**Excel Sort and Filter Tools**

**Objective:** The student will provide data and present that data in Excel by utilizing the sort and filter applications to better analyze and locate data.

**Requirements:**

* Provide data of your choice. You must have 4 columns and 10 rows minimum.
* Ideas include:
	+ Bands, Band Names, Genre of Music, Instruments, Tour Locations, etc.
	+ Tigers Players, Batting Averages, Home Country, Age, etc.
	+ PN Teachers, Room Number, Subject Taught, Years Taught, Male, Female, etc.
	+ Movies at Celebration, Times, Prices, Theater Numbers, etc.
* Format your spreadsheet and include the following details:
	+ Bold and center Column Headings and use at least 14 pt. font size
	+ Make sure your first row has a row height of at least 25
	+ When using prices, use Currency feature
	+ Apply an Auto Format to your “table” to give it a more professional look
* Perform three filters and explain how the filter helps you to locate or analyze data. Include at least one filter that is *a number filter*
	+ Greater than
	+ Less than
	+ Equal to…

**Rubric Checklist: (30 points)**

* **I have 4 columns headings and data\_\_\_\_\_(4)**
* **I have 10 rows with data \_\_\_\_\_(10)**
* **I have bolded my headings \_\_\_\_\_(2)**
* **I have centered my headings \_\_\_\_\_(2)**
* **I have used at least 14 pt. font \_\_\_\_\_(1)**
* **I adjusted my first row (where column headings are) to a row height of at least 25 \_\_\_\_\_(2)**
* **If using prices, I used the Currency format ($) \_\_\_\_\_(1)**
* **I used AutoFormat on my data to give my table a more professional look \_\_\_\_\_(2)**
* **I performed 3 sorts/filters, including one which is custom \_\_\_\_\_(6)**