EXCEL PRACTICE #3: Roster
Sorting

New Skills:

- ◆ B/I/U
- ◆ Sort Data
- ◆ Copy and Paste Data
- ◆ Auto Adjust Column Width
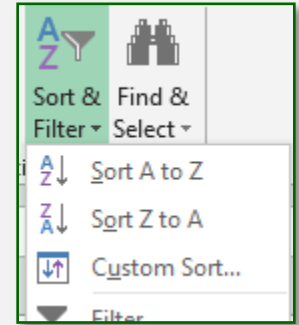- ◆ Format Dates

1. Open your Excel Practice workbook
2. Rename Sheet 3 **Roster**. Give the tab a color
3. Insert a header with the title **Roster**
4. In cell A6, change the XX to the current year
5. **Bold** cells A1 & A6
6. **Italic** and **Underline** cells B9:E9
7. Sort the data by Last Name
   a. Select cells B9:E35
   b. Home>Editing>Sort & Filter
   c. Select Custom Sort….
   d. In the Sort dialog box, make sure the My data has headers is checked.
   e. In Sort by, select Last
   f. The Order should be A to Z
8. Select B9:E35 and **Copy and** Paste to G9
   a. Right-Click>Copy/Paste, Ctrl + C/V, Home>Clipboard
9. The #### tell us a column is not wide enough to display the data. We need to adjust the column width
   a. Auto adjust column J
10. Sort the data in cells G9:J35 by ID #, Largest to Smallest
11. Sort the data in cells G9:J35 by Birth Date, Oldest to Newest
12. Format the date as Month DD, YYYY
13. Save

B/I/U

B	*I*	<u>U</u>

Bold = Ctrl + B
Italic = Ctrl + I
Underline = Ctrl + U

Sorting

Sort & Filter   Find & Select

- Sort A to Z
- Sort Z to A
- Custom Sort...
- Filter

	A	B	C	D	E	F	G	H	I	J
1	The Burg Driving Academy									
2	123 Success Lane									
3	Miamisburg, OH 45342									
4										
5										
6	August 2020 Class Roster									
7	Instructor: A. Einstein									
8										
9		*LAST*	*FIRST*	*ID #*	*BIRTH DATE*		*LAST*	*FIRST*	*ID #*	*BIRTH DATE*
10		Aggozino	Jeremy	27181	7/8/2001		Mark	Jarue	64825	July 5, 2001
11		Allen	Gina	33989	6/18/2002		Aggozino	Jeremy	27181	July 8, 2001
12		Allen	Kory	25654	4/23/2002		Vincent	Andrea	97354	August 9, 2001
13		Barry	Brooke	46973	11/2/2001		Winters	Natalie	22244	August 9, 2001
14		Clement	Dusty	27987	1/8/2002		Zondac	Jennifer	65214	August 14, 2001
15		Custer	Jessica	11787	10/7/2001		Uhl	Jamie	13795	September 3, 2001
16		DeLuca	Ariana	15146	3/16/2002		Custer	Jessica	11787	October 7, 2001
17		Gafel	Sara	42897	10/31/2001		Gafel	Sara	42897	October 31, 2001
18		Herman	Kelli	37916	4/17/2002		Barry	Brooke	46973	November 2, 2001
19		Hoffman	Mark	74182	12/7/2001		Lape	Marcie	32167	November 25, 2001
20		Kelly	Bryan	31456	2/14/2002		Tanner	Mike	14779	December 5, 2001
21		Lape	Marcie	32167	11/25/2001		Hoffman	Mark	74182	December 7, 2001
22		Mark	Jarue	64825	7/5/2001		Robertson	Jamal	67415	December 12, 2001
23		Nguyen	Dai	22487	3/19/2002		Clement	Dusty	27987	January 8, 2002
24		Osterloh	Jason	52893	6/27/2002		Welsch	Troy	20845	January 25, 2002
25		Prauwicki	Alexis	88453	6/2/2002		Kelly	Bryan	31456	February 14, 2002
26		Presar	Jeremy	29291	8/16/2002		DeLuca	Ariana	15146	March 16, 2002
27		Robertson	Jamal	67415	12/12/2001		Nguyen	Dai	22487	March 19, 2002
28		Tanner	Mike	14779	12/5/2001		Herman	Kelli	37916	April 17, 2002
29		Uhl	Jamie	13795	9/3/2001		Allen	Kory	25654	April 23, 2002
30		Vincent	Andrea	97354	8/9/2001		Zinzer	Amy	79451	May 18, 2002
31		Weathington	Nicole	25834	6/9/2002		Prauwicki	Alexis	88453	June 2, 2002
32		Welsch	Troy	20845	1/25/2002		Weathingto	Nicole	25834	June 9, 2002
33		Winters	Natalie	22244	8/9/2001		Allen	Gina	33989	June 18, 2002
34		Zinzer	Amy	79451	5/18/2002		Osterloh	Jason	52893	June 27, 2002
35		Zondac	Jennifer	65214	8/14/2001		Presar	Jeremy	29291	August 16, 2002
36										