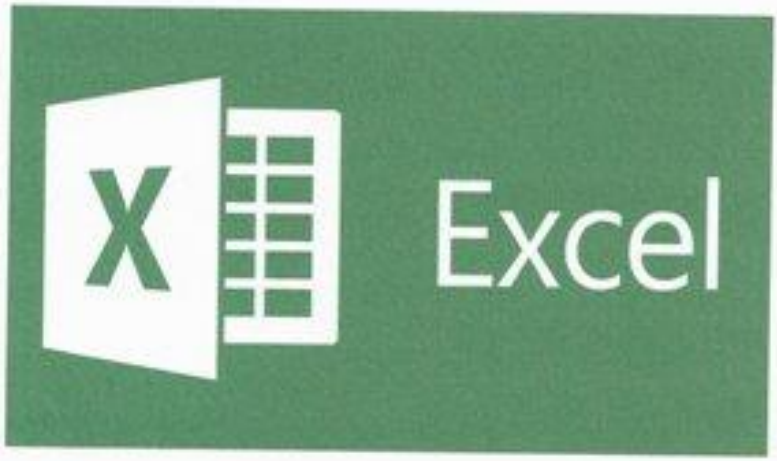
Bookham Seniors Computer Club



Spreadsheet Course Notes

January 2018

Spreadsheets

Spreadsheets are used to store, organise and analyse data. You can create contact lists, inventories, budgets, invoices, and much more.

In this course, we used Microsoft Office Excel as a program that can be used to create spreadsheets.

To open Excel, go to the list of programs on your computer, select Microsoft Office, and then select Microsoft Excel.

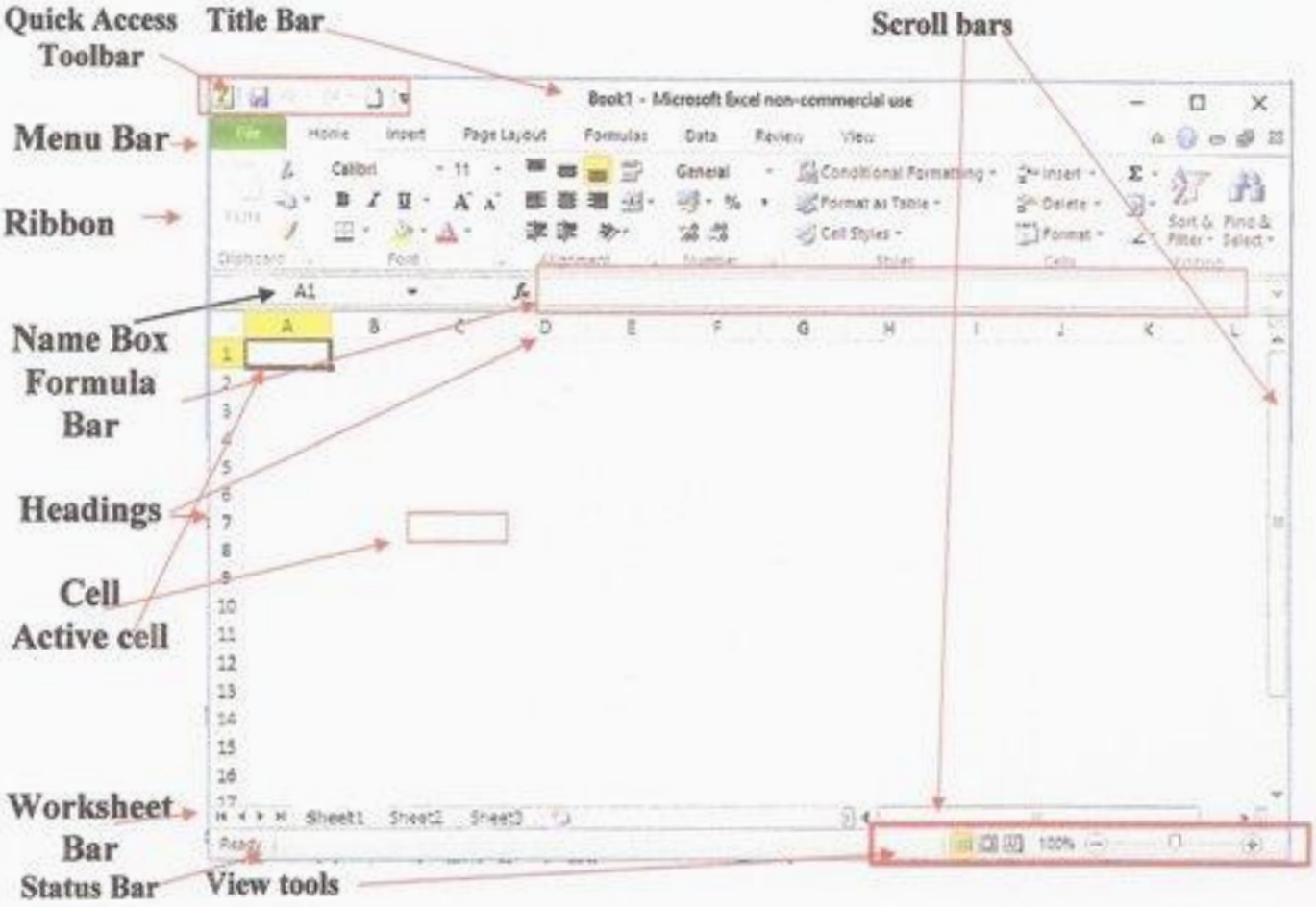
Or on your desktop, double click the icon 

Or on the task bar single click the icon 

With Windows 7 or higher, you can type Excel in the search bar and the option of the Excel program will appear at the top of the results. 

