Conditional Formatting

Conditional formatting in **Excel** enables you to highlight cells with a certain color, depending on the cell's value.

Highlight Cells Rules

To highlight cells that are greater than a value, execute the following steps.

1. Select the range A1:A10.

	А	В
1	14	
2	6	
3	39	
4	43	
5	2	
6	95	
7	5	
8	11	
9	86	
10	57	
11		

2. On the Home tab, in the Styles group, click Conditional Formatting.

	Normal	Bad	Good	Neutral	*
Conditional Format as	Calculation	Check Cell	Explanatory	Input	Ŧ
		Styles			

3. Click Highlight Cells Rules, Greater Than.

Highlight Cells Rules →	<u>G</u> reater Than
Top/Bottom Rules	Less Than
Data Bars	<u>B</u> etween
Color <u>S</u> cales	Equal To
Icon Sets ►	a Text that Contains
Image Rules ▶ Image Rules ▶	A Date Occurring
	More Rules

4. Enter the value 80 and select a formatting style.

Greater Than			?	\times
Format cells that are GREATER THAN:				
80	with	Light Red Fill with Dark	Red Tex	t 🗸
		ОК	Cano	el.

5. Click OK.

Result. Excel highlights the cells that are greater than 80.

	Α	В
1	14	
2	6	
3	39	
4	43	
5	2	
6	95	
7	5	
8	11	
9	86	
10	57	
11		

6. Change the value of cell A1 to 81.

Result. Excel changes the format of cell A1 automatically.

	А	В
1	81	
2	6	
3	39	
4	43	
5	2	
6	95	
7	5	
8	11	
9	86	
10	57	
11		

Note: you can also use this category (see step 3) to highlight cells that are less than a value, between two values, equal to a value, cells that contain specific text, dates (today, last week, next month, etc.), duplicates or unique values.

Clear Rules

To clear a **conditional formatting rule**, execute the following steps.

1. Select the range A1:A10.

	А	В
1	81	
2	6	
3	39	
4	43	
5	2	
6	95	
7	5	
8	11	
9	86	
10	57	
11		

2. On the Home tab, in the Styles group, click Conditional Formatting.

	Normal	Bad	Good	Neutral	*
Conditional Format as	Calculation	Check Cell	Explanatory	Input	* *
5		Styles			

3. Click Clear Rules, Clear Rules from Selected Cells.

Highlight Cells Rules	×	
Top/Bottom Rules	F	
<u>D</u> ata Bars	ŀ	
Color <u>S</u> cales	Þ	
Icon Sets	Þ	
New Rule		
😿 <u>C</u> lear Rules	⊬	Clear Rules from Selected Cells
Manage <u>R</u> ules		Clear Rules from <u>E</u> ntire Sheet
		Clear Rules from <u>T</u> his Table

Top/Bottom Rules

To highlight cells that are above average, execute the following steps.

1. Select the range A1:A10.

	А	В
1	81	
2	6	
3	39	
4	43	
5	2	
6	95	
7	5	
8	11	
9	86	
10	57	
11		

2. On the Home tab, in the Styles group, click Conditional Formatting.

	Normal	Bad	Good	Neutral	*
Conditional Format as	Calculation	Check Cell	Explanatory	Input	▼ ▼
		Styles			

3. Click Top/Bottom Rules, Above Average.

Highlight Cells Rules	F	
Top/Bottom Rules	F	1 0 10 Items
Data Bars	F	10 % Top 10 %
Color <u>S</u> cales	F	Bottom 10 Items
Icon Sets	F	Bottom 10 %
New Rule		
🔯 Clear Rules	×	
Manage <u>R</u> ules		Below Average
		More Rules

4. Select a formatting style.

Above Average		?	×
Format cells that are ABOVE	AVERAGE:		
for the selected range with	Light Red Fill with Da	rk Red Te	ext 🗸
	ОК	Car	ncel

5. Click OK.

Result. Excel calculates the average (42.5) and formats the cells that are above this average.

	Α	В
1	81	
2	6	
3	39	
4	43	
5	2	
6	95	
7	5	
8	11	
9	86	
10	57	
11		

Note: you can also use this category (see step 3) to highlight the top n items, the top n percent, the bottom n items, the bottom n percent or cells that are below average.

Conditional Formatting with Formulas

Take your Excel skills to the next level and use a formula to determine which cells to format. Formulas that apply conditional formatting must evaluate to TRUE or FALSE.

