Activity Sheet: MS Excel – Working with Tables

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Activity #1

Practice Sorting a list by more than one level

1. Open the **Names List** practice file
2. Click on cell **A2**
3. Click the **Data** tab in the Ribbon then click the **Sort** button
4. In the **Sort by** box, choose **Last Name** from the drop down menu
5. Click the **Add Level** button
6. In the **Then by** box, choose **First Name** from the drop down menu
7. Click the **Ok** button

Practice Filtering a list

1. From the **Data** tab in the Ribbon, click the **Filter** button
2. Click the down arrow on cell **D1** then click the box next to **Select All** to uncheck it
3. Click the box next to **Elgin** to show only Elgin residents
4. Click the **Ok** button
5. Click the **Filter arrow** button in the column where the filter has been applied
6. In the Sort/Filter window, click on **Clear Filter from "City"**

Activity #2

1. Click the **Page Layout** tab in the Ribbon then click the **Print Titles** button
2. When the **Page Setup** window opens, click the **Sheet** tab (it may already be selected)
3. Click in the **Rows to repeat at top** box then click on cell **A1**
4. Click the **Ok** button
5. Click the **File** tab then **Print** to view the document. Arrow through the pages to see that the column headings now appear on each page.
6. Click the **arrow** at the top to return to the workbook (printing is not necessary)
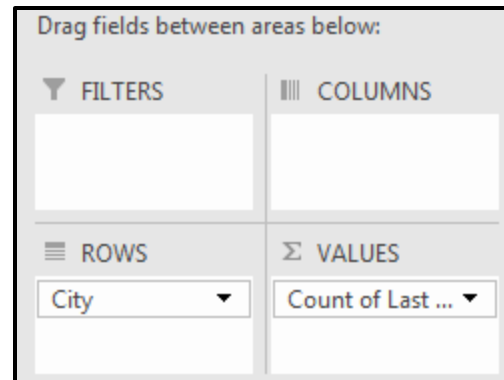
Activity #3

1. Click on cell **A2**
2. Click the **Insert** tab in the Ribbon then click the **Table** button
3. Verify that the data range is correct then click the **Ok** button
4. Click on any cell in the table then click the **Design** tab
5. Choose a different **Table Style**

First Name	Last Name	Street Address	City	State	Zip	Phone
Anthony	Black	4N531 Wescot	West Chicago	IL	60185	7088301234
Courtney	Black	683 St. Charles St	Elgin	IL	60120	
Paul	Black	943 Carriageway #16	Elgin	IL	60120	8476971234
Susana	Black	1568 Meyer Street	Elgin	IL	60123	8476081234
Alberto	Burns	123 Fairway	Carpentersville	IL	60110	8478361234
Amanda	Burns	125 McCabe	Streamwood	IL	60107	7082891234
Brenda	Burns	801 North Harrison St.	Algonquin	IL	60102	8474581234
Gary	Burns	1289 Brave Ct	Carol Stream	IL	60188	7088301234

Activity #4

1. Click on cell **A2**
2. Click the **Insert** tab in the Ribbon then click the **Pivot Table** button
3. Click the **Ok** button
4. In the **Pivot Table Fields** options, click the boxes next to **City** and **Last Name** to select them
5. Click and drag **Last Name** from the Row Header box to the **Values Box**
6. Click on any cell in the Pivot Table then click on the **Design** tab
7. Choose a different **Pivot Table Style**

Row Labels	Count of Last Name
Algonquin	3
Aurora	1
Bartlett	7
Burlington	1
Carol Stream	2
Carpentersville	5
Crystal Lake	1
Dundee	1
Elburn	2
Elgin	27

Drag fields between areas below:

▼ FILTERS	IIII COLUMNS

≡ ROWS	Σ VALUES
City ▼	Count of Last ... ▼

Activity #5 – Challenge activity for the end of the class (if time permits)

1. Open the **Vehicles** workbook
2. Change the page setup so row 1 will print at the top of each page. Print preview the worksheet to verify. Do not print the page.
3. Add a Filter to show only **Ford** vehicles
4. Clear the Filter
5. Sort by Department
6. Create a Pivot Table to match the one below

Sum of MAINTENANCE	Column Labels				
Row Labels	Chevrolet	Dodge	Ford	GMC	Grand Total
Corporate	11,984	118	13,098	30	25,230
Maintenance	12,928	3,811	7,392		24,131
Marketing	3,302		2,851		6,153
Security	4,014	2,294	4,231	5,632	16,171
Grand Total	32,229	6,222	27,573	5,661	71,686