

“LISTS OF STUFF” Project

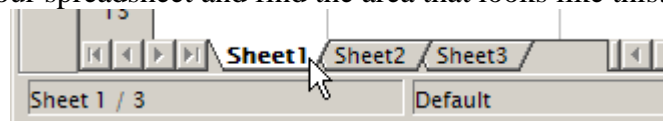
Part 3 - Working with Sheets & Sorting the Lists

Creating SHEETS

So, you've entered 20 movies and you've totalled and averaged them. Great! Now it's time to sort the lists so that we can access the data quickly.

To start this lesson, it is important that we get familiar with “Worksheets” (but we'll just call them SHEETS from now on).

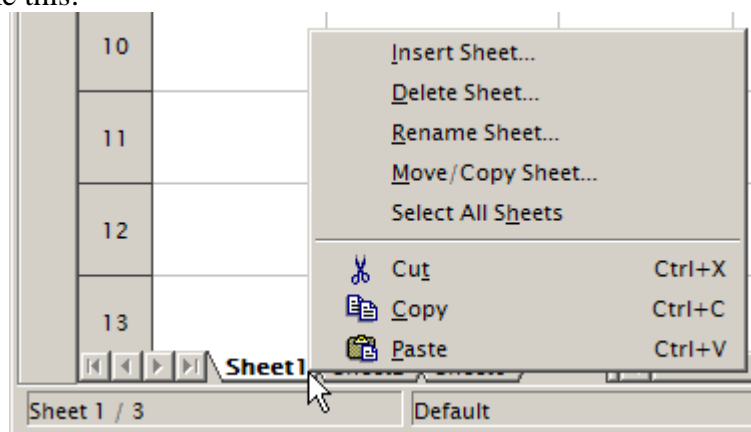
Go to the bottom of your spreadsheet and find the area that looks like this:



Let's prepare for more SHEETS, so let's RENAME our sheets to better names. Let's change them so that:

| | | |
|--------|------------|------------|
| Sheet1 | renamed to | MasterList |
| Sheet2 | renamed to | ByName |
| Sheet3 | renamed to | ByYear |
| Sheet4 | renamed to | ByDirector |
| Sheet5 | renamed to | ByRating |

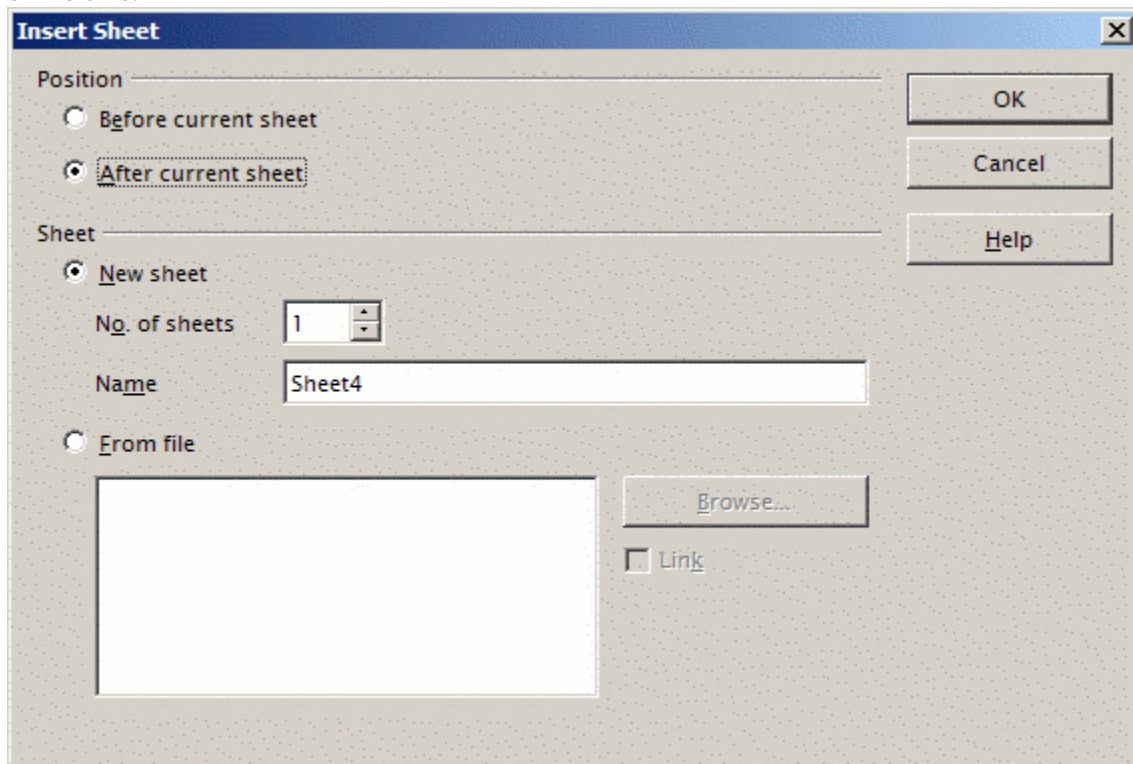
To RENAME the SHEETS, first **right click once** to select the sheet. Once its name is in white (and the sheet appears above) then **left click once** to see a small “Context Menu” that should look something like this:



Choose the RENAME option and rename this sheet “MasterList”, just as we listed it on the previous page.