1. Select the range A1:E5.

	А	В	С	D	E	F
1	90	77	33	20	96	
2	59	66	20	61	44	
3	94	99	97	41	52	
4	36	43	70	13	54	
5	15	6	28	28	15	
6						

2. On the Home tab, in the Styles group, click Conditional Formatting.

	Normal	Bad	Good	Neutral	*
Conditional Format as	Calculation	Check Cell	Explanatory	Input	▼
i onniationg i doite		Styles			

3. Click New Rule.



- 4. Select 'Use a formula to determine which cells to format'.
- 5. Enter the formula =ISODD(A1)
- 6. Select a formatting style and click OK.



Result. Excel highlights all odd numbers.

	А	В	С	D	E	F
1	90	77	33	20	96	
2	59	66	20	61	44	
3	94	99	97	41	52	
4	36	43	70	13	54	
5	15	6	28	28	15	
6						

Explanation: always write the formula for the upper-left cell in the selected range. Excel automatically copies the formula to the other cells. Thus, cell A2 contains the formula =ISODD(A2), cell A3 contains the formula =ISODD(A3), etc.

Here's another example.

7. Select the range A2:D7.

	А	В	С	D	E
1	Last Name	Sales	Country	Quarter	
2	Smith	\$16,753.00	UK	Qtr 3	
3	Johnson	\$14,808.00	USA	Qtr 4	
4	Williams	\$10,644.00	UK	Qtr 2	
5	Jones	\$1,390.00	USA	Qtr 3	
6	Brown	\$4,865.00	USA	Qtr 4	
7	Williams	\$12,438.00	UK	Qtr 1	
8					

- 8. Repeat steps 2-4 above.
- 9. Enter the formula =\$C2="USA"
- 10. Select a formatting style and click OK.

New Format	New Formatting Rule			
<u>S</u> elect a Rule	Туре:			
🛏 Format a	Il cells based on their values			
🕨 Format o	only cells that contain			
🕨 Format o	only top or bottom ranked values			
🕨 Format o	only values that are above or below average	2		
🛏 Format o	only unique or duplicate values			
🛏 Use a fo	mula to determine which cells to format			
Edit the Rule	Description:			
F <u>o</u> rmat val	ues where this formula is true:			
=\$C2="US	Α-		Ţ	
Preview:	AaBbCcYyZz	<u>F</u> orma	it	
	ОК	Can	icel	

Result. Excel highlights all USA orders.

	Α	В	С	D	E
1	Last Name	Sales	Country	Quarter	
2	Smith	\$16,753.00	UK	Qtr 3	
3	Johnson	\$14,808.00	USA	Qtr 4	
4	Williams	\$10,644.00	UK	Qtr 2	
5	Jones	\$1,390.00	USA	Qtr 3	
6	Brown	\$4,865.00	USA	Qtr 4	
7	Williams	\$12,438.00	UK	Qtr 1	
8					

Explanation: we fixed the reference to column C by placing a \$ symbol in front of the column letter (\$C2). As a result, cell B2, C2 and cell D2 also contain the formula =\$C2="USA", cell A3, B3, C3 and D3 contain the formula =\$C3="USA", etc.

Filter

Filter your Excel data if you only want to display records that meet certain criteria.

1. Click any single cell inside a data set.

2. On the Data tab, in the Sort & Filter group, click Filter.



Arrows in the column headers appear.

	А	В	С	D	E
1	Last Nan 🔻	Sales 🔹	Count -	Quart 🔻	
2	Smith	\$16,753.00	UK	Qtr 3	
3	Johnson	\$14,808.00	USA	Qtr 4	
4	Williams	\$10,644.00	UK	Qtr 2	
5	Jones	\$1,390.00	USA	Qtr 3	
6	Brown	\$4,865.00	USA	Qtr 4	
7	Williams	\$12,438.00	UK	Qtr 1	
8	Johnson	\$9,339.00	UK	Qtr 2	
9	Smith	\$18,919.00	USA	Qtr 3	
10	Jones	\$9,213.00	USA	Qtr 4	
11	Jones	\$7,433.00	UK	Qtr 1	
12	Brown	\$3,255.00	USA	Qtr 2	
13	Williams	\$14,867.00	USA	Qtr 3	
14	Williams	\$19,302.00	UK	Qtr 4	
15	Smith	\$9,698.00	USA	Qtr 1	
16					

3. Click the arrow next to Country.

4. Click on Select All to clear all the check boxes, and click the check box next to USA.

₽↓	Sort A to Z	
Z↓	S <u>o</u> rt Z to A	
	Sor <u>t</u> by Color	F
\sum	Clear Filter From "Country"	
	F <u>i</u> lter by Color	F
	Text <u>F</u> ilters	F
	Search 🖌	D
	∎ (Select All) ⊡ UK	
	OK Cancel]

5. Click OK.

Result. Excel only displays the sales in the USA.

