



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

## Objectives

- Apply themes and styles
- Adjust column width
- Find, replace, and sort data in a table
- Freeze panes

*The first Friday of every month is “Breakfast Burrito Day” at the Hub City Interactive, a full-service media consulting firm. Tammy, 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 06** from the website and save it as **Burrito Order YOURNAME**
2. Apply the Quotable theme to the worksheet.
3. Apply 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 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 (ascending means A to Z).
8. Convert the table to a normal range.
9. Freeze the first column in the worksheet.
10. Do Critical Thinking step.
11. Save in two places YOUR DOCUMENTS folder and in YOUR NAME SHARED FOLDER (for me to grade) **\*\* Remember your name when saving the file \*\***

## Critical Thinking

Before exiting, 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 (step 11) and submit your workbook.

