

EXCEL

Activity 1

1. Open Excel document
2. Enter the following headings across the top row (do not format cells, yet)
First Name Last Name Relationship City
3. Now enter at least 5 rows of data. If you don't have 5 people in your circle we need to talk ;)
4. Select all 5 columns
5. Move your cursor between D+E, now drag. Your columns should all increase in size.

Activity 2 - Continuing on from Activity 1

1. Select Cells A1 – D6
2. Select Sort & Filter
3. Select Custom Sort
4. Check off My data has headers
5. Sort Column, by drop down – Last Name

Activity 3 – Continuing on from Activity 2

1. Select Column A, First Name
2. Right click to 'cut'
3. Select Column C, Relationship
4. Right click, 'insert cut cells'