	А	В	С	D	E
1	Last Nan 🔻	Sales 🛛 💌	Count 🖵	Quart 🔻	
3	Johnson	\$14,808.00	USA	Qtr 4	
5	Jones	\$1,390.00	USA	Qtr 3	
6	Brown	\$4,865.00	USA	Qtr 4	
9	Smith	\$18,919.00	USA	Qtr 3	
10	Jones	\$9,213.00	USA	Qtr 4	
12	Brown	\$3,255.00	USA	Qtr 2	
13	Williams	\$14,867.00	USA	Qtr 3	
15	Smith	\$9,698.00	USA	Qtr 1	
16					

6. Click the arrow next to Quarter.

7. Click on Select All to clear all the check boxes, and click the check box next to Qtr 4.

0 · · · · · · · · · · · · · · · · · · ·
Sort A to Z
S <u>o</u> rt Z to A
Sor <u>t</u> by Color
<u>C</u> lear Filter From "Quarter"
Filter by Color
Text <u>F</u> ilters ►
Search O
OK Cancel

8. Click OK.

Result. Excel only displays the sales in the USA in Qtr 4.

	А	В	С	D	E
1	Last Nan 🔻	Sales 🔹	Count 🖵	Quart 🖵	
3	Johnson	\$14,808.00	USA	Qtr 4	
6	Brown	\$4,865.00	USA	Qtr 4	
10	Jones	\$9,213.00	USA	Qtr 4	
16					

9. To remove the filter, on the Data tab, in the Sort & Filter group, click Clear. To remove the filter and the arrows, click Filter.



Sort

You can **sort** your Excel data on one column or multiple columns. You can sort in ascending or descending order.

One Column

To sort on one column, execute the following steps.

1. Click any cell in the column you want to sort.

	А	В	С	D	E
1	Last Name	Sales	Country	Quarter	
2	Smith	\$16,753.00	UK	Qtr 3	
3	Johnson	\$14,808.00	USA	Qtr 4	
4	Williams	\$10,644.00	UK	Qtr 2	
5	Jones	\$1,390.00	USA	Qtr 3	
6	Brown	\$4,865.00	USA	Qtr 4	
7	Williams	\$12,438.00	UK	Qtr 1	
8	Johnson	\$9,339.00	UK	Qtr 2	
9	Smith	\$18,919.00	USA	Qtr 3	
10	Jones	\$9,213.00	USA	Qtr 4	
11	Jones	\$7,433.00	UK	Qtr 1	
12	Brown	\$3,255.00	USA	Qtr 2	
13	Williams	\$14,867.00	USA	Qtr 3	
14	Williams	\$19,302.00	UK	Qtr 4	
15	Smith	\$9,698.00	USA	Qtr 1	
16					

2. To sort in **ascending order**, on the Data tab, in the Sort & Filter group, click AZ.



Result:

	А	В	С	D	E
1	Last Name	Sales	Country	Quarter	
2	Brown	\$4,865.00	USA	Qtr 4	
3	Brown	\$3,255.00	USA	Qtr 2	
4	Johnson	\$14,808.00	USA	Qtr 4	
5	Johnson	\$9,339.00	UK	Qtr 2	
6	Jones	\$1,390.00	USA	Qtr 3	
7	Jones	\$9,213.00	USA	Qtr 4	
8	Jones	\$7,433.00	UK	Qtr 1	
9	Smith	\$16,753.00	UK	Qtr 3	
10	Smith	\$18,919.00	USA	Qtr 3	
11	Smith	\$9,698.00	USA	Qtr 1	
12	Williams	\$10,644.00	UK	Qtr 2	
13	Williams	\$12,438.00	UK	Qtr 1	
14	Williams	\$14,867.00	USA	Qtr 3	
15	Williams	\$19,302.00	UK	Qtr 4	
16					

Note: to sort in descending order, click ZA.

Multiple Columns

To sort on multiple columns, execute the following steps.

1. On the Data tab, in the Sort & Filter group, click Sort.



The Sort dialog box appears.

