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| Sorting arranges all the available information according to a predefined order. You can sort data using several factors at the same time. For example, a list of students can be sorted first by grade point average and then by last name. |
| New values can automatically be determined from one or more pre-entered values through the use of formulas. For example, the amount of property tax due in dollars can be calculated from the entered price of a house and a predefined tax rate. |
| Entered information can automatically be checked against acceptable formats and values before being allowed into a spreadsheet. For example, a year in the 20th century can be validated to contain only numbers with a value greater or equal to 1900 and less than 2000. |
| Information can be stored as a simple list but in an even more useful format of rows and columns known as a table. This convenient format makes it easy to cross-reference related data. For example, finding where the name of an item and its size intersect can give you the price of the item. |
| Spreadsheets can display information not only in an alphanumeric table and list but through graphical formats such as pie charts and bar graphs. For example, a pie chart can quickly show the largest wedge of a budget. |
| Filtering limits information to those that only meet predefined conditions. For example, a spreadsheet can display only those employees who have the 714 area code, been employed for between three to five years, and with college degrees. |

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| Storing |
|  Verifying |
| Calculating |
| Sorting |
| Filtering |
| Displaying |