**Microsoft Excel 2010, Project 4**

**Project Overview**

In this project, students will work with an entire Microsoft® Excel® 2010 workbook. .

**Project Goals**

The goal of this Project is to help students work with an entire workbook in Microsoft Excel 2010. Students will learn to move between workbooks and worksheets, copy, move, freeze areas of a worksheet, insert and delete worksheets in a workbook as well as apply filters to data within the worksheet.

**Institution type:**

High School

**Skills covered**

After successfully completing this project, students will be able to:

* Freeze and unfreeze rows and columns
* Move between worksheets in a workbook
* Copy and move worksheets in a workbook
* Insert and delete worksheets in a workbook
* Sort data
* Apply filters to data



**Student Assignment:**

As president for Grayson High School Student Government Association, you are working with other members to organize the semester blood drive. You decide to create a spreadsheet to keep track of the expenses that will be incurred during the blood drive. After creating the spreadsheet, you determine that a few items need to be modified.

Open the workbook Project4\_studentdata and make the following modifications:

1. Freeze appropriate areas so that column and row headings are visible as data increases.
2. Rename Sheet 1 to Fall 2011.
3. Copy the data from Fall 2011 Worksheet to Sheet2.
4. Rename Sheet2 to Food.
5. Insert a new column in Column B.
6. Enter the following data in column B

|  |
| --- |
| Item Type |
| Food |
| Food |
| Food |
| Food |
| Supply |
| Supply |

1. Insert a double bottom border in row 11.
2. Save the workbook as Project4a\_complete in the Microsoft® Excel® 2010 Project 4 folder.
3. Delete the Fall 2011 Worksheet.
4. Rename the Food worksheet to Fall 2011.
5. Copy all of the data from the Fall 2011 worksheet to Sheet 3.
6. Rename Sheet 3 to Food.
7. Sort the items on the Fall 2011 Worksheet in ascending order.
8. Switch to the Food Worksheet and filter to show only the Item type of food.
9. Save the workbook as ***LastnameProject4b\_complete***.
10. Close the program and Submit file.