Click on it to open the program.

Excel Basics

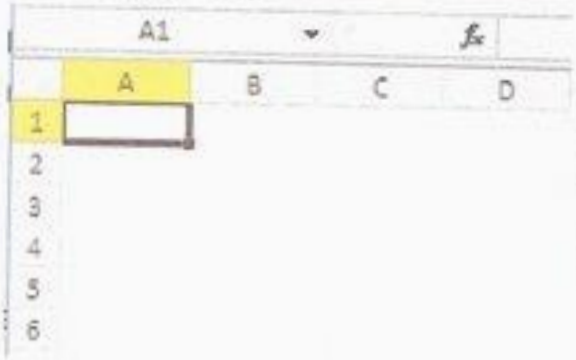


When Excel opens, you see a grid. This is a spreadsheet. There are tabs at the bottom on the Worksheet Bar where you can name your worksheet and add additional sheets. Some versions of Excel open with three worksheets. You can add more worksheets, and you don't have to use all three. You can name the worksheets. For example, you could have twelve worksheets in a workbook, one for each month.

When you use Word, the file created is called a document. In Excel, the file you create is called a **workbook**. (Before you save a file, it may say Book 1 or Unsaved Spreadsheet on the Title Bar.) When you open Excel, a new workbook will open. (You can open another new workbook by clicking on **blank document** icon on the Quick Access Tool Bar just as you do to open a new document in Word.)

Creating a worksheet

The worksheet that you see when you open the workbook is a grid made of thousands of rectangles. Each rectangle is called a cell. The cell is the intersection of a column and a row. Each column has a letter at the top. The rows have a numbers at the left. A cell is identified by the combination of the alphabetic reference at the top and the number on the row. This is called the cell reference or name.



In this picture the cell with the dark line around it is named A1.

The cell A1 is outlined when you open a new workbook. This is the active cell. The active cell has the dark line around it and a small square on the lower right had corner. The active cell is where the next thing you type will be entered.

The **Name Box** on the left hand side of the **Formula Bar** shows the reference of the active cell. The heading of the column and the heading of the row will be highlighted as well. As well as clicking in a cell to move to it, you can type the cell reference in the Name Box and press ENTER. You can also move to a cell by pressing F5 on the keyboard which will open the Go To dialog box. Type in the reference for the cell you want and press ENTER. These last two methods are useful if the cell you want is not visible on the screen.

The Worksheet can have 1,048,576 rows and 16,384 columns in Excel 2007 or above. You will most likely never use all of this, but if you need them…

The **scroll bars** on the right and bottom of the window can be used to move around the worksheet to parts that are not visible. However, in a new worksheet, the scroll bars only a few additional rows or columns. Once you have entered data (even a space), the scroll bars will allow you to move to any cell which contains data.

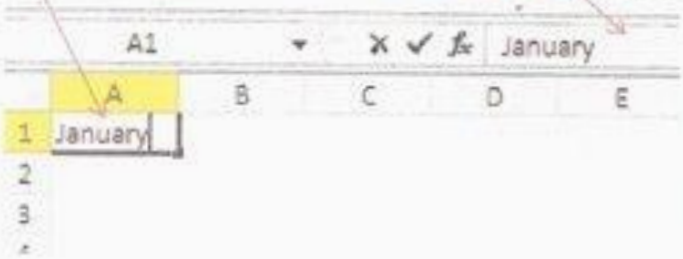
Working with cells

To **select a cell**, click in the cell. You will see the cell outlined, the name box display the cell reference, and the column and row headings will be highlighted. You can also select a cell by using the arrows on your keyboard.

Entering data

A cell is where you enter the data. Cells can hold text, numbers and formulas, formatting, and functions.

To **enter data**, click on the cell to select it, and then type your data. Your entry will appear in the cell, and also in the Formula Bar. As you enter the data, you can use the backspace key to delete the last character typed.



To enter the data,
click on the **Enter/Return key** on your keyboard to move down to the cell **below** the entry.
Or click the **Tab** key to move to the cell to the **right** of the entry.

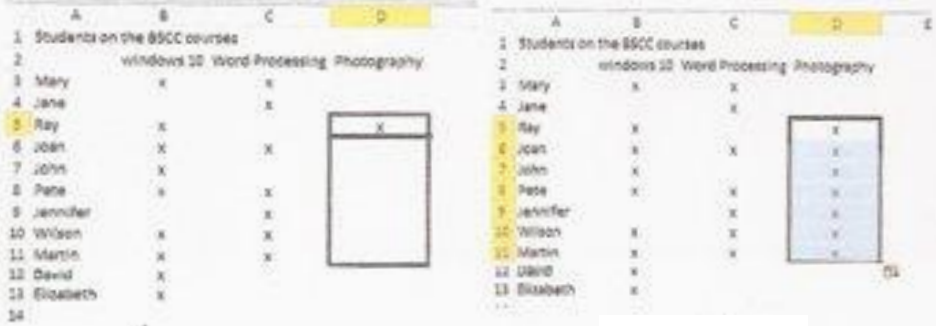
To **delete** data, select the cell with the data you want to delete and press the delete key on the keyboard, or the backspace key on the keyboard. If you only want to delete part of the entry, go to the data on the *formula bar* and backspace one character at a time, or edit it as you wish.

