

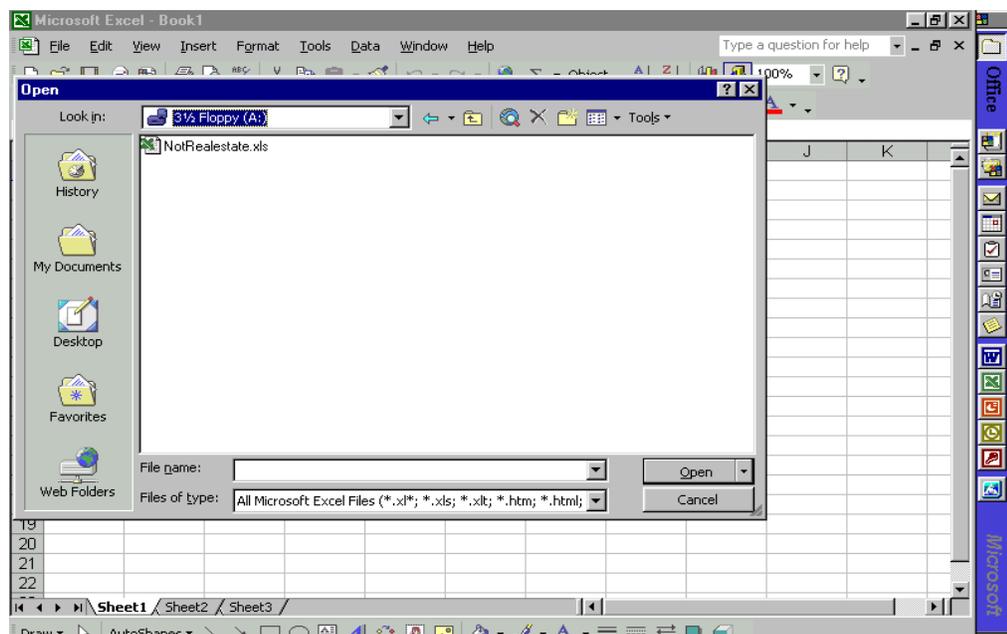
Microsoft Excel Activity

You and your family have to move and you've decided to do some research. You want to examine some housing data for several towns in the area you're moving to. But your family can't decide on what the most important factor in buying a new house is. Your dad says it's the price; your mom says it's the town itself; your sister thinks it's the number of bathrooms; and your dog wants the biggest yard possible.

On the worksheet "NotRealEstate.xls" is data for 36 different houses – 6 different towns, each with 6 different homes. In this lesson you will learn how to sort data based upon various categories and combinations of those categories.

I. START

- 1) Start Microsoft Excel on your computer.
- 2) Open the file A:\NotRealEstate.xls supplied on the floppy disk.



- 3) You will now see a sheet with the heading “Search results from www.NotRealEstate.com” which contains housing data in the following categories: Town, List Price, Bedrooms, Bathrooms, Sq. Footage, and Lot Size.

The screenshot shows a Microsoft Excel spreadsheet with the following data:

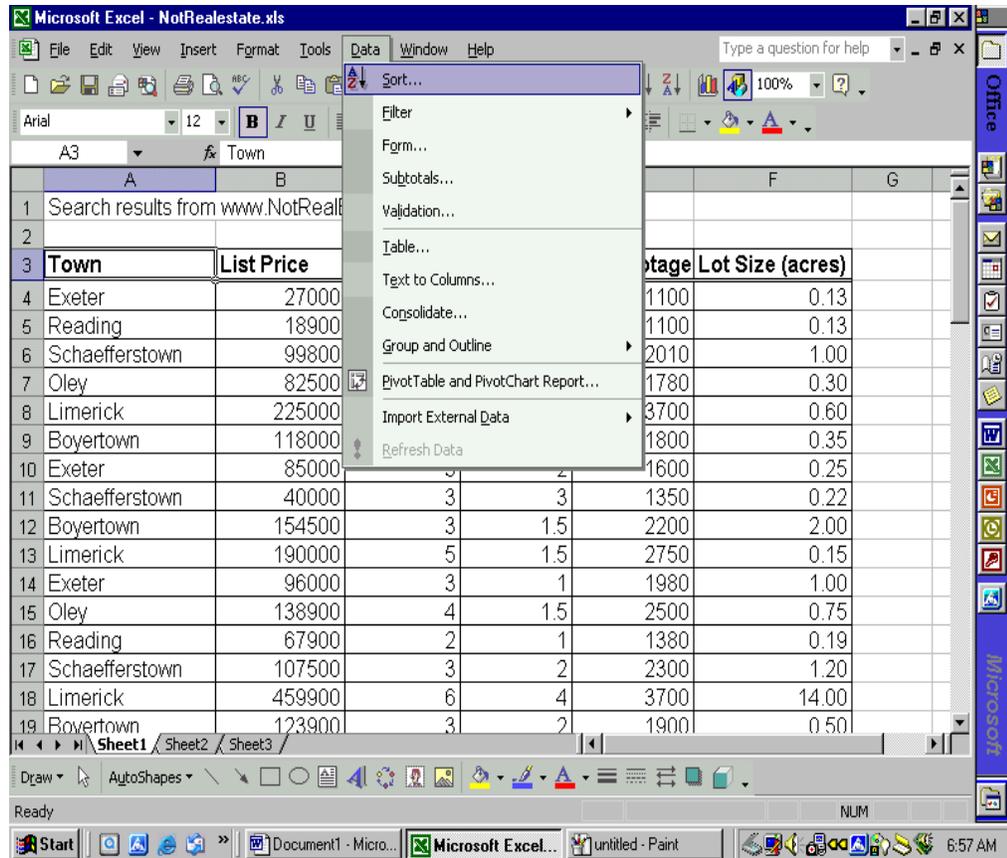
	A	B	C	D	E	F	G
1	Search results from www.NotRealEstate.com						
2							
3	Town	List Price	Bedrooms	Bathrooms	Sq. Footage	Lot Size (acres)	
4	Exeter	27000	2	1	1100	0.13	
5	Reading	18900	3	1.5	1100	0.13	
6	Schaefferstown	99800	3	1.5	2010	1.00	
7	Oley	82500	4	2	1780	0.30	
8	Limerick	225000	5	3	3700	0.60	
9	Boyertown	118000	3	2	1800	0.35	
10	Exeter	85000	3	2	1600	0.25	
11	Schaefferstown	40000	3	3	1350	0.22	
12	Boyertown	154500	3	1.5	2200	2.00	
13	Limerick	190000	5	1.5	2750	0.15	
14	Exeter	96000	3	1	1980	1.00	
15	Oley	138900	4	1.5	2500	0.75	
16	Reading	67900	2	1	1380	0.19	
17	Schaefferstown	107500	3	2	2300	1.20	
18	Limerick	459900	6	4	3700	14.00	
19	Boyertown	123900	3	2	1900	0.50	

