### 13. Dig the Data Sort It Out With Microsoft EXCEL Part 1 (located on the <u>remc.org/21things4students site</u>)

## Go to <u>Dig the Data</u> webpage, expand the green box (1) and select the SortItOut.xlsx file (2). Important

**Note:** The songs shown in the screenshots in these directions may not be identical to yours. These are shown as examples.



Download and save the spreadsheet to your computer or to your Drive Space (i.e., Microsoft OneDrive), name it **Party Playlist**, and add your initials at the end of the new filename. (*Please Wait to add your own songs until after completing these sorting exercises.*)

#### STEP 1

1. Begin by Freezing the top row (the headers) to keep the headings from being sorted with the rest of the data

a. Go to the 1. View menu - Select 2. Freeze Panes - Then select 3. Freeze Top Row

Home Insert	Draw Pag	e Layout	Formulas	Data	Revier View
lt 🗸 🖯 🗠	� ∷≣	2	Freez	e Panes 🗸	🗹 Headin
~ <i>fx</i> Artist			Freez	e up to A1	
A			Freez	e Top Row	D
Artist Sam Hunt	Song Title	3	Freez	e First Colu	mn Min Sec

- 2. Select All of the Data before doing a sort.
  - a. Go to all the data by clicking to the left of column A and above row 1 (result: the row becomes highlighted as shown below and the rest is shaded)



- 3. Sort by Genre
  - a. Select the entire sheet by selecting the top left blank cell to the left of column A (result the entire sheet is now shaded)
  - b. Select the Data menu (b.)
  - c. Select Sort (c.)

Data F W	View	Help		1	
ies & Connections erties	Î		~	ź↓	Z Ź
entres	Stocks	Currencies	~	ΖI	Sort

21things4students content. Except as noted, this content is licensed under a Creative Commons Attribution-

NonCommercial-ShareAlike 4.0 International License. Commercial use request should contact <u>executivedirector@remc.org</u>.

d. Then check My Data has Headers in the Sort window (d.)

Sort Clear	Fash Fill Remove Duplicates	Be Consolidate	What-If Forecast
Sort			? ×
	X Delete Level		☑ My data has <u>h</u> eaders
Column C.	Sert On	Order	
C Sort by Genre	Values	✓ A to Z	~
Genre			İ

#### e. Use the Sort by dropdown list to choose Genre (e.).

**Result:** You should have a list sorted by genre listed together Alternative, then Blues, etc. in column C.

File Get Data ~	Home Insert Draw Page Lay From Text/CSV Recent Sources From Web Existing Connections From Table/Range Get & Transform Data	Queries & Connections	View Help Stocks Current Data Types		Advan	Tex
A1	▼ : × ✓ f Artist	В		С	D	E
1	Artist	Song Title	Genre			Sec
2	Yebba	Boomerang	Alternative	2	49	
3	Glass Animals	Heat Waves	Alternative	3	58	
4	Million Stylez	I Am Not a Woman, I	Alternative	2	56	
5	Jaymes Young	Infinity	Alternative	3	57	
6	Hitimpulse, Kanis	Miss Fatty Fatty	Alternative	3	58	
7	Snail Mail	Valentine	Alternative	3	16	
8	Etta James	At Last	Blues	3	1	
9	Etta James	At Last	Blues	3	1	
10	Robert Finley	Make Me Feel Alright	t i i i i i i i i i i i i i i i i i i i	Blues	3	43

#### **QUESTIONS:**

- How many different Genre are in the list?
- Is your favorite type of music represented?
- Are there any duplicates? The next step will show you an easy way to locate and remove duplicates.
- 4. Duplicates!!! How to spot and remove duplicates:
  - a. Select the All the data set (top left cell to select all the data)
  - b. Select Data menu (b.)
  - c. Select Remove Duplicates (c)
  - d. Check My Data has a header row (d)
  - e. select OK (e)

Data	Ryiew	View	Help						
s & C		E Stocks	Currenci	es 🕨	2↓ A2 Z↓ Sort	Filter	Column:	Flash Fill Remove Duplie S Tota Validation	Ma
onnection	B	R	emo	ovi	na	licates			tools ×
e Ig es			uplio			e		7	Î
	man,	l'm a		Alter	I Colum	n Ð	e	ОК	↓ Cancel

<u>21things4students content</u>. Except as noted, this content is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License. Commercial use request should contact <u>executivedirector@remc.org</u>.

#### (CC) BY-NC-SA

d. See the confirmation of how many duplicates were found and removed.



e. Now do another sort (Remember to select the entire data set: **top left cell to select all the data**) and do these actions:

- Data menu
- Sort
- My data has headers
- Sort by Artist
- OK



#### **QUESTIONS:**

- How many artists have more than one song in the collection?
- How many artists have more than one song?

#### 5. Sort Again by Song Title

QUESTION: How many duplicate song titles are listed that are recorded by different artists?

**COMING NEXT in Part 2: Create your own Playlist.** Please check with your teacher about adding some (perhaps 10) of your own favorite songs to this list (remember to select appropriate song titles for your school setting and audience). Make sure to list them with the Artist/Group name, Song title, Genre, Minutes and Seconds like the rest of the data.

# Congratulations on sorting the Song Database.