Other ways to enter data

As above, you can go to a cell and type in the data that you want. Some quick ways to enter certain types of data are as follows:

The fill handle

To fill adjacent cells with the same data, hover the mouse over the lower right hand corner of the cell with the data until you see the fill handle.  . Then click and drag the mouse over the range of cells to fill. Release the mouse, and the data will fill the selected cells.



To continue a series with the fill handle, highlight the cells with the series so far, select the fill handle on the last of the series, and then click and drag to the cells to be filled.

You will be able to see the suggested fills as you drag the mouse. Release the mouse to fill in the selected cells.

Auto Complete

If the first few letters you type in a cell match an entry you've already made in that column, Excel will fill in the remaining characters for you. Just press ENTER when you see them added. This works for text or for text with numbers. It does not work for numbers only, for dates, or for times.

Hints about entering data

CTRL and **Home** will take you back to cell **A1**.

Dates must be entered with hyphens or slashes (or virgules), NOT full stops.

Times must be entered with a space and then **a** or **p**, or they will be interpreted as am. When entering times for midnight use 0:00.

To enter today's date, press **CTRL** and the **semicolon** together. To enter the current time, press **CTRL** and **SHIFT** and the **semicolon** all at once.

Some hints about entering numbers.

Fractions without a whole number will be interpreted as dates

To enter fractions, leave a space between the whole number and the fraction. For example, 1 1/8.

To enter a fraction only, enter a zero first. For example, 0 1/4. If you enter 1/4 without the zero, Excel will interpret the number as a date, January 4.

Numbers in parentheses show as negative. Type (100) to indicate a negative number by parentheses and the result is displayed as -100.

Fractions show as decimals in the formula bar.

	A	B	C	D
1	Students on the BSCC courses			
2		windows 10	Word Processing	Photography
3	Mary	x	x	
4	Jane		x	
5	Ray	x		x
6	Joan	x	x	
7	John	x		
8	Pete	x	x	
9	Jennifer		x	
10	Wilson	x	x	
11	Martin	x	x	
12	David	x		
13	Elizabeth	x		

Workbooks and worksheets

Save the workbook – Click on **File** on the menu bar. Click on **Save.** The rest is the same as saving a word document. Notice that the Excel workbooks will have a file extension of **.xls** (2003 or earlier) **or .xlsx**. Spreadsheets in Microsoft Works will have an extension of **.xlr.**

Rename a worksheet - right click on the worksheet tab and select rename from the menu. Then type the name you require.

Add colour to worksheet tabs - right click on the worksheet tab and selecting **Tab color**. Click on the colour of your choice. The active sheet will be underlined in the colour. Inactive sheets will be filled with the colour.

Move from one worksheet to another by holding down the **Ctrl** key **and Page Down** to move to the right, **Ctrl** and **Page Up** to move to the left.

Add a worksheet – Right Click one of the worksheets. Hold down the shift key and press F11. The new worksheet will be inserted before the active worksheet. To add a worksheet after the last worksheet, click on on the Worksheet Bar.

Move a worksheet – Click on the worksheet you want to move on the worksheet bar and drag it to where you want the sheet to go.

Delete a worksheet – Click on the sheet you want to delete. Click on **Edit** on the menu bar. Click on **Delete sheet**. If you have any data in the worksheet, you will see a box that asks if you are sure that you want to delete the sheet.
If you want to go ahead, click on **Delete**.

Selecting areas of a spreadsheet

To select a **range of cells**, click and drag the mouse over the range of cells. They area will appear highlighted, and the active cell will not be highlighted.

To **select multiple ranges of cells**, hold down the control key on the keyboard, click and drag with the mouse over the first range, then still holding down the control key, click and

drag with the mouse over the next range, and so on. When all the ranges are selected, release the control key.

To **select a column**, click the mouse pointer onto the column letter at the top of the column. The entire column will be highlighted, down to row 1,048,576.

To **select a row**, click the mouse pointer onto the row number on the left of the screen. The entire row will be highlighted up to column 16,384.

To **select the entire worksheet**, click the mouse pointer on to the blank box to the left of the column letters and the top of the row numbers. The entire worksheet will be highlighted.

Columns and Rows

To **insert a column** between ones already containing data, select the column that will be to the right of the one you want to add. Right click on the mouse and click on insert from the menu.

To **insert more than one column**, select the column that will be to the right of the added columns. Click and drag the mouse over the number of columns to the right of the selected column that you wish to add. Right click on the mouse and click on insert from the menu.

To **insert a row** between ones already containing data, select the row that will underneath the one you want to add. Right click on the mouse and click on insert from the menu.

To **insert more than one row**, select the row that will be underneath the added rows. Click and drag the mouse over the number of rows below the selected column that you wish to add. Right click on the mouse and click on insert from the menu.

To **delete columns or rows**, select the columns or rows you want to delete. Right click on the mouse and click on Delete, or click on the Delete command on the ribbon.

