

Unit 4: Working with Numbers & Formulas

Best Selling PlayStation 4 Games

Sorting Numbers

New Skills

- Sorting Data

Lesson Overview

After saving your money for the last year, it's time to shop for a new PlayStation 4 game. You only have \$55 to spend. After researching the best selling games of this year, you decide to create a worksheet, with prices included, to help you make the best decision possible.

In this lesson, you will create a new worksheet containing the information about the best selling PlayStation 4 games in order to make an informed decision about which game fits in your budget. Once the games are sorted by price, you will shade the ones you can afford to buy.

Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.



Sort &
Filter ▾

Sort & Filter:

Use this drop-down menu to organize your data so it's easier to analyze. You can sort the selected data from smallest to largest, largest to smallest, or filter out specific values.

Sort Smallest to Largest

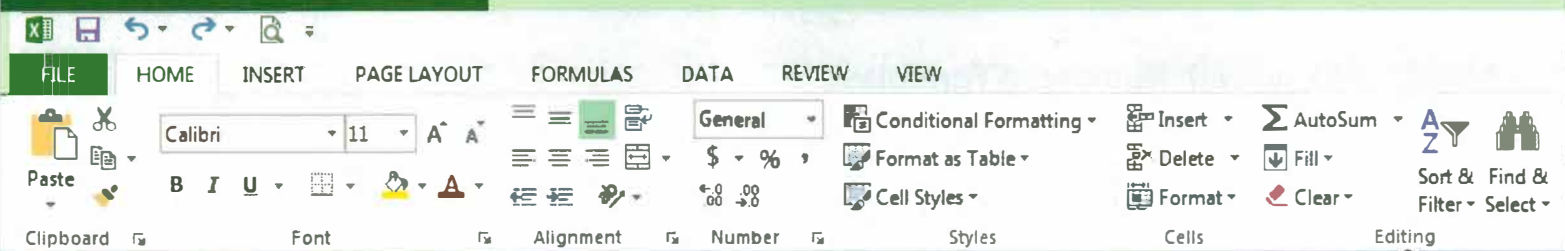
Sort Largest to Smallest

Custom Sort...

Filter

Clear

Reapply



Instructions

1. Using Microsoft Excel 2016, create a new Blank workbook.
2. Save the file as *Best Selling PlayStation 4 Games* in your Documents folder.
3. Key the data as shown in 4.3 *Source Doc. A*.
 ⌚ *Note: Unless otherwise noted, resize the column widths to fit cell contents.*
4. Make the following formatting changes:
 - a. Insert a blank row before row 2
 - b. Insert a blank row before row 4
 - c. Right align cells A3 and C3
 - d. Merge and center cells A1 through C2
 - e. Change the font size of row 1 to 20 and the font color to red
 - f. Change the font size of row 3 to 14 and italicize
 - g. Change the font size of rows 5 through 19 to 12
 - h. Format column C as dollars

5. From the **HOME** tab, **Editing** group, do the following:

- a. Select cells C5 through C19
- b.** Sort from **Largest to Smallest**
- c. Choose Expand the Selection and Sort

6. Make the following formatting changes:

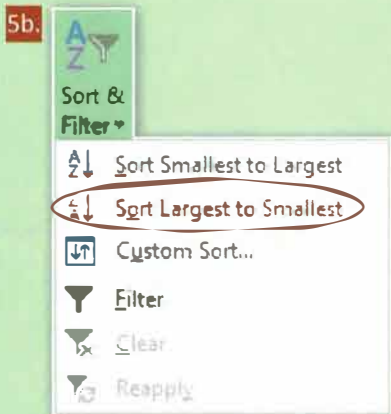
- a. Shade cells A17 through C19 yellow
- b. Apply All Borders to cells A3 through C19

7. Proofread your work for accuracy and format, then resave the file.

8. Select all cells containing data and Print Preview your worksheet.

9. Your worksheet should look similar to 4.3 *Source Doc. B*.

10. Save your document and upload to "Student Upload."



4.3 Source Doc. A

	A	B	C
1	Best Selling PlayStation 4 Games		
2	Rank	Game	Price
3	1	LEGO Marvel Super Heroes	39.99
4	2	Call of Duty: Ghosts	59.99
5	3	Assassin's Creed IV Black Flag	59.99
6	4	Battlefield 4	59.99
7	5	NBA 2K14	59.99
8	6	Madden NFL 25	59.99
9	7	Killzone: Shadow Fall	59.99
10	8	Need for Speed: Rivals	59.99
11	9	FIFA 14	59.99
12	10	Destiny	59.99
13	11	Battlefield 4 (Pre-Owned)	54.99
14	12	Call of Duty: Ghosts (Pre-Owned)	54.99
15	13	Injustice: Gods Among Us Ultimate Edition	59.99
16	14	Skylanders SWAP Force Starter Pack	74.99
17	15	inFAMOUS Second Son	59.99

4.3 Source Doc. B

Best Selling PlayStation 4 Games

Rank	Game	Price
14	Skylanders SWAP Force Starter Pack	\$ 74.99
2	Call of Duty: Ghosts	\$ 59.99
3	Assassin's Creed IV Black Flag	\$ 59.99
4	Battlefield 4	\$ 59.99
5	NBA 2K14	\$ 59.99
6	Madden NFL 25	\$ 59.99
7	Killzone: Shadow Fall	\$ 59.99
8	Need for Speed: Rivals	\$ 59.99
9	FIFA 14	\$ 59.99
10	Destiny	\$ 59.99
13	Injustice: Gods Among Us Ultimate Edition	\$ 59.99
15	inFAMOUS Second Son	\$ 59.99
11	Battlefield 4 (Pre-Owned)	\$ 54.99
12	Call of Duty: Ghosts (Pre-Owned)	\$ 54.99
1	LEGO Marvel Super Heroes	\$ 39.99

Source: gamestop.com