2. Select Last Name from the 'Sort by' drop-down list.

Sort						?	×
+ <u>A</u> dd	Level X Delete Level	ြြ <u>ို C</u> opy Level	^ ∨ <u>O</u> ption	ns	🗹 My da	ita has <u>h</u>	eaders
Column		Sort On		Order			
Sort by	Last Name 🗸	Cell Values	\sim	A to Z			\sim
	Last Name Sales Country Quarter						
					OK	Can	cel

3. Click on Add Level.

4. Select Sales from the 'Then by' drop-down list.

Sort							?	×
+ <u>A</u> dd	Level X Delete L	evel	Copy Level	∨ <u>O</u> ptio	ns	🗹 My d	ata has <u>h</u>	eaders
Column			Sort On		Order			
Sort by	Last Name	\sim	Cell Values	\sim	A to Z			\sim
Then by		\sim	Cell Values	~	A to Z			\sim
	Last Name Sales Country Quarter							
						OK	Car	ncel

5. Click OK.

Result. Records are sorted by Last Name first and Sales second.

	А	В	С	D	E
1	Last Name	Sales	Country	Quarter	
2	Brown	\$3,255.00	USA	Qtr 2	
3	Brown	\$4,865.00	USA	Qtr 4	
4	Johnson	\$9,339.00	UK	Qtr 2	
5	Johnson	\$14,808.00	USA	Qtr 4	
6	Jones	\$1,390.00	USA	Qtr 3	
7	Jones	\$7,433.00	UK	Qtr 1	
8	Jones	\$9,213.00	USA	Qtr 4	
9	Smith	\$9,698.00	USA	Qtr 1	
10	Smith	\$16,753.00	UK	Qtr 3	
11	Smith	\$18,919.00	USA	Qtr 3	
12	Williams	\$10,644.00	UK	Qtr 2	
13	Williams	\$12,438.00	UK	Qtr 1	
14	Williams	\$14,867.00	USA	Qtr 3	
15	Williams	\$19,302.00	UK	Qtr 4	
16					

Custom List

In the example below, we would like to sort by Priority (High, Normal, Low). To sort by a custom list in Excel, execute the following steps.

1. Click any cell inside the data set.

	Α	В	С	D	E	F
1	Last Name	Sales	Country	Quarter	Priority	
2	Smith	\$16,753.00	UK	Qtr 3	Low	
3	Johnson	\$14,808.00	USA	Qtr 4	High	
4	Williams	\$10,644.00	UK	Qtr 2	Low	
5	Jones	\$1,390.00	USA	Qtr 3	Normal	
6	Brown	\$4,865.00	USA	Qtr 4	High	
7	Williams	\$12,438.00	UK	Qtr 1	Normal	
8	Johnson	\$9,339.00	UK	Qtr 2	High	
9	Smith	\$18,919.00	USA	Qtr 3	High	
10	Jones	\$9,213.00	USA	Qtr 4	Low	
11	Jones	\$7,433.00	UK	Qtr 1	Normal	
12	Brown	\$3,255.00	USA	Qtr 2	Normal	
13	Williams	\$14,867.00	USA	Qtr 3	Low	
14	Williams	\$19,302.00	UK	Qtr 4	High	
15	Smith	\$9,698.00	USA	Qtr 1	Normal	
16						

2. On the Data tab, in the Sort & Filter group, click Sort.



The Sort dialog box appears.

- 3. Select Priority from the 'Sort by' drop-down list.
- 4. Select Custom List from the 'Order' drop-down list.

Sort						?	\times
+ <u>A</u> dd	Level X Delete Level	Copy Level	∧ ∨ <u>O</u> ption	ıs	🗹 My da	ta has	<u>h</u> eaders
Column		Sort On		Order			
Sort by	Priority 🗸	Cell Values	~	A to Z			~
				A to Z Z to A			
				Custom I	.ist	<u>}</u>	
					OK	Ca	ncel

The Custom Lists dialog box appears.

- 5. Type the list entries.
- 6. Click OK.