To **change the width of a column**

Put the mouse on the line between the letters at the top of the column you want to change and the column to its right until it becomes a double arrow. Click and drag the mouse to the right or left to make the column wider or narrower. If you want to change several columns to be the same width, select them all, click and drag any one of them, and the change will apply to them all.

If you put the mouse on the line between the letters at the top of the column you want to change until it becomes a double arrow and double click, it will make the column to the left as wide as the cell with the widest data in the column. This is called 'best fit'.

Before After

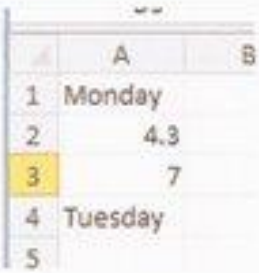
To **change the height of a row**, put the mouse on the line below the row you want to change between the row numbers until you see the double arrow. Click and drag the mouse, as with the columns, until you achieve the desired height.

The **Cells group** on the **Home ribbon** in Excel 2007 and above will also allow you to do these functions. It is for you to decide which is better for you.

Alignment of text in the cells

You can decide how you want the text within the cell to be aligned. By default, text will be aligned to the left, and numbers to the right.

You can use the icons in the Alignment group of the Home ribbon to change the alignment to fit your spreadsheet. Hover over each icon to see how it will align the text within the cell.



	A	B
1	Monday	
2	4.3	
3	7	
4	Tuesday	
5		

Merge & Center in the group is useful when you want to add titles to the worksheet or groups of columns. For example: When I highlight the entire row above my data,

Then click on Merge & Center, the title straddles the width of my data and the text is centred. I can further enhance the title, if I wish.

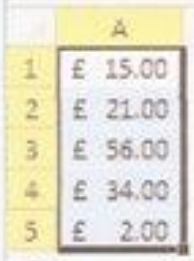
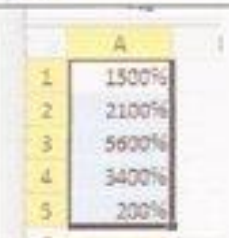
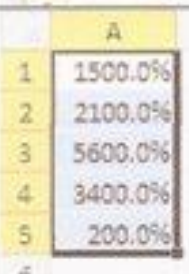
This can be used within the spreadsheet as well.

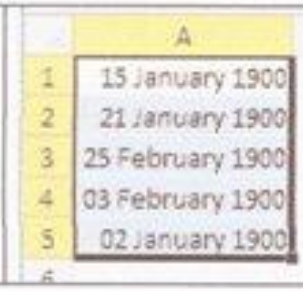
	A	B	C	D	E	F	G
1			Utilities				
2		Gas		Electric		Water	
3		British Gas		Britis Gas		East Surrey	
4	Jan	£40	Jan	£35	2014	£200	
5							
6							
7							

Number Formats

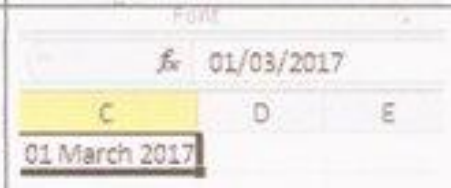
Just as you can format text, in Excel you can choose to format numbers in a specific way. There are two ways you can format numbers.

1. Input the numbers, and then format them.

Select the numbers you have entered	
On the Home tab ribbon, under the number group, click on one of the options, or on the down arrow to see more.	
For example, clicking on the currency down arrow, and then on £, the result is like this.	
Clicking on Percentage would have a different outcome	
You can change the number of decimal places displayed by click on the Increase or Decrease decimal icons	

Selecting date would have given a different outcome.	

2. Select the cells where the numbers will be entered, and then add the data.

Select the cells, row, or column to be formatted.	
Right click on the selected area, and select Format cells. In this example, click on Date, and choose the format for your date. Click on OK.	
When you enter the date as 1/3/2017, it will appear in the cell in your selected format.	
In this example, click on currency. Choose the format you want to use	
When you enter data, it will assume that you are entering currency and display it in the format you have selected.	

Working with calculations

In Excel, mathematic calculations can be done by using keys on the keyboard for the operation that you want to do.

To Add, use the + sign (shift and =)

To Subtract, use the – sign (the key next to =, also used for a hyphen)

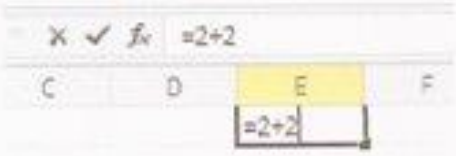
To Multiply, use the * (star, shift and 8)

To Divide, use the / (forward slash, next to the right hand shift key)

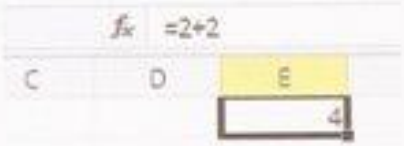
To show exponents, use the ^ (caret, shift and 6)

All calculations start with =.

