Microsoft Excel – Sorting

# Lesson Standards

# 10th Grade ESE Students – IEP Accommodations

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| ***YA*** *(LI)* **–**  *oral presentation of all test items; extra time for tests and assignments; extra response and processing time* |
| **BD** (SLD) – extra time for tests and assignments; oral presentation of directions/instructions/test items (as requested) |
| **ME** (OHI, LI, EBD) **– BEHAVIOR INTERVENTION PLAN; provide** printed copy of notes, extra time to complete assignments and tests, extra response and processing time, shortened assignments (that do not alter curriculum), test in small group setting |
| **CF** (SLD) *–* oral presentation of all test items; extended time for tests and assignments; preferential seating |
| **MF** (SLD) – extended time for tests and assignments; extra response and processing time; calculator for math and science; oral presentation of all test items |
| **BG** (SLD) ***–*** extended time for tests and assignments; preferential seating; oral presentation of test items |
| **\* DR** (ASD, OHI, LI) **–**  copy of board notes and/or teacher notes (as requested by student); oral presentation for all test items and writing prompts; test in a small group setting; preferential seating; keyboarding extended responses; extended time for tests and assignments; seated close to teacher; keyboarding for extended responses; keyboarding for written classroom & homework assignments |
| **LS** (SLD**) –** extra response and processing time; preferential seating; extended time for tests and assignments; oral presentation of directions and test items |
| **\*SW** (SLD, LI) – opportunity for student to paraphrase or repeat directions; repeated/summarized/clarified test directions; extra time to complete assignments; preferential seating; calculator for math; text to speech technology; test in a small group setting |

## Learning Goal:

Students will be able to use sorting in order to organize data within an Excel spreadsheet.

## Objective:

Students will download a workbook to edit and organize using sorting features in MS Excel.

## Guided Practice

Teacher will introduce the lesson with a preview of the lesson located at <https://youtu.be/Ep5q1cUhQas>

I will use Netops to display my screen on all student screens.

## Independent Practice

1. Download the [practice workbook](https://media.gcflearnfree.org/content/5c09833077c05003547285b2_12_06_2018/excel_sorting_practice.xlsx).
2. Click on the worksheet called sheet 1 and select cell C2.
3. Select the Data tab on the Ribbon, then click the A-Z command to sort A to Z, or the Z-A command to sort Z to A. In our example, we'll sort A to Z.
4. Select the cell range you want to sort. In our example, we'll select cell range G2:H6.
5. Select the Data tab on the Ribbon, then click the Sort command
6. The Sort dialog box will appear. Choose the column you want to sort. In our example, we want to sort the data by the number of T-shirt orders, so we'll select Orders.
7. Decide the sorting order (either ascending or descending). In our example, we'll use Largest to Smallest. Click OK
8. select cell D2.
9. Select the Data tab, then click the Sort command
10. The Sort dialog box will appear. Select the column you want to sort, then choose Custom List... from the Order field. In our example, we will choose to sort by T-Shirt Size.
11. The Custom Lists dialog box will appear. Select NEW LIST from the Custom Lists: box.
12. Type the items in the desired custom order in the List entries: box. In our example, we want to sort our data by T-shirt size from smallest to largest, so we'll type Small, Medium, Large, and X-Large, pressing Enter on the keyboard after each item.
13. Click Add to save the new sort order. The new list will be added to the Custom lists: box. Make sure the new list is selected, then click OK
14. select cell A2.
15. Click the Data tab, then select the Sort command
16. The Sort dialog box will appear. Select the first column you want to sort. In this example, we will sort by T-Shirt Size (column D) with the custom list we previously created for the Order field.
17. Click Add Level to add another column to sort then sort by Homeroom # (column A) and press OK
18. Click the Challenge tab in the bottom-left of the workbook.
19. For the main table, create a custom sort that sorts by Grade from Smallest to Largest and then by Camper Name from A to Z.
20. Create a sort for the Additional Information section. Sort by Counselor (Column H) from A to Z.