



# The Use of Software

For each of the following scenarios, choose which would be the best function to use

Put the students on the data sheet in alphabetical order

Filter       Sort       Query       Other

Select only participants represented on the data sheet from West Midlands

Filter       Sort       Query       Other

Calculate the average number of points scored by each participant

Filter       Sort       Query       Other

Put the runners on the data sheet in order of fastest - slowest

Filter       Sort       Query       Other

Select only the male students on the data sheet

Filter       Sort       Query       Other

Change the order of the data such that the highest scoring team is first and the lowest scoring team is last

Filter       Sort       Query       Other

Order the data from most recent entry to oldest entry

Filter       Sort       Query       Other

Count the number of phone numbers in the corresponding field

Filter       Sort       Query       Other

Calculate the total for the number of detentions field

Filter       Sort       Query       Other

Eliminate all data that is not from a member of staff

Filter       Sort       Query       Other

Find all of the entries in the data sheet made by 'J.Dennings'

Filter       Sort       Query       Other

Group data from the 'Post Code' field

Filter       Sort       Query       Other