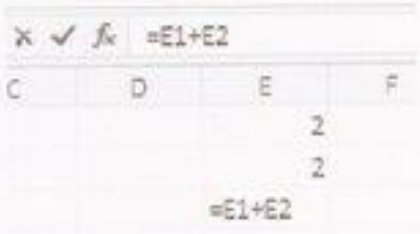
You can do calculations within a cell using these principles



When you press Enter or tab to move to another cell, the result of the calculation appears in the cell, but the

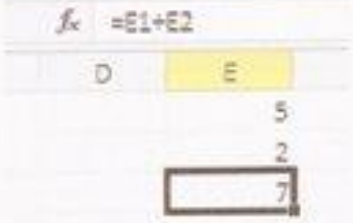


Generally in spreadsheets, however, the data is entered into each cell, and the results in a separate cell. The cell references are used in the calculations.



which becomes

That way, if I change a figure in either E1 or E2, the calculation will reflect the change.



You can use this method for cells that are not next to each other as well.

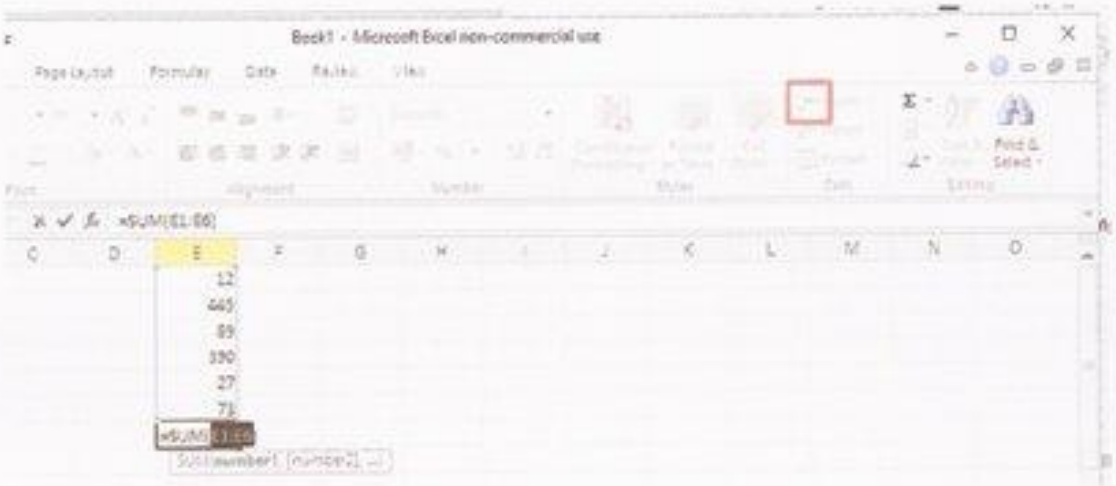
	A	B	C	D	E
1		Income	Utilities	Food	Spending
2	Week 1	£120.00		42.65	£ 42.65
3	Week 2	£120.00	£ 82.25	£ 48.20	£130.45
4	Week 3	£120.00		£ 35.67	£ 35.67
5	Week 4	£120.00	£ 56.72	£ 65.42	£122.14
6		£480.00			£330.91
7					
8			=B6-E6		

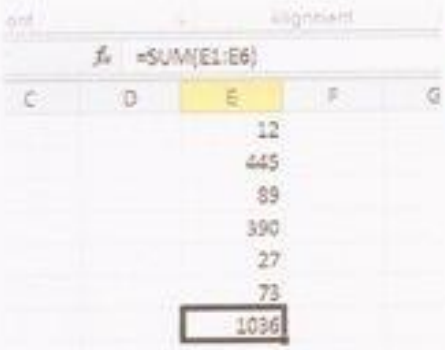
	A	B	C	D	E
1		Income	Utilities	Food	Spending
2	Week 1	£120.00		42.65	£ 42.65
3	Week 2	£120.00	£ 82.25	£ 48.20	£130.45
4	Week 3	£120.00		£ 35.67	£ 35.67
5	Week 4	£120.00	£ 56.72	£ 65.42	£122.14
6		£480.00			£330.91
7					
8			£149.09		

This becomes even more useful with many cells of data. So in Excel there is a way to make calculations easier. **AutoSum** is one of them. The AutoSum button is on the home ribbon. It looks like this: Σ. The drop down arrow next to it lets you choose the calculation you want.

HINT: You can add the AutoSum function for addition to your Quick Access Toolbar if you use it often.

To use it, click in the cell at the bottom of a column of numbers. Then click on the **AutoSum** button. A border will go around the all the cells that will be used to create the total. When you press Enter, the total will appear in the cell.

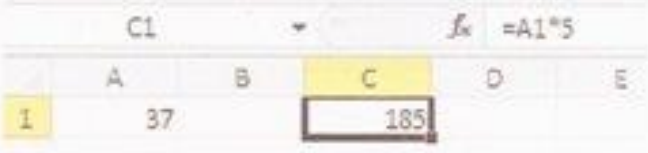




Notice that the formula bar shows the calculation as =SUM(E1:E6). You could type in this formula yourself, but it is easier to use the AutoSum function.

You can combine cell references with numbers to do calculations. Here are some examples.

Divides the number in A1 by 2



Multiplies the number in A1 by 5

Multiplies the number in A1 by 15%

Finds the square of the number in A1

To apply a formula to more than one cell, you can use the fill handle on the cell.
In this example, the AutoSum has been used to add the first column.
Click on the fill handle on Cell B6 and drag it to the right to create the same formula in C6, D6 and E6.

When you release the mouse, the results will be filled in.