The first thing you are going to do is sort the data so you know what towns are represented.

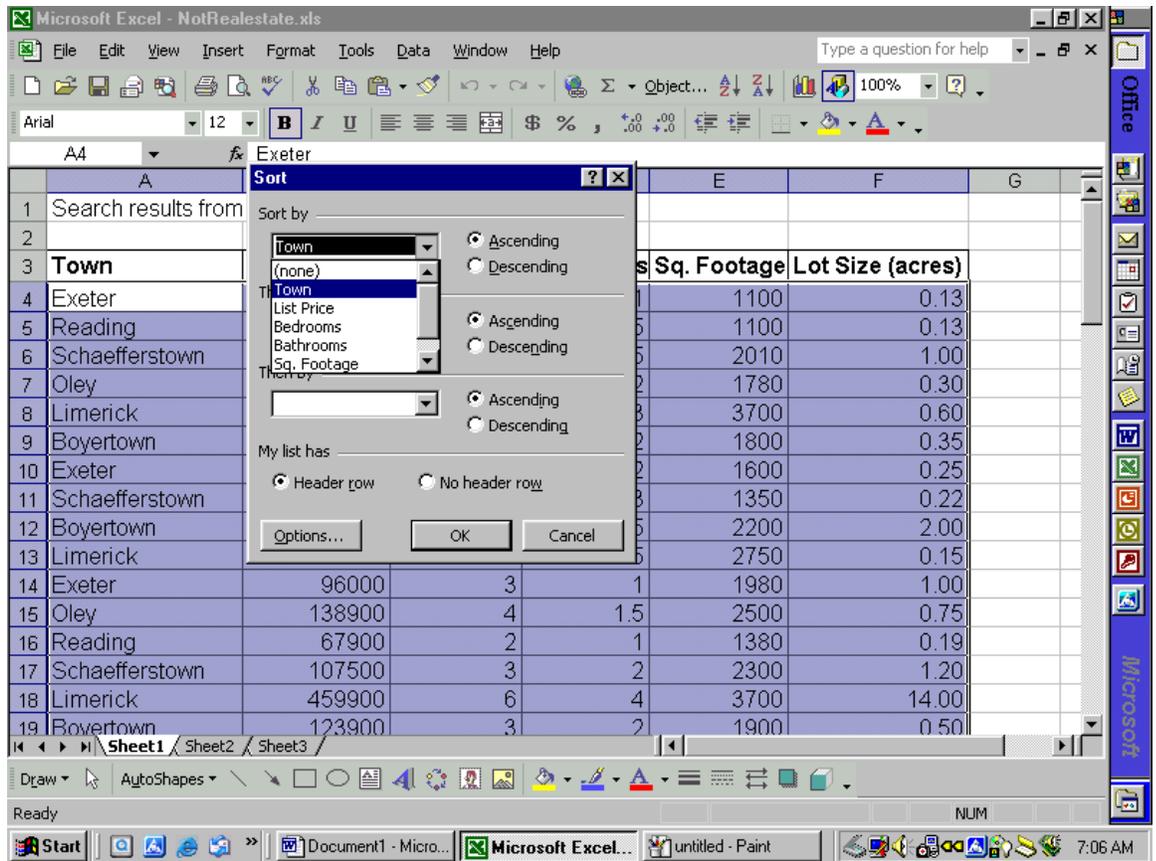
II. BASIC SORTING

- 1) Click on the word “Town” so the cell A3 is selected.

- 2) Click on **Data** on the menu bar at the top of the screen to show its sub-menu and select **Sort**.



A window will appear which allows you to choose the category you want to sort by. Click on the  to show the list of possibilities. (See next page.)



Select "Town" and click on 

3) The data is now sorted alphabetically by town.

Note: For this activity you will always sort the items in *ascending* order.

Question: What are the 6 towns represented (in alphabetical order)?

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

4) Now sort the housing data by "Square Footage" instead of "Town."

Question: 1) In what town is the smallest house located? _____

What is the square footage of this house? _____

2) In what town is the largest house located? _____

What is the square footage of this house? _____

5) Now sort the data by the necessary category to answer the following questions:

1) How many houses have 2 bedrooms? _____

2) How many houses have lots 2 acres or larger? _____

3) How many houses cost less than \$100,000? _____

III. ADVANCED SORTING

You are now going to learn how to sort data by more than 1 category at a time.

1) Click on Data on the menu bar at the top of the screen and select Sort.

