

Name: _____ P3/ _____ Date: _____

A. Write the Cell names of some data.

1. Where can you see the name "Helen"?

2. Where can you see the name "Paul"?

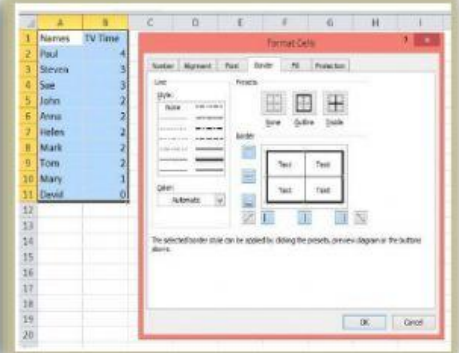
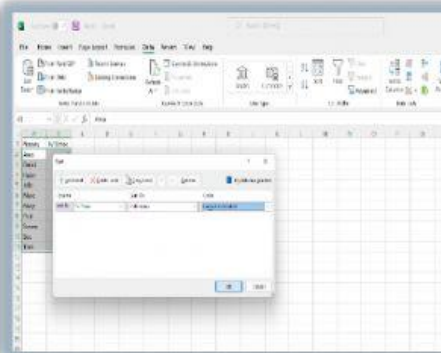
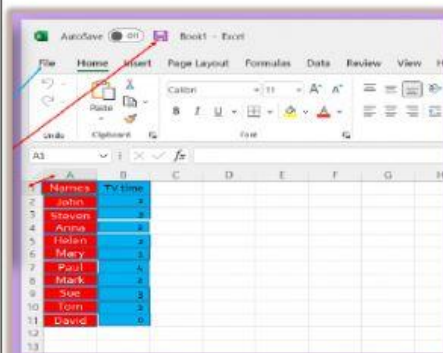
3. Where can you see the name "David"?

4. Where can you see the TV Time "4"?

5. Where can you see the TV Time "0"?

6. Where can you see the TV Time "1"?

B. Identify the following data processes in Microsoft Excel.

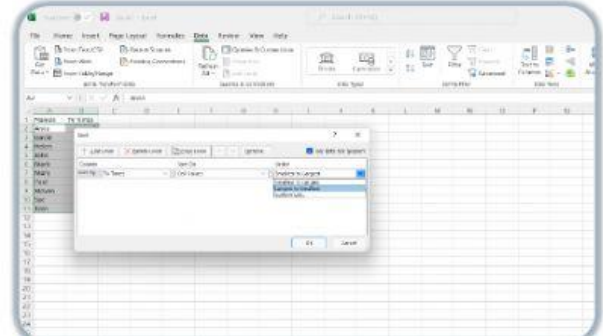
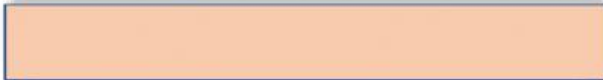
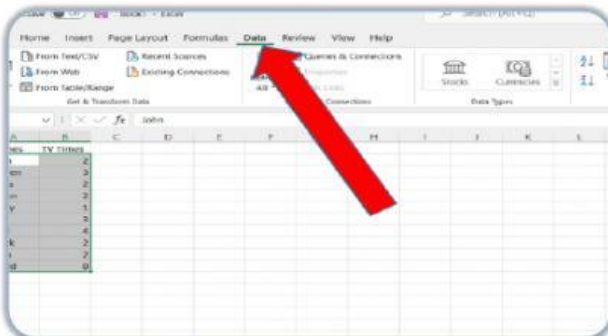
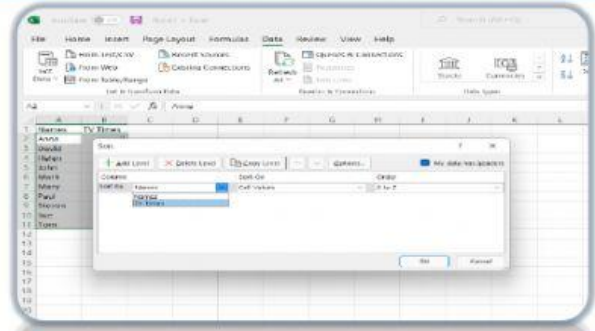
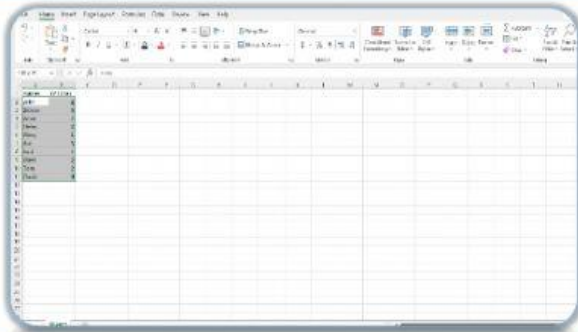


Sorting Data

Creating Borders

Entering Data

C. Drag the sentences and drop to the correct pictures.



"Steps in sorting data in the spreadsheet."

Click on cell A2. Hold the mouse button down & drag the pointer to cell B11.

In the menu bar select the '**Data**' tab.

Now click on '**Sort**'.

In the 'order' drop down list select '**largest to smallest**'.

Click OK.

In the 'column' or 'sort by' drop down list select '**tv times**'.