To check or edit a formula

If you want to check what the formula is, click in the cell you want to check. The formula or calculation will appear in the formula bar. If you want to edit it, you can do this by typing your adjustment in the formula bar. If you make a mistake, click on the X on the formula bar or ESC on the keyboard. The formula will remain as it was. If you have already pressed Enter to change the formulas, click on the Undo function on the Quick Access Toolbar.

You can also edit the formula within the cell. Double-click in the cell. It will display a border around any cell references that are included in the formula. You can make your

changes by typing the new formula in the cell or by dragging the handles on the borders around the cells to reflect the change you want to make. When you press enter, the change will be reflected in the formula and in the result. Click undo to reverse it if you realise it is wrong.

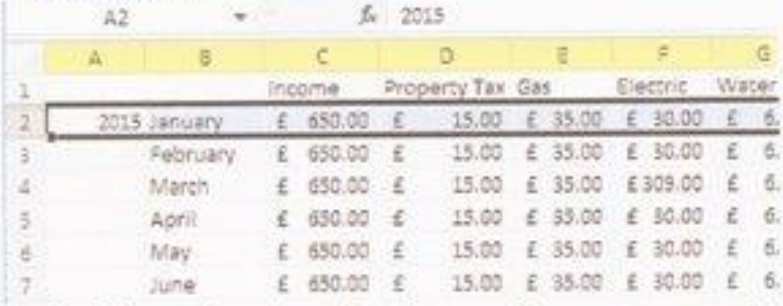
Hint: Clicking and dragging the borders can be tricky. You may get an error message to alert you that the formula is no longer correct. Click on OK, and then go back to the cell to correct the error and click undo, or re-enter the formula that you want.

Viewing Your Worksheets

When working with a worksheet, you often have to scroll down to see more of your data. It is convenient to be able to see any headers you have at the top of the worksheet even when you scroll down. Also, the first column may contain information that you want to keep when you scroll to the right. Here is how to Freeze these rows and columns to keep then always visible.

To Freeze Rows

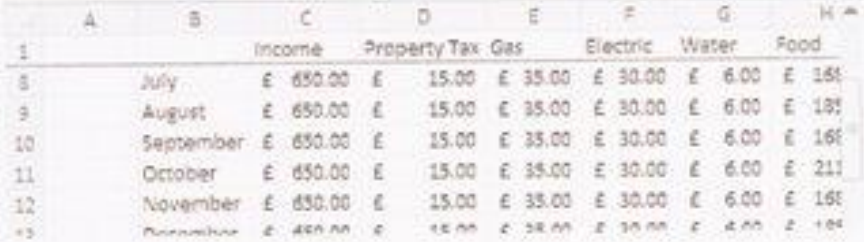
1. Select the row below the row or rows you want to freeze. In this example, the top row is to be frozen.



	A	B	C	D	E	F	G
1			Income	Property Tax	Gas	Electric	Water
2	2015	January	£ 650.00	£ 15.00	£ 35.00	£ 30.00	£ 6.
3		February	£ 650.00	£ 15.00	£ 35.00	£ 30.00	£ 6.
4		March	£ 650.00	£ 15.00	£ 35.00	£ 309.00	£ 6.
5		April	£ 650.00	£ 15.00	£ 35.00	£ 30.00	£ 6.
6		May	£ 650.00	£ 15.00	£ 35.00	£ 30.00	£ 6.
7		June	£ 650.00	£ 15.00	£ 35.00	£ 30.00	£ 6.

2. On the **View** tab, select the **Freeze Panes** command, then choose **Freeze Panes** from the drop-down menu.

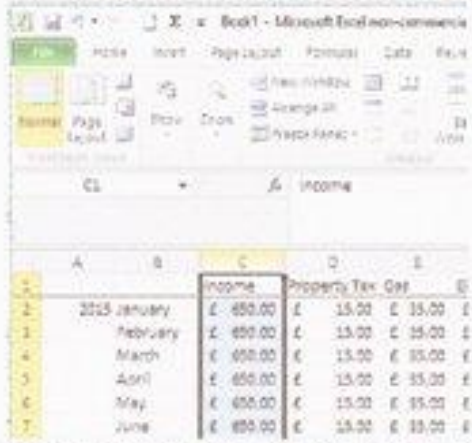
3. When you click back into the worksheet, a grey line will appear below the row(s) which are frozen. When you scroll down, they will remain in view.



	A	B	C	D	E	F	G	H
1			Income	Property Tax	Gas	Electric	Water	Food
8		July	£ 650.00	£ 15.00	£ 35.00	£ 30.00	£ 6.00	£ 16
9		August	£ 650.00	£ 15.00	£ 35.00	£ 30.00	£ 6.00	£ 18
10		September	£ 650.00	£ 15.00	£ 35.00	£ 30.00	£ 6.00	£ 16
11		October	£ 650.00	£ 15.00	£ 35.00	£ 30.00	£ 6.00	£ 21
12		November	£ 650.00	£ 15.00	£ 35.00	£ 30.00	£ 6.00	£ 16

To Freeze Columns

1. Select the column to the right of the column or columns you want to freeze. In this example, the first two columns are to be frozen.



2. On the **View** tab, select the **Freeze Panes** command, then choose **Freeze Panes** from the drop-down menu, as above

   When you click back into the worksheet, a grey line will appear to the right of the columns which are frozen. When you scroll across, they will remain in view.

