
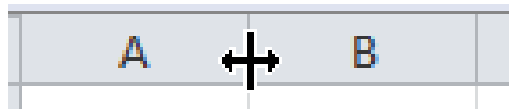


Favorite MP3 playlist

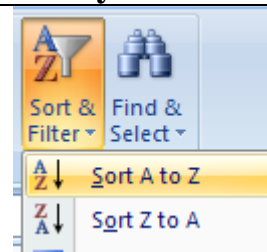
This activity
works with
Excel 2000,
2003, 2007 and
2010!

Start here:

1. Open a new workbook in Excel and save it in your network folder with the name: lastname_favemp3.
2. Make sure you save every 5 minutes so you don't lose your work by accident, just press Ctrl+S every 5 minutes.
3. You will create a spreadsheet that lists your top 30 favorite songs.
4. In row 1, type a title for your spreadsheet (ex: Bianca's Best MP3's).
5. Select cell A1 – cell D1 then click on the Merge and Center button. 
6. Enter the following labels as column headings starting in cell A3. Band/Artist, Song Title, Album, Song Length. Look at the sample before you start.
7. In the rows below each column heading, enter the information for at least your top 30 favorite songs. If you don't know something, look it up on the Internet.
8. Make sure you adjust the column width so you can read all of the data entered in the report.
9. Sort your list in alphabetical order by Band/Artist.
10. Change the cell color of your top 5 favorite songs to a dark blue.
11. Add any formatting to make your spreadsheet more attractive.
12. Add a formula at the bottom so the time is added for all your songs, it's going to be a long formula!
13. Add your name and period to the worksheet in the footer (Insert-> Footer-> Blank).
14. Save the worksheet, close the file and exit Excel. Submit it your file at ustudy.org.

**To adjust columns**

Place your cursor to the right of the column you want to adjust. When you see the double-headed arrow drag until it is the size you want.

**To sort in alphabetical order**

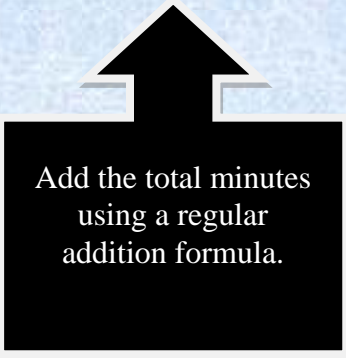
Click on column A. Click on the Sort and Filter button then choose Sort A to Z

Rubric

<ul style="list-style-type: none"> • Have minimum 30 songs • Entered all required information • Adjusted columns accordingly • Sorted by Band/ Artist • Added formatting and footer 	4
<ul style="list-style-type: none"> • Have minimum 25 songs • Entered all required information • Adjusted columns accordingly • Added formatting • Missing footer and/or did not sort 	3
<ul style="list-style-type: none"> • Have minimum 25 songs • Entered all required information • Some columns need additional adjustment • Missing formatting, footer, and or sorting 	2
Too many items missing, incomplete, student needs to complete and submit to teacher again	1
Did not turn in assignment, lost file	0

Sample MP3 List

	A	B	C	D
1	Amanda's Best MP3's			
2				
3	Band/Artist	Song Title	Album	Length
4	Alicia Keys	No One	As I am	1:57
5	Augustana	Boston	All the Stars and Boulevards	1:56
6	Brittney Spears	Gimmie More	Blackout	1:58
7	Carrie Underwood	Before He Cheats	Some Hearts	2:02
8	Celine Dion	Alone	Taking Chances	2:23
9	Chris Brown	With You	Exclusive	1:34
10	Colbie Caillat	Realize	Coco	2:27
11	Daughtry	Over You	Daughtry	1:49
12	Fergie	Clumsy	The Dutchess	2:04
13	Goo Goo Dolls	Better Days	Greatest Hits	2:25
14	Jordin Sparks	Tattoo	Jordin Sparks	2:35
15	Kanye West	All Falls Down	A Tribute to Kanye West	2:15
16	KT Tunstall	Suddenly I See	Eye to the Telescope	2:05
17	Lifehouse	First Time	All the Right Reasons	2:04
18	Natasha Bedingfield	Unwritten	Unwritten	1:59
19	Nelly Furtado	Maneater	Loose	2:17
20	Ne-Yo	Because of You	Because of You	1:59
21	Destiny Fier	Misery Business	Dist	2:02



Add the total minutes using a regular addition formula.