**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Excel– Skills Assignment 1**

**Data Management and Understanding**

**Make a NEW FOLDER in your H drive called EXCEL**

**Data collection Project:**

1. Copy and paste the file of data from the Projects Drive into your folder in your H drive.
2. What information is in Column F?
3. What information is in row 16?
4. What information is in cell J19?

**Sort it by length of trip - # days. (Home Tab, Sort and Filter, Custom Sort)**

1. What is the shortest, relaxing vacation you could go on?
2. What is the longest, active vacation you could go on?

**Sort it by language.**

1. How many vacations could you go on where they speak French?
2. How many vacations could you go on outside the US where they speak English?

**Sort by cost.**

1. If you had $8000.00 to spend, where could you go?
2. If you had $10,000.00 to spend, but could only go in December, where could you go?

**Sum (Highlight column of numbers>Auto Sum icon)**

1. If you went on all these vacations, how much would it cost?

**Formatting**

1. Make sure the cell borders show **(Highlight area>Border icon)**
2. Insert a column between “Time of Year” and “Cost”, called “Interested” then put whether you would like to go on that vacation or not.  **(Insert>Sheet Column)**
3. Insert a row between rows 14 and 15. **(Insert>Sheet rows)**
4. Format the table in a style you like.

Show Mrs. Callahan your formatting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_