



Filtering Spreadsheet Data



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


1. Start the spreadsheet program of your choice.
2. Create a new spreadsheet and name it **Filter-[your first initial and last name]** (for example, Filter-jsmith).
3. Select cells **A1** through **C1** and merge them.
4. Insert the text **TV Time** 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 **yellow**.
7. Insert the text **Name** into cell **A2**, and make the text **bold**.
8. Change the format of cells **A2** through **A10** to **Plain Text**.
9. Insert the text **Age** into cell **B2**, and make the text **bold**.
10. Change the format of cells **B2** through **B10** to **Number**.
11. Insert the text **TV Time** into cell **C2**, and make the text **bold**.
12. Change the format of cells **C2** through **C10** to **Number**.
13. **Center-align** the text in cells **A2** through **C2**.
14. Poll eight of your classmates and gather their name, age, and the amount of time they spend watching television on a daily basis.
15. Enter the results in your spreadsheet.
16. Remove any decimal places in your spreadsheet.

Your spreadsheet should look similar to Figure A1-3.

	A	B	C
1	TV Time		
2	Name	Age	TV Time
3	Eric	12	2
4	John	12	3
5	Emily	11	3
6	Lisa	11	4
7	Amy	12	5
8	Alwin	11	1
9	Ashley	12	2
10	David	11	1

Figure A1-3: Completed spreadsheet – before filtering data

17. Select cells **A2** through **C10**.

18. Click the **Filter**  tool located on the toolbar.

19. Filter the data to only show the youngest students in the class.

Your completed spreadsheet should look similar to Figure A1-4.




	A	B	C
1	TV Time		
2	Name 	Age 	TV Time 
5	Emily	11	3
6	Lisa	11	4
8	Alwin	11	1
10	David	11	1

Figure A1-4: Completed spreadsheet with filtered data