Custom Lists			?	×
Custom Lists				
Custom <u>l</u> ists:	List <u>e</u> ntries:			
NEW LIST Sun, Mon, Tue, Wed, Thu, Fri, Sunday, Monday, Tuesday, We Jan, Feb, Mar, Apr, May, Jun, Ju January, February, March, Apri London, Paris, New York, Berli	High, Normal, Low	~ v	<u>A</u> dd	2
Press Enter to separate list entrie	es.			
		ОК	Can	cel

7. Click OK.

Sort						?	×
+ <u>A</u> dd	Level X Delete Level	Copy Level	∧ ∨ <u>O</u> ption	ns	🗹 My da	ta has <u>h</u>	eaders
Column		Sort On		Order			
Sort by	Priority 🗸	Cell Values	~	High, No	ormal, Low		\sim
					ок	Can	cel

Result. Records are sorted by Priority (High, Normal, Low).

	Α	В	С	D	E	F
1	Last Name	Sales	Country	Quarter	Priority	
2	Johnson	\$14,808.00	USA	Qtr 4	High	
3	Brown	\$4,865.00	USA	Qtr 4	High	
4	Johnson	\$9,339.00	UK	Qtr 2	High	
5	Smith	\$18,919.00	USA	Qtr 3	High	
6	Williams	\$19,302.00	UK	Qtr 4	High	
7	Jones	\$1,390.00	USA	Qtr 3	Normal	
8	Williams	\$12,438.00	UK	Qtr 1	Normal	
9	Jones	\$7,433.00	UK	Qtr 1	Normal	
10	Brown	\$3,255.00	USA	Qtr 2	Normal	
11	Smith	\$9,698.00	USA	Qtr 1	Normal	
12	Smith	\$16,753.00	UK	Qtr 3	Low	
13	Williams	\$10,644.00	UK	Qtr 2	Low	
14	Jones	\$9,213.00	USA	Qtr 4	Low	
15	Williams	\$14,867.00	USA	Qtr 3	Low	
16						

Pivot Tables

Pivot tables are one of **Excel**'s most powerful features. A pivot table allows you to extract the significance from a large, detailed data set.

Our data set consists of 213 records and 6 fields. Order ID, Product, Category, Amount, Date and Country.

	А	В	С	D	E	F	G	н
1	Order ID	Product	Category	Amount	Date	Country		
2	1	Carrots	Vegetables	\$4,270	1/6/2016	United States		
3	2	Broccoli	Vegetables	\$8,239	1/7/2016	United Kingdom		
4	3	Banana	Fruit	\$617	1/8/2016	United States		
5	4	Banana	Fruit	\$8,384	1/10/2016	Canada		
6	5	Beans	Vegetables	\$2,626	1/10/2016	Germany		
7	6	Orange	Fruit	\$3,610	1/11/2016	United States		
8	7	Broccoli	Vegetables	\$9,062	1/11/2016	Australia		
9	8	Banana	Fruit	\$6,906	1/16/2016	New Zealand		
10	9	Apple	Fruit	\$2,417	1/16/2016	France		
4.4	10	Apple	Dentit	CT 401	1/16/0016	Canada		

Insert a Pivot Table

To insert a **pivot table**, execute the following steps.

- 1. Click any single cell inside the data set.
- 2. On the Insert tab, in the Tables group, click PivotTable.



The following dialog box appears. Excel automatically selects the data for you. The default location for a new pivot table is New Worksheet.

3. Click OK.

Create PivotTable					×	
Choose t	he data that yo	ou want to analyz	e			
Sele	ect a table or ra	nge				
:	<u>T</u> able/Range:	Sheet1ISAS1:SFS	214		1	
⊖ <u>U</u> se	an external da	ta source				
	Choose Conr	ection				
	Connection na	me:				
🔵 Use	🔘 Use this workbook's Data Model					
Choose v	Choose where you want the PivotTable report to be placed					
<u>N</u> ew Worksheet						
◯ <u>E</u> xis	○ <u>E</u> xisting Worksheet					
	Location:					
Choose whether you want to analyze multiple tables						
Add	Add this data to the Data <u>M</u> odel					
			ОК	Can	cel	

Drag fields

The **PivotTable Fields pane** appears. To get the total amount exported of each product, drag the following fields to the different areas.

- 1. Product field to the Rows area.
- 2. Amount field to the Values area.
- 3. Country field to the Filters area.

PivotTable Fields 🔹 🗙					
Choose fields to add to	o report: 🗘 🔻				
Search	Q				
 Order ID Product Category Amount Date Country 	reas below:				
▼ Filters Country ▼	III Columns				
■ Rows Product ▼	∑ Values Sum of Amou ▼				
Defer Layout Upda	te Update				

Below you can find the pivot table. Bananas are our main export product. That's how easy pivot tables can be! :-)

	А	В	С
1	Country	(All) 🔽	
2			
3	Row Labels 🔻	Sum of Amount	
4	Apple	191257	
5	Banana	340295	
6	Beans	57281	
7	Broccoli	142439	
8	Carrots	136945	
9	Mango	57079	
10	Orange	104438	
11	Grand Total	1029734	
12			

Sort

To get Banana at the top of the list, sort the pivot table.

