

Resource Metadata

Level	Undergraduate
Duration	2 practicals (approx. 1–2 hours)
Software Required	Microsoft Excel

Learning Outcome

By completing Practice 14, students will be able to efficiently enter, sort, filter, and summarize data within Excel databases, applying key data management techniques such as hierarchical sorting, automatic subtotals, and advanced filtering. They will demonstrate proficiency in organizing large datasets for analysis and reporting, which are essential skills for business data management and decision-making.

Practical 14 : Database

Exercise1:

No	Title	Rating	Year
100	No Worries	G	1993
101	Interview with the vampire	MA	1994
102	Like water for chocolate	MA	1993
103	The Mask	PG	1994
104	Muriel's wedding	MA	1993
105	Junior	PG	1994
106	Pulp Fiction	R	1994

1. Use a Data form to add the following records:

107	Richie Rich	PG	1994
108	To Live	M	1993
109	Clear and Present danger	M	1993

- Sort the database in ascending order by YEAR then by TITLE
- Apply automatic subtotals to the sorted database so that a COUNT of Titles is displayed at each change in YEAR.
- Save as Practice14

Exercise2:

1. Create a new worksheet and add the following:

	Fat Freddie's Fast Food Franchise					
City	State	Manager	Phone	No Employee	Drive to	1995 Sales
Sunshine	Vic	Rony Brookes	4546324	14	Yes	\$ 4,652,574.00
Gosford	NSW	Lyn Hong Chi	4562145	20	No	\$ 4,856,000.00
Colac	Vic	Susan Runoo	4581245	17	Yes	\$ 5,765,000.00
Cains	Qld	Franz Chi	4273211	12	No	\$ 1,234,561.00
Dubbo	NSW	Bratt Pit	5421245	15	No	\$ 2,524,569.00
Mermaid	Qld	Brian Lock	6541245	13	Yes	\$ 2,565,825.00

2. Apply Autofilter to display stores with sales greater than \$3 million.
3. Turn autofilter off when completed this task
4. Sort the database in ascending order by STATE then by CITY.
5. Apply automatic subtotals to the sorted database so that a SUM of 1995 sales is displayed at each change in STATE.
6. Save your work