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.