COMPUTER TECHNOLOGY

Excel Assignment 4

1. Open Excel Assignment 3
2. You will rename Sheet 1 tab.
3. Position your mouse pointer on Sheet 1 tab at the bottom left of your workbook screen.
4. Right click the mouse and choose **Rename.**
5. They Sheet 1 tab is now highlighted in black.
6. Key: **Test Grades**
7. Click anywhere in the white area of the worksheet.
8. You need this worksheet information sorted by Last Name:
9. Place your selector in any cell in the typed list from A8 to G15
10. From the **Home tab,** choose **Sort.**
11. Scroll down to **custom sort**.
12. A dialog box appears. Select **last name,** ascending, or **order A to Z.**
13. Now save this assignment as Excel Assignment 4A and print in portrait orientation.
14. You will now sort this list by *Average then Last Name.*
15. Place your selector in any cell in the typed list.
16. From the Home tab choose **Sort**/**custom sort.**
17. In the dialog box, sort by **Average**
18. Then select **descending or largest to smallest.**
19. Click on **Add a level** at the top of the dialog box
20. Select **Then by (last name),** and select **A to Z.** The secondary sort will be by the last name.
21. Click OK. Notice that the Average column is sorted by highest to lowest score averages. When there are multiple occurrences of the same average, the records are sorted by Last Name.
22. Save your worksheet as **Excel Assignment 4B**
23. **If** you are instructed to print. Print your worksheet in *Landscape orientation with Gridlines*
24. File/print
25. **Click on page set up**.
26. Inside the small que box, select **sheet**, then select **print/gridlines/OK.**