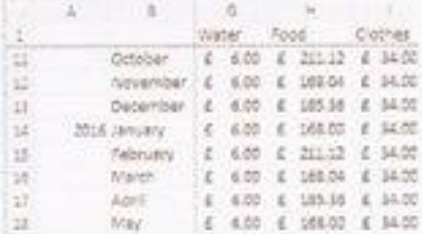
	A	B	G	H	I
1			Water	Food	Clothes
2	2015	January	£ 6.00	£ 168.00	£ 175.00
3		February	£ 6.00	£ 211.12	£ 15.00
4		March	£ 6.00	£ 168.04	£ 48.00
5		April	£ 6.00	£ 185.36	£ 34.00
6		May	£ 6.00	£ 168.00	£ 34.00

To Freeze Rows and Columns

1. Select the cell below the row(s) and to the right of the column(s) you want to freeze. In this example, the first two columns are to be frozen.

	A	B	C	D	E
1			Income	Property Tax	Gas
2	2015	January	£ 650.00	£ 15.00	£ 35.00
3		February	£ 650.00	£ 15.00	£ 35.00
4		March	£ 650.00	£ 15.00	£ 35.00
5		April	£ 650.00	£ 15.00	£ 35.00

2. On the **View** tab, select the **Freeze Panes** command, then choose **Freeze Panes** from the drop-down menu.
3. When you click back into the worksheet, a grey line will appear below the frozen rows and to the right of the columns which are frozen. When you scroll across, all will remain in view.



To Unfreeze Rows and Columns

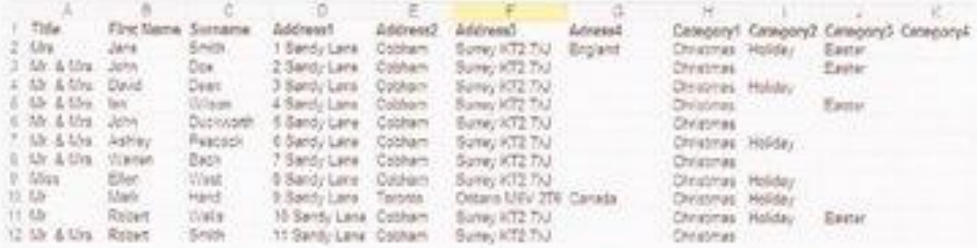
To unfreeze rows or columns, click the Freeze Panes command, then select Unfreeze Panes from the drop-down menu.

Hint: If you only want to freeze the first row or the first column, select the **Freeze Panes** command on the **View** tab, and click on Freeze Top Row or Freeze First Column.

Changing the view of Data

Sorting Data

If you want to view your data in a different way, there are ways to do it. For example, if you have your address list in a worksheet, you may want to sort it by the surnames of the people on the list.



	A	B	C	D	E	F	G	H	I	J	K
1	Title	First Name	Surname	Address1	Address2	Address3	Adress4	Category1	Category2	Category3	Category4
2	Mrs	Jane	Smith	1 Sandy Lane	Cobham	Surrey, KT2 7VJ	England	Christmas	Holiday	Easter	
3	Mr & Mrs	John	Doe	2 Sandy Lane	Cobham	Surrey, KT2 7VJ		Christmas		Easter	
4	Mr & Mrs	David	Dean	3 Sandy Lane	Cobham	Surrey, KT2 7VJ		Christmas	Holiday		
5	Mr & Mrs	Ian	Wilson	4 Sandy Lane	Cobham	Surrey, KT2 7VJ		Christmas		Easter	
6	Mr & Mrs	John	Duckworth	5 Sandy Lane	Cobham	Surrey, KT2 7VJ		Christmas			
7	Mr & Mrs	Ashley	Peacock	6 Sandy Lane	Cobham	Surrey, KT2 7VJ		Christmas	Holiday		
8	Mr & Mrs	Warren	Bach	7 Sandy Lane	Cobham	Surrey, KT2 7VJ		Christmas			
9	Miss	Ellen	West	8 Sandy Lane	Cobham	Surrey, KT2 7VJ		Christmas	Holiday		
10	Mr	Mark	Hand	9 Sandy Lane	Toronto	Ontario M4V 2T6	Canada	Christmas	Holiday		
11	Mr	Robert	Wells	10 Sandy Lane	Cobham	Surrey, KT2 7VJ		Christmas	Holiday	Easter	
12	Mr & Mrs	Robert	Smith	11 Sandy Lane	Cobham	Surrey, KT2 7VJ		Christmas			

Click a cell in the column you want to sort by.

	A	B	C	D	
1	Title	First Name	Surname	Address1	Addr
2	Mrs	Jane	Smith	1 Sandy Lane	Cobh
3	Mr & Mrs	John	Doe	2 Sandy Lane	Cobh
4	Mr & Mrs	David	Dean	3 Sandy Lane	Cobh
5	Mr & Mrs	Ian	Wilson	4 Sandy Lane	Cobh
6	Mr & Mrs	John	Duckworth	5 Sandy Lane	Cobh

Click on the Data tab and select  to sort A to Z or to sort Z to A. In the example, A-Z is selected.

The worksheet will immediately be sorted as selected.

