

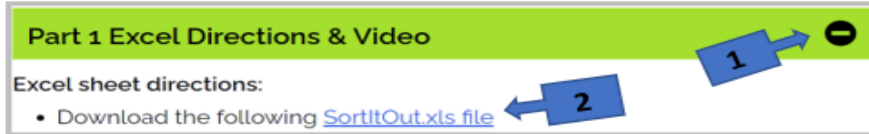
13. Dig the Data

Sort It Out With Microsoft EXCEL Part 1
(located on the remc.org/21things4students site)

Go to [Dig the Data](#) 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.

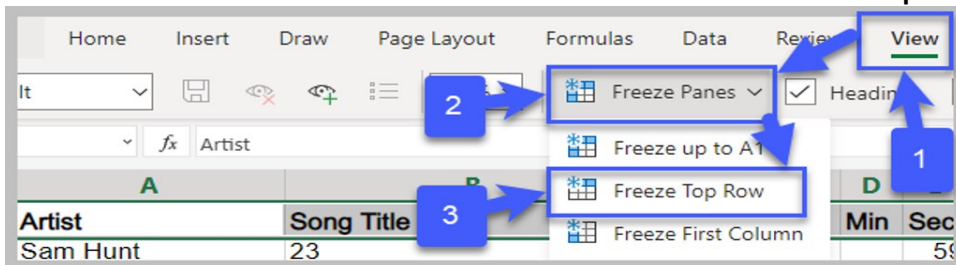


Download and save the spreadsheet to your computer or to your Drive Space (i.e., Microsoft OneDrive), name it **Party Playlist**, and add your initials at the end of the new filename. **(Please Wait to add your own songs until after completing these sorting exercises.)**

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**



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)



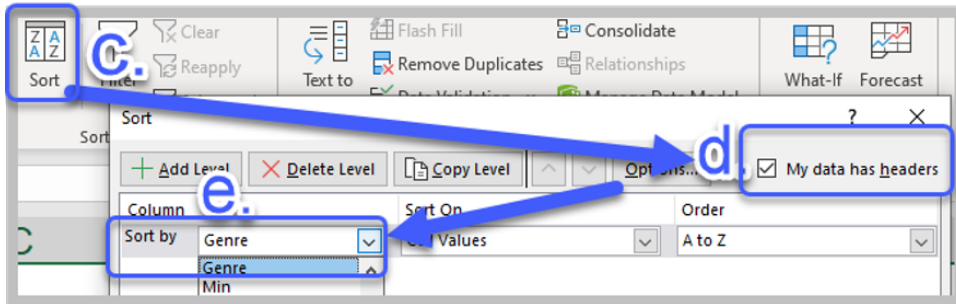
3. **Sort by Genre**

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



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



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.

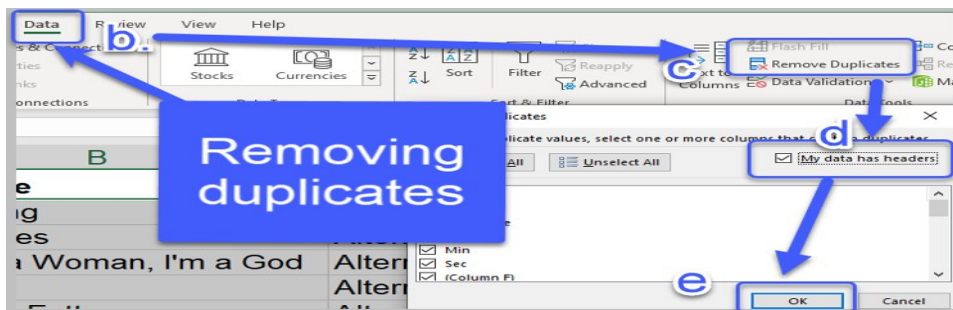
	A	B	C	D	E
1	Artist	Song Title	Genre	Min	Sec
2	Yebba	Boomerang	Alternative	2	49
3	Glass Animals	Heat Waves	Alternative	3	58
4	Million Stylez	I Am Not a Woman, I'm a God	Alternative	2	56
5	Jaymes Young	Infinity	Alternative	3	57
6	Hitimpulse, Kanis	Miss Fatty Fatty	Alternative	3	58
7	Snail Mail	Valentine	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	Blues	3	43

QUESTIONS:

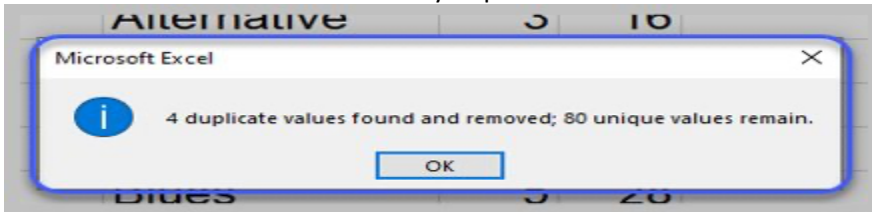
- How many different Genre are in the list?
- Is your favorite type of music represented?
- Are there any duplicates? The next step will show you an easy way to locate and remove duplicates.

4. Duplicates!!! - How to spot and remove duplicates:

- Select the All the data set (top left cell to select all the data)
- Select **Data** menu (b.)
- Select **Remove Duplicates** (c)
- Check **My Data has a header row** (d)
- select **OK** (e)

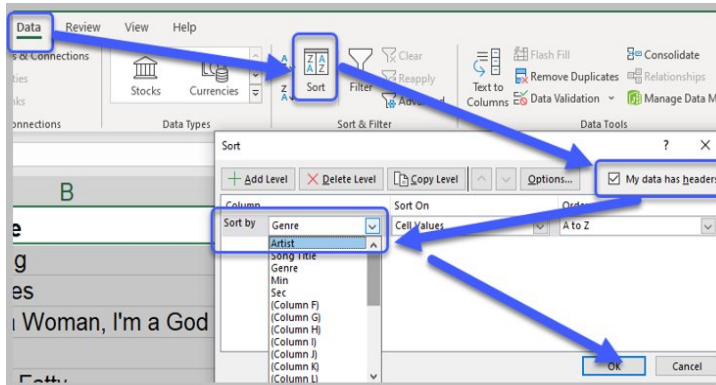


d. See the confirmation of how many duplicates were found and removed.



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.