Next, **right click once** on “Sheet2” to select and open it. Then **left click once** and choose RENAME again. Repeat until all the available sheets are used up.

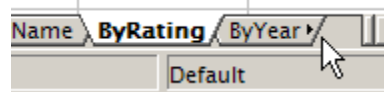
Next, we need to “Insert Sheet” from the same Context Menu. It may popup a small window that looks like this:



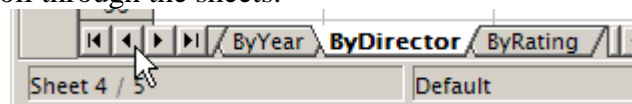
You can make adjustments if you need to, and then click OK.

Repeat these steps as many times as you need to.

If you find the SHEETS are out of order, then just drag them back and forth in this list. When you are moving them, tiny triangles appear, telling you where the sheet will be dropped.



Now, use the arrows to scroll back to the “MasterList” sheet, and right-click once to select it. Use these arrows to scroll through the sheets.



Copying Data into New Sheets

Now that you've created new sheets, it's time to add data into them!

You've already worked really hard to put the data into your spreadsheet, so now it's time to use it!

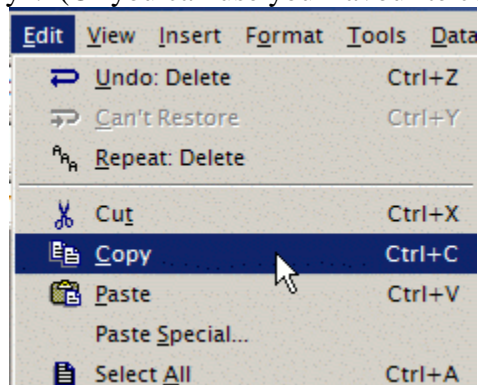
First, be sure you're in the "MasterList" sheet. (If not, then follow the instructions on the previous sheet.)

Second, we want to **click and drag** over the row numbers of **ONLY** the master list of movies. (DO NOT include the calculations you made at the bottom.)

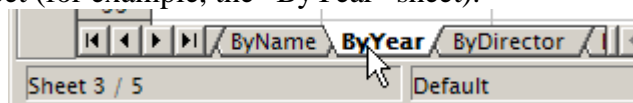
Now, what you should see is something like this:

| | A | B | C |
|---|----------------------|------|----------------|
| 1 | Movie Name | Year | Actor #1 |
| 2 | Star Wars | 1977 | Harrison Ford |
| 3 | Lord of the Rings | 2000 | Elijah Wood |
| 4 | The Whole 9 Yards | 2001 | Bruce Willis |
| 5 | Shawshank Redemption | 1999 | Morgan Freeman |

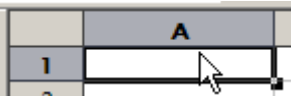
Next, choose "Edit" and "Copy". (Or you can use your favourite copy technique.)



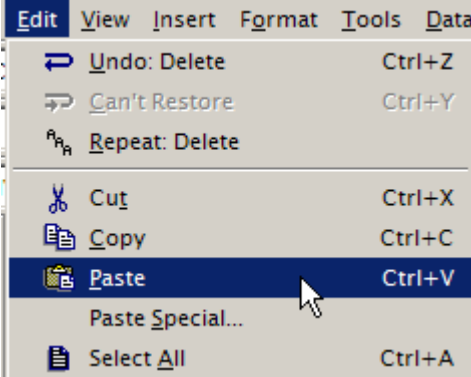
Next, go to the new sheet (for example, the "ByYear" sheet).



Next, select the A1 cell like this.



Then choose “Edit” and “Paste”. (Or you can use your favourite paste technique.)



Now, all of the contents of “MasterList” should now be pasted into the 'ByYear’ sheet.

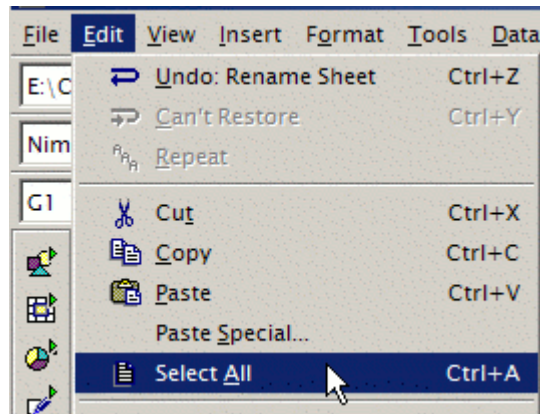
Repeat this process for each of the new SHEETS.

