Activity Sheet: MS Excel – Working with Tables

**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*

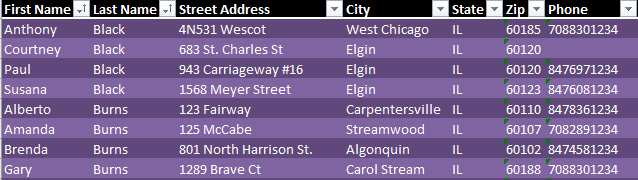
1. From the **Data** tab in the Ribbon, click the **Filter** button
2. Click the down arrow on cell **D1** then click the box next to **Select All** to uncheck it
3. Click the box next to **Elgin** to show only Elgin residents
4. Click the **Ok** button
5. Click the **Filter arrow** button in the column 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)

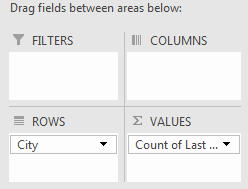
**Activity #3**

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**



**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**



**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

