

You have been asked to manage the music for the beginning of a party, before the DJ arrives. The party theme is top music from 2013. Your job is to put together a play list for the first 30 minutes. You have a list of music, descriptions, and play times (over two hours of music) in a spreadsheet to choose from. Your task is to sort the list in several different ways, and create your own playlist. You may want to work with a partner on this project.

Steps:

Part 1 Options:

- Download and open the following music.xls file, or make a copy of the Google sheets music file (link provided).
- Save (or rename) your spreadsheet with the name Party playlist and add your initials at the end.
- Watch this Part 1 video. It might be helpful to look at the directions (Google or Excel) while you watch the video.

Excel directions:

1. Put your mouse in cell A1 and click once.
2. Locate the symbol A over Z with a downward arrow on the menu. Click on it and observe what happens.
3. Now let's undo that by using the left facing curved arrow.
4. Now I'll sort it by Genre and I'll select Ascending
5. Look down the list and see how many different categories there are.
6. Now we'll sort it using a second way to do it. Click on the Song Title header in B1.
7. Click on the menu called "Data"
8. Click on Sort on the drop down menu
9. What do you think will happen if the small check box that says "My list has headers" isn't checked? I'll show you by unchecking it. Look at the box carefully, which column is it going to sort by? I'll click OK.
10. Where did the headers go?
11. Good thing we can use UNDO. Now let's try it again with the box checked.
12. Click on Song Title with your mouse, go to the Data menu, click on sort and make sure the box is checked for My list has headers. Then notice you can change which column it will sort by. Click OK when done.
13. Is there a duplicate song? Do the sort and then delete the duplicate. It might be by a different artist, so keep the one you prefer.
14. To delete a row, click on the left-side in the row number of the data you want to delete. Click the Edit menu, and Delete row.
15. Now complete the Part 1 assignment.

It's your turn now if you didn't follow along with the video. When you are done, go on to Part 2 and watch the video and do the next activity to create your 30 minute playlist.