Unit VIII The Worlds of Work and Play
Lesson 1 On the Job

Spreadsheet Directions

Name _____ Date _____

Task:

1. Create a spreadsheet using **Microsoft Excel** or **AppleWorks Spreadsheet**.

2. Type in column headings that are important for this research.

3. Enter the results of your research in the correct columns.

4. Use the Sort function to discover which items or labels have similarities or are repeated.

For **Microsoft Excel**:

*   Choose the Sort command from the *Data* menu.

*   From the *Menu* that appears, select the Column you want to Sort By, e.g. Column A.

*   Select Ascending and click OK. Data will be arranged alphabetically from A to Z, with duplicates occurring together.

*   Analyze the data to discover which items or labels are similar or repeated. Discuss or report the similarities and differences.

    Note: The same procedure can be performed with a Table that is inserted into a word processing document. The options appear in the *Table* menu instead of the *Data* menu.

For **AppleWorks Spreadsheet**:

*   From the *Edit* menu, choose Select All to assure that all items in a row remain together.

*   From the *Calculate* menu, choose the Sort command

*   From the *Menu* that appears, type in the Cell Name of the column you want to Sort By in the 1st box, for example, B1, D1.

*   Select Ascending for the *Sort Order* and Vertical for the *Direction*. Data will be arranged alphabetically from A to Z, with duplicates occurring together.

*   Analyze the data to discover which items or labels are similar or repeated.

*   Discuss or report the similarities and differences.