Sorting the Data

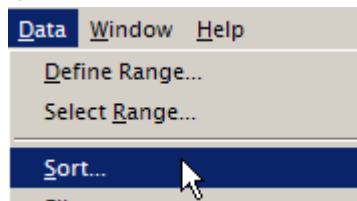
The data is there, and we're all ready to SORT!

First, make sure you're in one of the new SHEETS. Let's choose the "ByName" sheet.

Now, from the top menu, choose "Edit", then "Select All" like this:

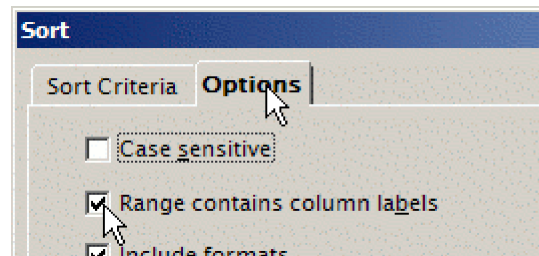


Next, we choose "Data" and "Sort".

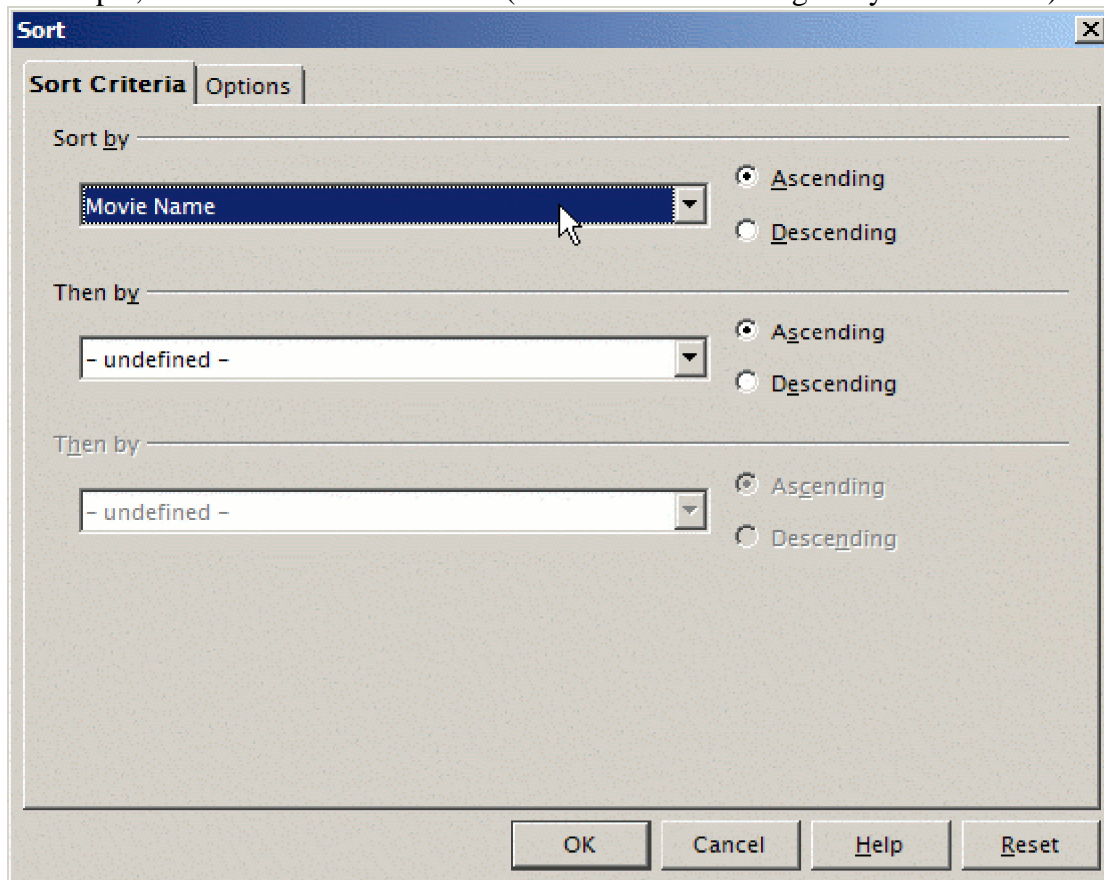


Next, we choose the column which we want to sort by.

If the “Sort by” drop down box contains “Column A” and “Column B”, then choose the “Options” tab, and make sure that “Range contains column labels” is checked, like this:



In this example, we choose “Movie Name”. (Your column “heading” may be different.)



If you've followed everything so far, then your SHEET should now contain the entire movie list sorted by the proper column. The column you choose to sort by should also be the name of the SHEET. If it's not, then fix it!

Once you've completed this, please see the teacher for Part 4! Well done!