

# EXCEL PROJECT 6: Formatting a Worksheet and Sorting Data in a Table

## Objectives Practiced

- ▶ Apply themes and styles.
- ▶ Adjust column widths.
- ▶ Find and replace data.
- ▶ Sort data in a table.
- ▶ Freeze panes.

*The first Friday of every month is “Breakfast Burrito Day” at Hub City Interactive, a full-service media consulting firm. LaTryle, the office manager, is creating an Excel worksheet that can be used to collect and organize the individual staff’s orders for burrito fillings.*

1. Open **EX Project 6.xlsx** from the folder containing your data files, and save it as **Burrito Order XXX.xlsx** (replace **XXX** with your initials).
2. Apply the Module theme to the worksheet.
3. Apply the Title cell style to cell A1.
4. Use AutoFit to change the width of column A.
5. Find the name *Jian* and replace it with **Kahn**.
6. Select the range **A3:K22** and format it as a table using Table Style Medium 5, specifying that the table does have headers.
7. Use the filter arrow in column A to sort the table by name in ascending order (A to Z).
8. Convert the table to a normal range.
9. Freeze the first column in the worksheet.
10. Save and close the workbook, then exit Excel.

## Critical Thinking

Open the **Burrito Order XXX.xlsx** file. Type your last name and first initial in cell A2. Format the range A3:K23 as a table, and sort column A in ascending order. Place your order by typing an **X** in your row for each ingredient that you want in your burrito. Save and close the workbook.