



# Sorting Spreadsheet Data



In this activity, you will use the skills you have learned to sort spreadsheet data.

1. Start the spreadsheet program of your choice.
2. Create a new spreadsheet and name it **Measure Up-[your first initial and last name]** (for example, Measure Up-jsmith).
3. Select cells **A1** and **B1** and merge them.
4. Insert the text **Student Heights** into your merged cells, and make the text **bold**.
5. **Center-align** the text in your merged cells.
6. Change the fill color of your merged cells to **green**.
7. Insert the text **Name** into cell **A2**, and make the text **bold**.
8. Change the format of cells **A2** through **A12** to **Plain Text**.
9. Insert the text **Height** into cell **B2**, and make the text **bold**.
10. Change the format of cells **B2** through **B12** to **Number**.
11. **Center-align** the text in cells **A2** and **B2**.
12. Poll 10 of your classmates and gather their names and heights.
13. Enter the results in your spreadsheet.
14. Select cells **A3** through **B12**.
15. Click the **Data** menu and select **Sort range**.
16. Change the **sort by** option to **Column B**.
17. Change the order to **Z → A**.
18. Click **Sort**.

Your completed spreadsheet should look similar to Figure A1-2.

	A	B
1	<b>Student Heights</b>	
2	<b>Name</b>	<b>Height</b>
3	Eric	5.50
4	John	6.10
5	Emily	5.20
6	Lisa	5.40
7	Amy	5.50
8	Alwin	5.60
9	Ashley	5.60
10	David	5.80
11	Barry	6.10
12	James	6.60

*Figure A1-2: Completed spreadsheet with sorted data*

19. Close your spreadsheet.