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Freezing rows and columns:- Freezing locks a number of rows at the top of a spreadsheet or a number of columns on the left of a spreadsheet or both rows and columns. Then, when moving around within a sheet, the cells in frozen rows and columns always remain in view. The heavier horizontal line between rows 3 and 23 and the heavier vertical line between columns F and Q indicate that rows 1 to 3 and columns A to F are frozen. The rows between 3 and 23 and the columns between F and Q have been scrolled off the page.

	A	B	C	D	E	F	Q	R
1		Surname	First Name	Address	City	Country		
2		Henderson	Sue	PO 876	Warman	Canada		
3		Alan	Darmack	76 Creek Road	Etton	USA		
23								
24								

Freezing rows or columns

➢ Click into the cell that is immediately below the rows you want to freeze and immediately to the right of the columns you want frozen.
➢ Click on the Freeze Rows and Columns icon in the main toolbar or go to View on the Menu bar and select Freeze Cells > Freeze Rows and Columns. A heavier line appears between the rows or columns indicating where the freeze has been placed.

Unfreezing

To unfreeze rows or columns, either go to View on the Menu bar and select Freeze Cells > Freeze Rows and Columns or click on the Freeze Rows and Columns icon in the main toolbar. The heavier lines indicating freezing will disappear.

Sorting and Filtering

When working with data in a spreadsheet we often need to arrange and organize the data for better viewing and finding. Furthermore we can use

Calc as a simple database tool and ask simple questions in order to extract useful information from our data. This is done using the Sorting and Filtering tools. Sorting and filtering in Calc can be accessed using the Sort and Filter section in Standard Toolbar.
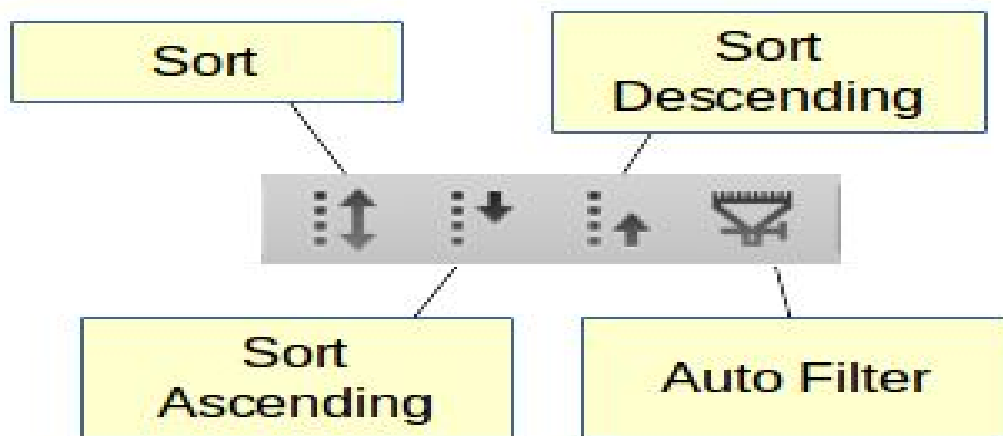
Sorting

Sorting within Calc arranges the cells in a sheet using the sort criteria that you specify. Several criteria can be used and a sort applies each criteria consecutively. Sorting is useful when you add new information to a spreadsheet. When a spreadsheet is long, it is usually easier to add new information at the bottom of the sheet, rather than adding rows in their correct place. After you have added information, you can then sort the records to update the spreadsheet.

Quick sort ascending : To quickly sort a column in ascending order

➤ Select any cell inside the column

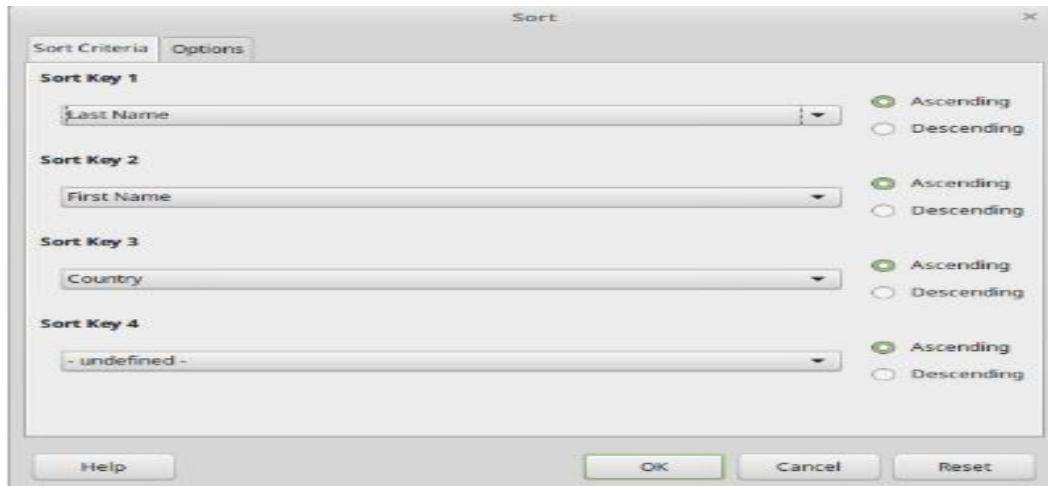➤ Click the 📊 Sort Ascending button.