	A	B	C
1	Title	First Name	Surname
2	Mr & Mrs	Warren	Bach
3	Mr & Mrs	George	Benson
4	Mr & Mrs	Alastair	Cook
5	Mr & Mrs	David	Dean
6	Mr & Mrs	John	Doe
7	Mr & Mrs	John	Duckworth
8	Mr & Mrs	John	Evans
9	Mr & Mrs	David	George
10	Mr	Mark	Hand
11	Mrs	Jane	Jones
12	Mr & Mrs	Ian	Martin

Filtering Data

You may only want to see part of the data in your worksheet, or you may be looking for a particular item. You can use filtering to do this.

	A	B	C	D	E	F	G	H	I	J
1	Title	First Name	Surname	Address1	Address2	Address3	Adress4	Category1	Category2	Category3
2	Mrs	Jane	Smith	1 Sandy Lane	Cobham	Surrey KT2 7XJ	England	Christmas	Holiday	Easter
3	Mr & Mrs	John	Doe	2 Sandy Lane	Cobham	Surrey KT2 7XJ		Christmas		Easter
4	Mr & Mrs	David	Dean	3 Sandy Lane	Cobham	Surrey KT2 7XJ		Christmas	Holiday	
5	Mr & Mrs	Ian	Wilson	4 Sandy Lane	Cobham	Surrey KT2 7XJ		Christmas		Easter
6	Mr & Mrs	John	Duckworth	5 Sandy Lane	Cobham	Surrey KT2 7XJ		Christmas		
7	Mr & Mrs	Ashley	Peacock	6 Sandy Lane	Cobham	Surrey KT2 7XJ		Christmas	Holiday	
8	Mr & Mrs	Warren	Bach	7 Sandy Lane	Cobham	Surrey KT2 7XJ		Christmas		
9	Miss	Ellen	West	8 Sandy Lane	Cobham	Surrey KT2 7XJ		Christmas	Holiday	
10	Mr	Mark	Hand	9 Sandy Lane	Toronto	Ontario M5V 2T6	Canada	Christmas	Holiday	
11	Mr	Robert	Wells	10 Sandy Lane	Cobham	Surrey KT2 7XJ		Christmas	Holiday	Easter
12	Mr & Mrs	Robert	Smith	11 Sandy Lane	Cobham	Surrey KT2 7XJ		Christmas		
13	Mr & Mrs	Alastair	Cook	12 Sandy Lane	Cobham	Surrey KT2 7XJ		Christmas		
14	Mr & Mrs	George	Benson	13 Sandy Lane	Cobham	Surrey KT2 7XJ		Christmas		Easter
15	Mr & Mrs	Malcolm	Mason	14 Sandy Lane	Cobham	Surrey KT2 7XJ		Christmas	Holiday	
16	Miss	Jane	Paddington	15 Sandy Lane	Cobham	Surrey KT2 7XJ		Christmas		
17	Mrs	Jane	Jones	1 Sandy Lane	Cobham	Surrey KT2 7XJ		Christmas	Holiday	Easter
18	Mr & Mrs	John	Wilkes	2 Sandy Lane	Cobham	Surrey KT2 7XJ		Christmas		Easter
19	Mr & Mrs	David	George	3 Sandy Lane	Black Rock	County Dublin	Ireland	Christmas	Holiday	
20	Mr & Mrs	Ian	Martin	4 Sandy Lane	Cobham	Surrey KT2 7XJ		Christmas		Easter
21	Mr & Mrs	John	Evans	5 Sandy Lane	Cobham	Surrey KT2 7XJ		Christmas		

In this sheet, to see only the people to whom postcards are sent when on holiday, select any cell in the worksheet. Select the **Data** tab, and then click on the **Filter** icon.

Tabs will appear at the top of each column. Click on the tab to see the choices of possible filters. Choose the filteror filters that you want to apply by leaving in the tick in the box in front of the choice. Click OK and only entries meeting that criteria will be shown.

	A	B	C	D	E	F	G	H	I
1	Title	First Nan	Surname	Address1	Address2	Address3	Adress4	Categor	Categor
2	Mrs	Jane	Smith	1 Sandy Lane	Cobham	Surrey KT2 7XJ	England	Christmas	Holiday
4	Mr & Mrs	David	Dean	3 Sandy Lane	Cobham	Surrey KT2 7XJ		Christmas	Holiday
7	Mr & Mrs	Ashley	Peacock	6 Sandy Lane	Cobham	Surrey KT2 7XJ		Christmas	Holiday
9	Miss	Ellen	West	8 Sandy Lane	Cobham	Surrey KT2 7XJ		Christmas	Holiday
10	Mr	Mark	Hand	9 Sandy Lane	Toronto	Ontario M5V 2T6	Canada	Christmas	Holiday
11	Mr	Robert	Wells	10 Sandy Lane	Cobham	Surrey KT2 7XJ		Christmas	Holiday
15	Mr & Mrs	Malcolm	Mason	14 Sandy Lane	Cobham	Surrey KT2 7XJ		Christmas	Holiday
17	Mrs	Jane	Jones	1 Sandy Lane	Cobham	Surrey KT2 7XJ		Christmas	Holiday
19	Mr & Mrs	David	George	3 Sandy Lane	Black Rock	County Dublin	Ireland	Christmas	Holiday

Click on the **Filter** icon again to remove the filter and restore all the data.