

Modelling

Section 5 - Sorting the data into order using a simple sort (1 mark)

In this section you will:

- Create a new work sheet to show how the data can be sorted

You are going to sort the data by order of total with highest first:

- a) Create a new worksheet and rename it “Simple Sort”. Move it to the right end.



- b) Copy the data from your exam results spreadsheet, cells A1:F13

	A	B	C	D	E	F
1	Exam Results Year 10					
2						
3	Name	English	Maths	Science	Total	Pupil Average
4	John Pender	63	60	73	196	65
5	Ann Gunn	47	32	9	88	29
6	Don Brooks	80	85	89	254	85
7	Chris Daniels	39	51	44	134	45
8	Vivian Smith	45	50	49	144	48
9	Brenda Curtis	48	60	60	168	56
10	Tim Guest	75	71	68	214	71
11	James Trevorrow	22	27	21	70	23
12	Terry Williams	64	58	66	188	63
13	Gina Elliot	66	72	73	211	70

- c) Highlight the marks section of your spreadsheet as shown below.
 d) Select Data from the drop down menu.
 e) Check the Header row box
 f) Select Sort by and Total.
 g) Select Descending.
 h) Capture the Data / Sort window and paste as shown below.
 i) Add a text box to explain the benefit of sorting the data in this way.

	A	B	C	D	E	F	G	H	I	
1	Exam Results Year 10									
2										
3	Name	English	Maths	Science	Total	Pupil Average				
4	Don Brooks	80	85	89	254	85				
5	Tim Guest	75	71	68	214	71				
6	Gina Elliot	66	72	73	211	70				
7	John Pender	63	60	73	196	65				
8	Terry Williams	64	58	66	188	63				
9	Brenda Curtis	48	60	60	168	56				
10	Vivian Smith	45	50	49	144	48				
11	Chris Daniels	39	51	44	134	45				
12	Ann Gunn	47	32	9	88	29				
13	James Trevorrow	22	27	21	70	23				
14										
15	This is what it will look like AFTER you do the sort. Add your explanation in a text box like this.									
16										

Sort [?] [X]

Sort by: Total [v] Ascending Descending

Then by: [v] Ascending Descending

Then by: [v] Ascending Descending

My list has: Header row No header row

Options... OK Cancel

Add the appropriate headers and footers, saying, *This is a simple sort on total marks.*
 This is **Printout No 5**.

Check everything is correct. Print out this sheet and hand in for marking.

Congratulations. You have completed section 5. Go to section 6.

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