Quick sort descending

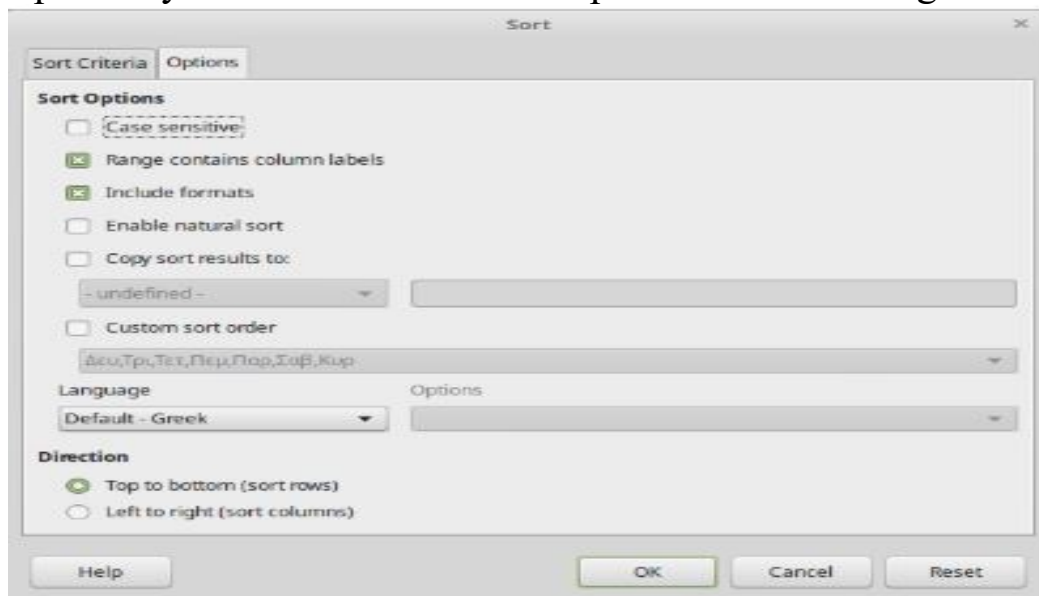➤ Repeat the previous steps using the 📊 Sort Descending button.

The Sort window

For advanced sorting you must use the 📊 Sort command that brings the Sort Window. Using this command you can specify multiple levels of

sorting and advanced options. For example we can set sorting by Last Name, First Name and Country.

Optionally we can set some more options for the sorting.

Filtering : Calc provides three types of filter

➢ **Standard** – specifies the logical conditions to filter your data.
➢ **AutoFilter** – Automatically filters the selected cell range and creates one-row list boxes where you can choose the items that you want to display.
➢ **Advanced –** uses filter criteria from specified cells.

AutoFilter

The easiest way to apply filters is using the AutoFilter command. In order to use this command you data must be organized in a table format and meet the following criteria:

➢ The first row contains column headers. The headers describe the column contents (for example name, age, product)
➢ Every row after the first contains only data. Each data row represents a record of your data table.
➢ All records must be in sequence with no empty records in between.

Create an AutoFilter

To create an AutoFilter simply click on the ⛛ AutoFilter Button. A drop-down arrow will appear in the header cell for each column.

	A	B	C	D	E	F	G
1	id	First Name	Last Name	City	Country	Gender	Age
2	1	Hersch	Poolton	Ubinskoye	Russia	Male	25
3	2	Willard	Thornbarrow	Granada	Spain	Male	50
4	3	Gorden	Seakin	Wuluo	China	Male	58
5	4	Vidovic	Quarrington	Saño	Peru	Male	44
6	5	Benedikta	Dumbleton	Machang	China	Female	24
7	6	Agnola	Scade	Kunting	Gambia	Female	37
8	7	Brinn	Sorsby	Anjirmuara	Indonesia	Female	18
9	8	Lev	Conti	Hässleholm	Sweden	Male	58
10	9	Gray	Rollinson	San Vicente	Costa Rica	Male	35
11	10	Anders	Durram	Janagdong	Philippines	Male	51
12	11	Rey	Borham	Longsheng	China	Female	45

