The Shakes Tour Spreadsheet

Fi, the band manager, uses a spreadsheet to help her organise the Shakes Tour of Norfolk.

Sorting the Spreadsheet
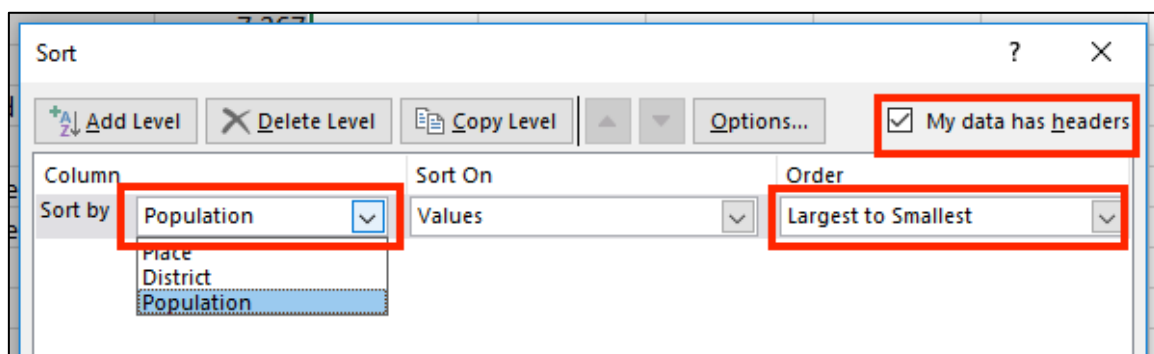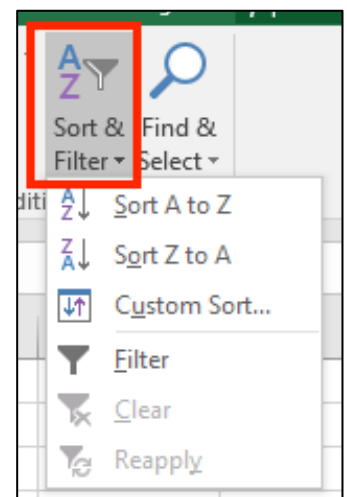
1. Open the **shakes_tour** spreadsheet in Excel

   The sheet is a list of towns in Norfolk and their population. It needs sorting to help Fi work out which towns would be the best for The Shakes to visit on their tour

2. **Highlight** all the cells (A1 to C26)

3. Click the **Sort & Filter button** at the <u>**top right**</u>

4. Click **Sort A-Z** to see what this does

5. Now click **Sort Z-A** to see what that does

   Neither of these help Fi very much; she wants to get towns sorted by their population.

6. Click the **Sort & Filter** button and choose **Custom Sort**

7. Use the **screenshot** below to set up the sort

   IMPORTANT: make sure that the my data has headers box (top right) is ticked

8. Click **OK**

   This should sort the spreadsheet so that it's helpful for Fi.

New Sheets

9. Look at the **bottom** of the screen and find where it says **Sheet 1** and **Sheet 2**. These are **tabs** showing you that there are two sheets in this spreadsheet. You're currently on **Sheet 1**

10. Click on the **Sheet 2 tab**. You should find a lot more data
    It would be helpful if the sheets were named sensibly

11. **Right click** on the **Sheet 1 tab** at the bottom > **rename** > call the sheet **Towns**

12. **Right click** on the **Sheet 2 tab** at the bottom > **rename** > call the sheet **Tour**
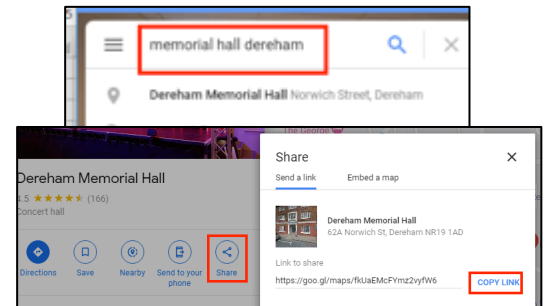   That should help Fi stay organised

The Tour Spreadsheet

Make sure you're on the **Tour** sheet (**Sheet2**)

Fi has used **hyperlinks** to make the sheet extra helpful.

13. **Click** on some of the hyperlinks to see what they do

14. Fi has added an extra hyperlink that she doesn't need. Remove it.
    Right click on cell **B6** (Overstrand) > choose **remove hyperlink**

15. Now you need to add some hyperlinks for Fi. You need to get the links from **Google Maps**
    Start by searching for **Dereham Memorial Hall**. A map should appear.

16. Click the **Share button** on the left and then click **Copy link**

17. Go back to the spreadsheet and click in cell **C4**

18. Now **right click** > **hyperlink**

19. Click in the **address box** at bottom > **right click** > **paste** > click **OK**
    This should add the hyperlink to the map

20. You need to do this for all the other gigs