row.
- In the Home ribbon, in the Cells group, click Insert.
- Select, Insert Sheet Rows, from the drop down list.



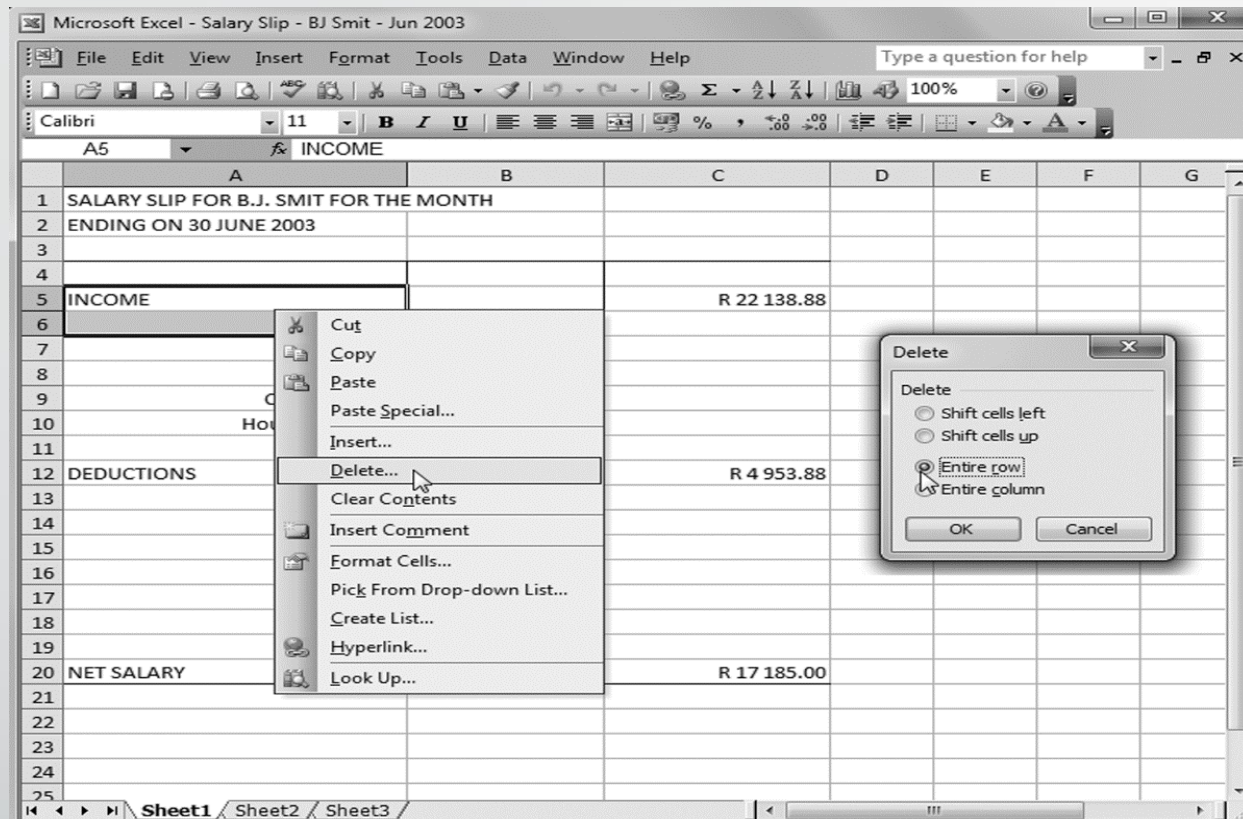
How to insert a column or columns

- Click on the Column name (e.g. B.) to insert a column.
- In the Home ribbon, in the Cells group, click Insert.
- In the drop down list, select Insert Sheet Column.



How to delete a column or columns

- Place your pointer on the column you want to delete.
- If you want to delete more than one column, highlight the area where you want to delete the columns.
- On your Home menu, look for the Delete function.
- Click on it and then select Delete Sheet Columns.



How to sort data

- Highlight the data you want to sort.
- Click on the Data ribbon.
- Select Sort A to Z or Sort Z to A.
- To sort according to a specific Column, click on Sort.
- At sort, by options, select the column you want to sort it by.

File Home Insert Page Layout Formulas Data Review View

Get External Data Refresh All Connections Properties Edit Links Sort Filter Clear Reapply Advanced Text to Columns Remove Duplicates

Sort A to Z

Sort the selection so that the lowest values are at the top of the column.

? Press F1 for more help.

	A	B	C	D
1	SALARY SLIP FOR B.J. SMIT FOR			
2	ENDING ON 30 JUNE 2003			
3				
4				
5	INCOME			R 22 138.88
6				
7	13th cheque	R 9 600.00		
8	Basic salary	R 10 000.00		
9	Car allowance	R 650.00		
10	Housing subsidy	R 1 888.88		
11				
12	DEDUCTIONS			R 4 953.88
13				
14	Calls	R 300.55		
15	Medical aid	R 350.55		
16	PAYE	R 3 235.78		
17	Pension	R 567.00		
18	UIF	R 500.00		
19				
20	NET SALARY			R 17 185.00
21				
22				

Sheet1 Sheet2 Sheet3



How to sort data