Applying a filter

To apply a filter click on a column's drop-down arrow to bring the filter window. In this window you can set the filter criteria. For example to show only the Female persons we deselect the other values.
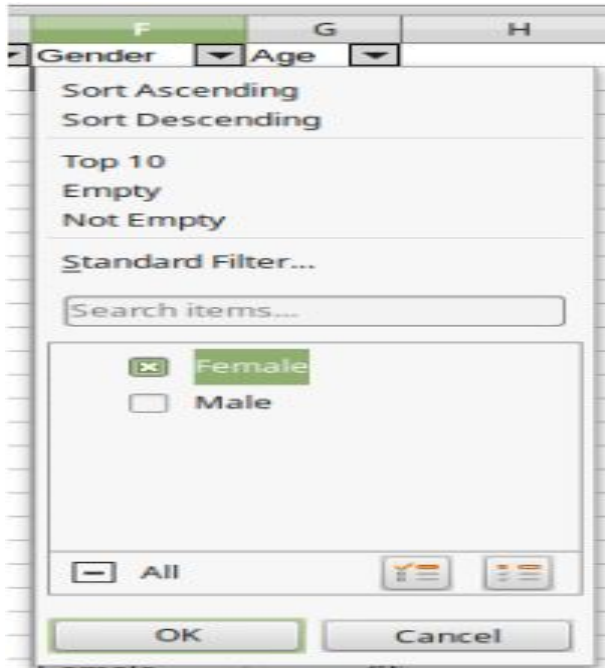
After we apply a filter the data in our sheet are updated and the filter drop-down arrow is highlighted to indicate the filter existence.

We can apply more filters the same way. For example to show only Females from Greece we add another filter to the Country column. Click the All option to remove all values and the select the country Greece.
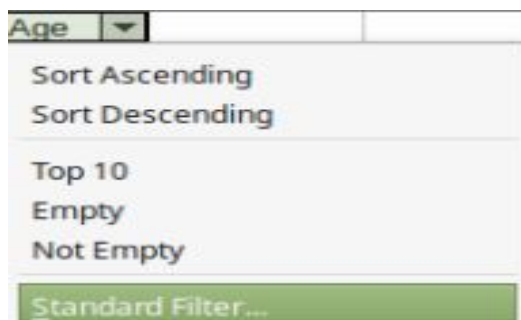
Now the second filters applies in combination with the first.

First Name	Last Name	City	Country	Gender	Age
Jillayne	Henze	Eláteia	Greece	Female	24
Bobbe	Nellies	Néa Vrasná	Greece	Female	43
Melisa	Iron	Skiáthos	Greece	Female	58

Standard Filter

For more advanced filters click the Standard Filter option on the Filter drop-down.

The Standard Filter window displays existing filters and allow us to set new custom filters. For example we can set a filter to show only people aged 50 and above.
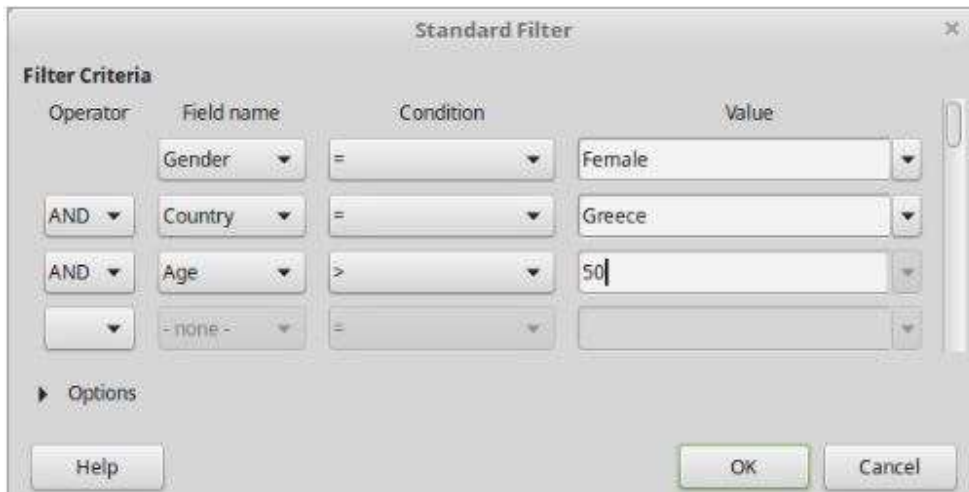
To create a standard filter in general you specify the

➢ Operator. Can be the logical AND or logical OR.
➢ Field name. This is the name of the column
➢ Condition. A logical condition (equality, greater, less)
➢ Value. The value of the filter.

Removing a Filter

To remove a Filter click on the drop-down arrow and enable the All option.

Remove AutoFilter

When AutoFilter is enabled the AutoFilter button is highlighted. Click on this button to remove the AutoFilter function and all filters from your data.