

HANDS-ON-EXERCISE: WORK IT OUT EX-4A-E3

In this exercise you are working with Dr. Sodforth, an instructor at Pico Community College. Dr. Sodforth asks you to refine a list of his advisees. You will use an Excel spreadsheet to show these refinements. The final worksheet is shown in Figure EX-4A-1.

FIGURE EX-4A-1 Work It Out EX-4A-E3: completed

	A	B	C	D	E	F	G	H	I
1	Pico Community College								
2	Dr. Sodforth's Advisees								
3	LastNam	FirstNam	Major	Address	City	State	Zip	Phone	GradYear
10	Barnes	James	Business	1010 Tower Plaza	Seattle	WA	99906	260-394-6891	2014
14	Britzky	Muriel	Business	9912 Silver Star Rd.	Maryland	WA	92289	260-887-5432	2014
19	Clifford	Karen	Business	PO Box 32	Bellevue	WA	98000	425-640-3312	2014
26	Francis	Mike	Business	875 Broadway	Maryland	WA	92250	260-887-9872	2014
34	Kazo	Jimmy	Business	3111 Hilltop Way	Bellevue	WA	98004	425-620-8761	2014
45	Ortez	Francisco	Business	4957 Cordova Ave.	Bellevue	WA	98200	425-620-2909	2014
60	Thomas	Jessica	Business	PO Box 120	Bellevue	WA	98000	425-640-9894	2014
62	Towne	Bruce	Business	818 East 8th Ave.	Seattle	WA	99950	260-304-4403	2014
67	Williams	Richard	Business	298 Primore St.	Kirkland	WA	97780	425-499-1223	2014

- 1 Locate and open the exercise data file **ex04a-ex03.xlsx**. Save the file as **ex04a-hw03.xlsx**.
- 2 Your supervisor asks you to adjust the worksheet so that he can see all the entries while keeping the column heading visible. Select Row 4 and freeze the rows to do this. Unfreeze the rows. Split the worksheet pane after Column C and then remove the split.
- 3 Insert page breaks after rows 13, 26, 39, and 52.
- 4 Use the Page Break Preview to move each of the page breaks down 2 rows and then print the column headings on each page.
- 5 Use the Find and Replace command to replace each occurrence of the word *Arts* with *Fine Arts* and then Spell Check the worksheet. (Be sure and resize columns as needed.)
- 6 Convert the worksheet into a data table and then, for practice, convert it back to a range. (Be sure to remove any formatting remaining before proceeding.) Format the table again so it appears as shown in Figure EX-4A-1.
- 7 Sort the table by last name, first name, major, and graduation year (GradYear).
- 8 Filter the table to show only Business majors graduating in 2014.
- 9 Save and close the workbook file.