

Solutions

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