

## EXCEL PRACTICE #2: Jersey Sorting



1. Open your Excel Practice workbook.
2. Insert a new tab and rename **Jersey**. Give the tab a color.
3. Insert a header with the title **Jersey**.
4. Enter the text and values from **DATASET A**.
  - a. **Adjust** column width as needed.
  - b. **Bold** text as shown.
5. Copy A1:C15 and paste in cell E1, I1, and M1.
  - a. **Adjust** column width as needed.
6. **Sort** E1:G15 by Last Name in A to Z order.
7. **Sort** I1:K15 by Last Name in Z to A order.
8. **Sort** M1:O15 by Jersey Number, smallest to largest.
9. Save your changes and preview your sheet.

### DATASET A

	A	B	C
1	<b>Last Name</b>	<b>First Name</b>	<b>Jersey #</b>
2	Kurtz	Hayden	27
3	Finney	TJ	4
4	Hicks	Brian	70
5	Bates	Jamie	22
6	Wade	Jon	14
7	Harleman	Kevin	7
8	Herman	Kyle	12
9	Presar	Jeremy	29
10	Osterloh	Jason	60
11	Kimmet	Doug	99
12	Welsch	Troy	14
13	Aggozzino	Jeremy	17
14	Jordan	Robert	43
15	Smith	Danny	11

### Mr. Kurtz's Example

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	<b>Last Name</b>	<b>First Name</b>	<b>Jersey #</b>		<b>Last Name</b>	<b>First Name</b>	<b>Jersey #</b>		<b>Last Name</b>	<b>First Name</b>	<b>Jersey #</b>		<b>Last Name</b>	<b>First Name</b>	<b>Jersey #</b>
2	Kurtz	Hayden	27		Aggozzino	Jeremy	17		Welsch	Troy	14		Finney	TJ	4
3	Finney	TJ	4		Bates	Jamie	22		Wade	Jon	14		Harleman	Kevin	7
4	Hicks	Brian	70		Finney	TJ	4		Smith	Danny	11		Smith	Danny	11
5	Bates	Jamie	22		Harleman	Kevin	7		Presar	Jeremy	29		Herman	Kyle	12
6	Wade	Jon	14		Herman	Kyle	12		Osterloh	Jason	60		Wade	Jon	14
7	Harleman	Kevin	7		Hicks	Brian	70		Kurtz	Hayden	27		Welsch	Troy	14
8	Herman	Kyle	12		Jordan	Robert	43		Kimmet	Doug	99		Aggozzino	Jeremy	17
9	Presar	Jeremy	29		Kimmet	Doug	99		Jordan	Robert	43		Bates	Jamie	22
10	Osterloh	Jason	60		Kurtz	Hayden	27		Hicks	Brian	70		Kurtz	Hayden	27
11	Kimmet	Doug	99		Osterloh	Jason	60		Herman	Kyle	12		Presar	Jeremy	29
12	Welsch	Troy	14		Presar	Jeremy	29		Harleman	Kevin	7		Jordan	Robert	43
13	Aggozzino	Jeremy	17		Smith	Danny	11		Finney	TJ	4		Osterloh	Jason	60
14	Jordan	Robert	43		Wade	Jon	14		Bates	Jamie	22		Hicks	Brian	70
15	Smith	Danny	11		Welsch	Troy	14		Aggozzino	Jeremy	17		Kimmet	Doug	99