

**Microsoft Excel 2010, Project 7**

**Project Overview**

In this project, students will use tables and table tools in a worksheet.

**Project Goals**

The goal of this project is to help students learn to use tables and table tools in a worksheet. Students will learn to create and format a table and work with PivotTables and PivotCharts to enhance the appearance of data.

**Institution type:**

High School

**Skills covered**

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

* Create a table
* Format a table
* Maintain Data in a table
* Sort and Filter data in a table
* Understand PivotTables
* Create a PivotTable
* Modify a PivotTable
* Understand PivotCharts
* Create a PivotChart



**Student Assignment:**

In your spare time, you have started a spreadsheet inventory of your MP3 Music Collection. You have been learning in your Computer Applications class how to create tables and use table features to review data. These skills will help you in your effort to keep track of your music collection. Use your MP3 Music Spreadsheet to practice these skills.

Open the Project7\_studentdata.xlsx file in Microsoft® Excel® 2010, and complete the following:

1. Create a table from the data provide using any format table quick style that you choose.
2. Change the song name in cell A8 from Dance Again to Dancing Again.
3. Sort the data in alphabetical order by song name.
4. Save the workbook as Project7a\_complete in the folder named Excel 2010 Project 7 folder.
5. Filter the data to display only the music genre of rock.
6. Copy the entire worksheet and paste on Sheet 2.
7. Rename Sheet 2 to Rock.
8. Clear the filter on Sheet 1.
9. Filter the data to display only the music whose price was more than $.50
10. Copy the entire worksheet and paste on Sheet 3.
11. Rename Sheet 3 to High Cost.
12. Clear the filter from the data on Sheet 1.
13. Create a pivot table on a new sheet using the data on Sheet 1. Report filter = song name, Column Labels=Genre, Row Labels=Source of Purchase, and Values=Price.
14. Save the workbook as Project7b\_complete in the folder named Excel 2010 Project 7 folder.
15. In the pivot table, only display information for Music 123.
16. Save the workbook as Project7c\_complete in the folder named Excel 2010 Project 7 folder.
17. Navigate to Sheet 1.
18. Create a pivot chart on a new sheet for the data displayed on Sheet 1. Report filer=genre, legend fields=source of purchase, axis fields=date purchased, and values=price.
19. Relocated and resize the table on the sheet for better visibility.
20. Save the workbook as ***LastnameProject7d\_complete***
21. Close Excel and Submit