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**

LIVEWORKSHEETS

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**'.

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