1. Click any cell inside the Sum of Amount column.

2. Right click and click on Sort, Sort Largest to Smallest.



Result.

	А	В	С
1	Country	(All) 🔽	
2			
3	Row Labels 斗	Sum of Amount	
4	Banana	340295	
5	Apple	191257	
6	Broccoli	142439	
7	Carrots	136945	
8	Orange	104438	
9	Beans	57281	
10	Mango	57079	
11	Grand Total	1029734	
12			

Filter

Because we added the Country field to the Filters area, we can filter this pivot table by Country. For example, which products do we export the most to France?

1. Click the filter drop-down and select France.

Result. Apples are our main export product to France.

	А	В	С
1	Country	France 🔄	
2		l	à
3	Row Labels 斗	Sum of Amount	
4	Apple	80193	
5	Banana	36094	
6	Carrots	9104	
7	Mango	7388	
8	Broccoli	5341	
9	Orange	2256	
10	Beans	680	
11	Grand Total	141056	
12			

Note: you can use the standard filter (triangle next to Row Labels) to only show the amounts of specific products.

Change Summary Calculation

By default, Excel summarizes your data by either summing or counting the items. To change the type of calculation that you want to use, execute the following steps.

1. Click any cell inside the Sum of Amount column.

2. Right click and click on Value Field Settings.



3. Choose the type of calculation you want to use. For example, click Count.

Value Field Settings		?	\times
Source Name: Amount			
Custom Name: Count of Amount			
Summarize Values By Show Val	ues As		
Summarize value field by			
Choose the type of calculation th data from the selected field	at you want to use	to sumr	narize
Sum	~		
Count			
Average 🗟			
Max			
Min			
Product	×		
<u>N</u> umber Format	OK	Ca	ncel

4. Click OK.

Result. 16 out of the 28 orders to France were 'Apple' orders.

	А	В	С
1	Country	France 🖵	
2			
3	Row Labels 斗	Count of Amount	
4	Apple	16	
5	Banana	7	
6	Carrots	1	
7	Mango	1	
8	Orange	1	
9	Beans	1	
10	Broccoli	1	
11	Grand Total	28	
12			

Two-dimensional Pivot Table

If you drag a field to the Rows area and Columns area, you can create a two-dimensional pivot table. First, **insert a pivot table**. Next, to get the total amount exported to each country, of each product, drag the following fields to the different areas.

- 1. Country field to the Rows area.
- 2. Product field to the Columns area.
- 3. Amount field to the Values area.
- 4. Category field to the Filters area.

PivotTable Fields 🔹 🗙					
Choose fields to add t	o report: 🗘 🔻				
Search	Q				
 Order ID ✓ Product ✓ Category ✓ Amount Date ✓ Country 					
Drag fields between areas below:					
T Filters	III Columns				
Category 🔻	Product 🔻				
Rows	Σ Values				
Country 🔻	Sum of Amou 🔻				
Defer Layout Upda	ute Update				

Below you can find the two-dimensional pivot table.

	А	В	С	D	E	F	G	н	- I	J
1	Category	(All) 🔄 💌								
2										
3	Sum of Amount	Column 💌								
4	Row Labels 🛛 🔻	Apple	Banana	Beans	Broccoli	Carrots	Mango	Orange	Grand Total	
5	Australia	20634	52721	14433	17953	8106	9186	8680	131713	
6	Canada	24867	33775		12407		3767	19929	94745	
7	France	80193	36094	680	5341	9104	7388	2256	141056	
8	Germany	9082	39686	29905	37197	21636	8775	8887	155168	
9	New Zealand	10332	40050		4390			12010	66782	
10	United Kingdom	17534	42908	5100	38436	41815	5600	21744	173137	
11	United States	28615	95061	7163	26715	56284	22363	30932	267133	
12	Grand Total	191257	340295	57281	142439	136945	57079	104438	1029734	
13										

To easily compare these numbers, create a pivot chart and apply a filter. Maybe this is one step too far for you at this stage, but it shows you one of the many other powerful pivot table features Excel has to offer.

