

Excel Exercise #5: Sorting Data and Printing Files

Printing a Spreadsheet

1. Enter the data on states provided in the attached spreadsheet on page 3.
2. If you were interested in printing this data, you would open the File menu and select the Print command. For now, let's just see what the spreadsheet would look like if we printed it in its current form. Open the File menu and select the Print Preview command. This shows you what the file would look like if you printed it in its current form.
3. Click on the Next button to see the second page of the print out.
4. To view the entire page on the screen the text must be rather small. To get a better look at the data, click on the Zoom button. To return back to the full page view, click on the Zoom button a second time.
5. Click on the Close button to get out of Print Preview.
6. Let's dress up this print out. Open the File menu and select the Page Setup... command.
7. The Page options should appear on your screen. Click on the tab labeled Sheet.
8. In the space next to the Print Titles: Rows to Repeat at Top enter the cell range **A1:F1**.
9. Click on Margins tab and select the option Center on Page: Horizontally.
10. Click on the Header/Footer tab. The default header for the spreadsheet is the title of the spreadsheet. To create a more description title on the print out, click on the Custom Header button. In the center section type the title **Selected State Data**.
11. When you are finished making all of the changes you would like to make, simply click on the OK button. To see what the printed spreadsheet would now look like, open the File menu and select the Print Preview... command.
12. Only two states appear on the second page which is a waste of paper. To help save a tree, or at least a twig or two, the spreadsheet can be fit on to one page. To do this, open the File menu and select the Page Setup... option. Under the Page options click on Fit to 1 page(s) wide by 1 tall option. Now click on the OK button to accept this change.
13. Open the File menu and select the Print Preview command. Notice the data for all the states now fits on one page. A printed version of the changes made above is provided on page 4 of this handout.

Sorting Data

1. Highlight the column headings for columns A through H. Open the Data menu and select the Sort... option. (Note: At the bottom of the Sort Options screen the My List Has No Header Row option is selected. Since the first row of the spreadsheet has data labels we do not want these labels to be sorted with the data, select My list has Header Row.)
2. Click on the down arrow button in the Sort By option. This provides a list of all the variable labels in the first row of the spreadsheet. Select the **MURDER** label, select the Descending option, then click on the OK button. The data in the spreadsheet is now arranged from the highest to the lowest value for the welfare variable (which is the number of murders per million residents).
3. For a different sort, highlight the column headings, open the Data menu, and select the Sort... option.
4. In the Sort By... option select **REGION** and the Ascending option. In the Then Sort By... option select **STATE** and the Ascending option. Then click on the OK button. The data is now sorted by region, and within each region is arranged in alphabetical order by state abbreviation.
5. Scroll down to the southern states. Highlight the range of cells from **A23** to **F38** (the data for the southern states should be highlighted). Open the File menu and select the Print Area... command. Select the Set Print Area option. Preview the printout of this spreadsheet (it is presented on page 5). You will notice that the set print area command defines the range of a spreadsheet that you want to have printed. Remember that earlier in this exercise the header for printouts was set using options in the Page Setup command. To print the entire spreadsheet (not just the south), open the File menu, select the Print Area command, and select the Clear Print Area option.
6. Save the spreadsheet and exit Excel.

	A	B	C	D	E	F
1	State Crime Data Set					
2	STATE	URBAN	MURDER	POLICE	ROBBERY	REGION
3	CT	78.8	47	260	2180	North
4	MA	83.8	41	290	2355	North
5	ME	47.5	28	200	308	North
6	NH	52.2	25	240	420	North
7	NJ	89	69	350	3037	North
8	NY	84.6	127	370	6413	North
9	PA	69.3	68	240	1779	North
10	RI	87	44	280	1186	North
11	VT	33.8	22	200	389	North
12	IL	83	106	320	2170	Midwest
13	IN	64.2	89	210	1414	Midwest
14	IO	58.6	22	200	549	Midwest
15	KS	66.7	69	230	1131	Midwest
16	MI	70.7	102	250	2440	Midwest
17	MN	66.8	26	190	991	Midwest
18	MO	68.1	111	280	2236	Midwest
19	NB	62.7	44	220	822	Midwest
20	ND	48.8	12	180	77	Midwest
21	OH	73.3	81	210	2237	Midwest
22	SD	46.4	7	200	201	Midwest
23	WI	64.2	29	240	707	Midwest
24	AL	60	132	230	1321	South
25	AR	51.6	92	190	809	South
26	DE	70.7	69	280	1370	South
27	FL	84.3	145	300	3555	South
28	GA	62.3	138	240	1976	South
29	KY	50.8	88	200	952	South
30	LA	68.6	157	290	1970	South
31	MD	80.3	95	310	3927	South
32	MS	47.3	145	200	810	South
33	NC	48	106	220	823	South
34	OK	67.3	51	230	1049	South
35	SC	54.1	114	240	1181	South
36	TN	60.4	108	210	1806	South
37	TX	79.6	169	240	2085	South
38	VA	66	86	230	1201	South
39	WV	36.2	71	180	485	South
40	AK	64.5	97	350	900	West
41	AZ	83.8	103	310	1936	West
42	CA	91.3	143	270	3842	West
43	CO	80.6	69	270	1601	West
44	HI	86.5	87	290	1902	West
45	ID	54	31	240	468	West
46	MT	52.9	40	240	340	West
47	NM	72.2	131	280	1279	West
48	NV	85.3	20	360	4606	West
49	OR	67.9	51	240	1524	West
50	UT	84.4	38	240	802	West
51	WA	73.6	55	210	1351	West
52	WY	62.8	62	310	444	West

Selected State Data

STATE	URBAN	MURDER	POLICE	ROBBERY	REGION
CT	78.8	47	260	2180	North
MA	83.8	41	290	2355	North
ME	47.5	28	200	308	North
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NY	84.6	127	370	6413	North
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FL	84.3	145	300	3555	South
GA	62.3	138	240	1976	South
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LA	68.6	157	290	1970	South
MD	80.3	95	310	3927	South
MS	47.3	145	200	810	South
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