

Extension Work

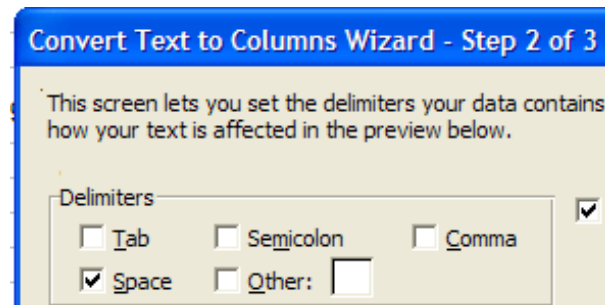
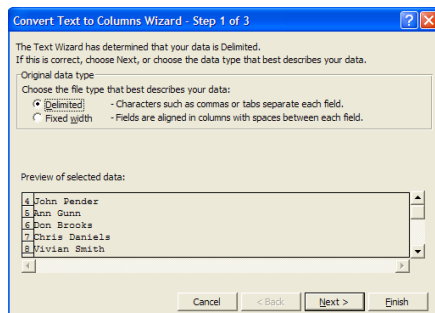
Section 9 - Advanced and Automated Routines

This is **ONLY** for those who have finished **ALL** other work.

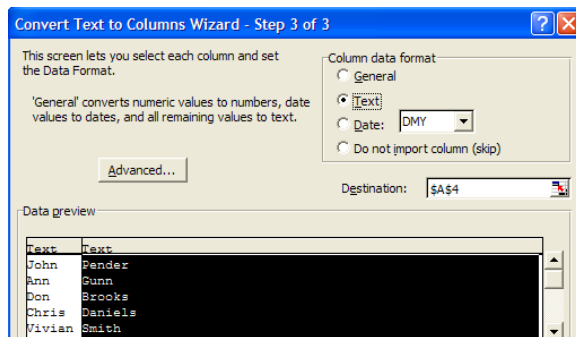
1. Text to columns & Multi level sort

The teacher wants to sort the students into alphabetical order under last name. At the moment the names are under first name, so this is not possible. The full name needs to be put into separate columns. This can be done automatically.

- Make a copy of the “Mean & Grades” worksheet, move it to the end and rename it “Multi Level Sort”.
- Highlight column B at the top. Click on **Insert** and add a column.
- Highlight the list of names, click on **Data**, then **Text to Columns**.
- At **step 2 of 3** tick the space box.

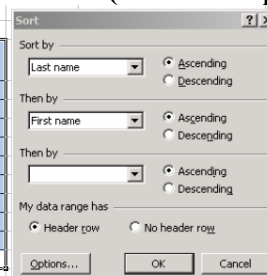


- At step 3 of 3 alter the column data format to text and finish.



- Highlight all the cells with information about the students as with the simple sort.
- Click on **Data**, then **Sort**.
- Choose **Column B**, ascending, then **Column A** ascending.
- Explain why the multi level sort is useful.
- Add headers and footers. This is **Printout No 9 (Advanced processing)**.

1	Exam Results Year 10								
2									
3	First name	Last name	English	Maths	ICT	Science	Total	Student Average	Grade
4	Don	Brooks	80	85	68	89	322	81	A
5	Brenda	Curtis	48	60	40	60	208	52	D
6	Chris	Daniels	39	51	88	44	222	56	C
7	Gina	Elliot	66	72	56	73	267	67	B
8	Tim	Guest	75	71	44	68	258	65	C
9	Ann	Gunn	47	32	54	49	182	46	D
10	John	Pender	63	60	63	73	259	65	C
11	Vivian	Smith	45	50	24	49	168	42	E
12	James	Trevorrow	22	27	51	21	121	30	F
13	Terry	Williams	64	58	70	66	258	65	C
14									

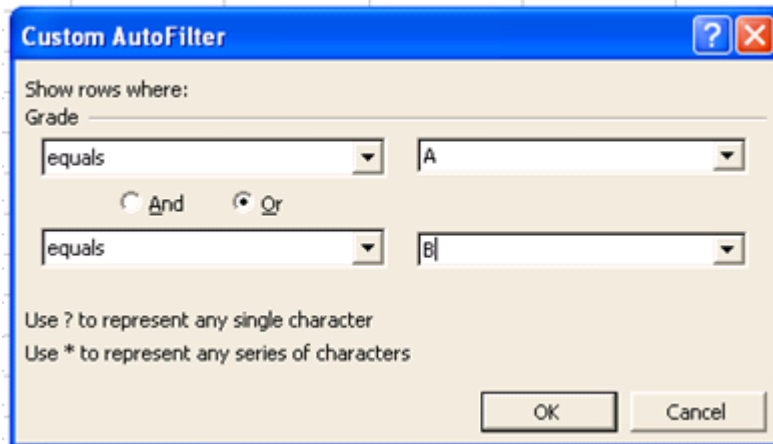
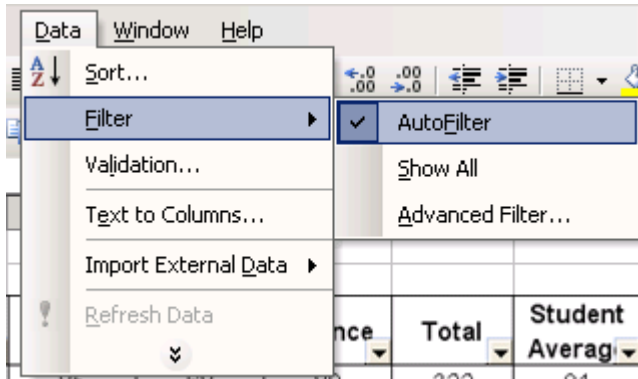


2. Customized Filter

The teacher wants to do a search to find only those pupils with grades A* to B. This could be done in several ways:

- ♣ Randomly looking through all the records
- ♣ SORTING the records with A*'s at the top
- ♣ Using a CUSTOMISED FILTER

You are required to use a filter and give evidence of this. If you have got this far you should be quite confident to work independently with much less prompting. Therefore, using the screen shots below, produce your own on a new sheet called “filter”.



	A	B	C	D	E	F	G	H	I
1	Exam Results Year 10								
2									
3	First name	Last name	English	Maths	ICT	Science	Total	Student Average	Grade
4	Don	Brooks	80	85	68	89	322	81	A
7	Gina	Elliot	66	72	56	73	267	67	B
14									
15									
16									
17									

This is an image overlaid on the filter so that the arrowheads show on printing.

- ♣ Add a text box with an explanation of what you did
- ♣ Add appropriate headers and footers
- ♣ **Print out; this is No.10**

3. Further Investigation using a chart

The headteacher would like a comparison of boys and girls performance in each subject and collectively (all subjects together). They would like to be able to present this as a column chart to the heads of each department. You need to consider carefully how you will use your ICT skills to do this.

Points to consider:

3. Where is the information on the spreadsheet?
4. How will you amalgamate it? (Get it all in one place).
5. Do you need to sort the spreadsheet somehow first?
6. How will you present the required information in a table that can be used to produce the chart?
7. What information needs to be highlighted for the chart?
8. What type of chart do I need to use?
9. What formatting is required to make the chart fit for purpose?
10. Where will you locate the chart?
11. What explanations do I need to put on the chart that say what I have done and why?
12. How will you show that you have analysed the results?

Put the appropriate headers and footers and **print out as No.11**

Well done, you have completed this section.

Return to your title page and make sure you have evidence of all your sheets AND a screen shot of them.

When ready print off the Title page.