

How to do various database skills

Skill	How to do it
Shortcut for find	1) Ctrl + F
Sort	1) Highlight all of the data you want to sort 2) Click 'Data' (top menu) 3) Click 'Sort' (from menu that drops down) 4) Choose what you want to sort by
Change format of a cell	1) Right-click on the cell/s you want to format 2) Click 'Format' from the menu that comes up 3) Choose what you want to format from the tabs
Filter	1) Highlight all of the data you want to filter 2) Click 'Filter' (top menu) 3) Tick / un-tick the filters you want to apply