

Topic 10:- Using Skip Blank

In Excel, the "Skip Blanks" option is used when performing operations like sorting or filtering data, and it instructs Excel to skip over cells that are blank (empty) during the operation. This can be useful when you have a dataset with empty cells, and you want to work with only the non-blank data. Here's how to use the "Skip Blanks" option in different scenarios:

1. Sort Data with Skip Blanks:

Let's say you have a list of data in column A, and some cells are blank:

1. Select the range of cells you want to sort, including the column with blank cells.
2. Go to the "Data" tab on the Excel ribbon.
3. Click the "Sort" button.
4. In the "Sort" dialog box, choose the column you want to sort by (e.g., Column A).
5. In the "Sort On" dropdown, select "Values."
6. In the "Order" dropdown, choose ascending or descending order as desired.
7. Check the "Skip blanks" checkbox.
8. Click "OK" to apply the sort.

Excel will now sort the data, and any rows with blank cells in the selected column will be moved to the bottom of the list, effectively skipping them during the sort.

2. Filter Data with Skip Blanks:

You can use the "Skip blanks" option when filtering data as well. Here's how:

1. Select the range of data you want to filter, including the column(s) with blank cells.
2. Go to the "Data" tab on the Excel ribbon.
3. Click the "Filter" button.
4. Use the filter dropdown in the column header to select the filter criteria you want.
5. To skip blank cells, uncheck the "Blanks" option in the filter criteria dropdown.

This will filter the data based on your criteria, excluding any rows with blank cells in the filtered column(s).

3. PivotTables with Skip Blanks:

When creating PivotTables, you can choose to include or exclude blanks in your data:

1. Create a PivotTable based on your data.
2. In the PivotTable Field List, drag the field that may contain blank values into the "Rows" or "Columns" area.
3. In the PivotTable, right-click on a cell that contains a blank value.
4. Select "Filter" from the context menu.
5. Choose "Select Multiple Items" and uncheck the "(Blank)" option.

This will exclude rows with blank values from your PivotTable.

Using the "Skip Blanks" option can help you manage and analyze data more effectively when dealing with datasets that include empty cells. It allows you to focus on the relevant information while excluding blank or irrelevant entries during operations like sorting, filtering, and summarizing data.