

## Unit 4: Working with Numbers &amp; Formulas

# Top Grossing Movies 2

## Sorting Text

### New Skills

- Sorting Text

### Lesson Overview

You want to consecutively watch all of the movies made by each studio. To do this, you can sort the studio column alphabetically to group together all the movies made by the same studio.

*In this lesson, you will open the existing worksheet Top Grossing Movies and sort a column alphabetically.*

### Tools & Terms You'll Use

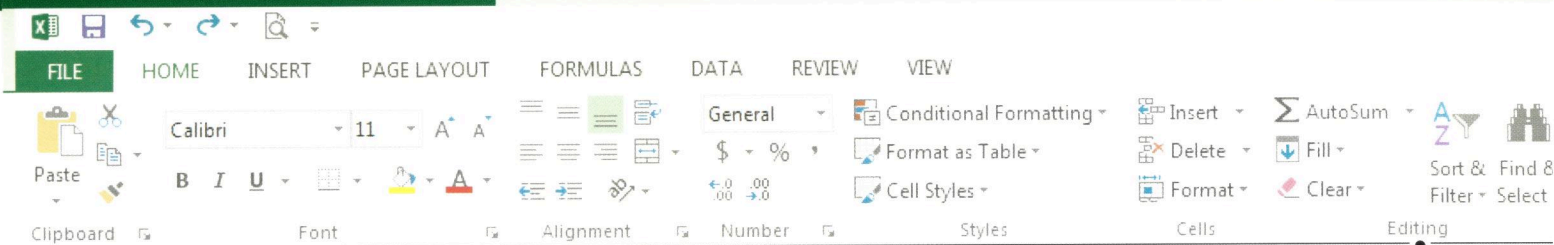
Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.

**Sort & Filter:**  
Use this drop-down menu to organize your data so it's easier to analyze. You can sort the selected data from smallest to largest, largest to smallest, or filter out specific values.



Sort & Filter ▾

- Sort A to Z
- Sort Z to A
- Custom Sort...
- Filter
- Clear
- Reapply



## Instructions

1. Open your existing workbook *4.1 Top Grossing Movies*.
2. Save the file as *4.2 Top Grossing Movies 2* in your **My Excel Projects** folder.
3. Make the following formatting change:

- a. Insert a blank row above row 4

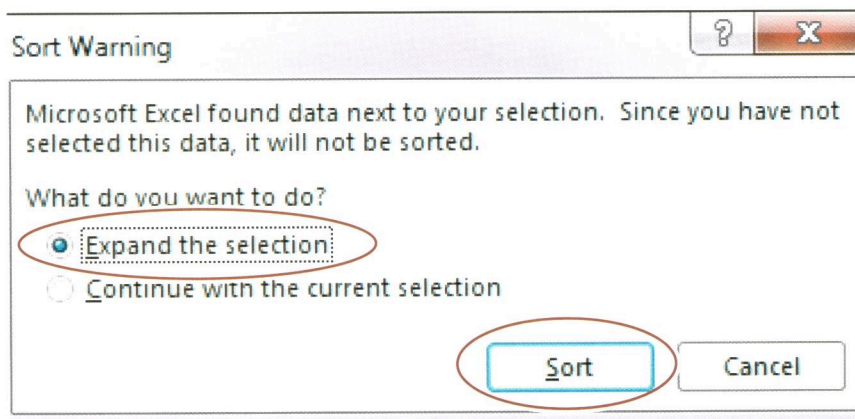
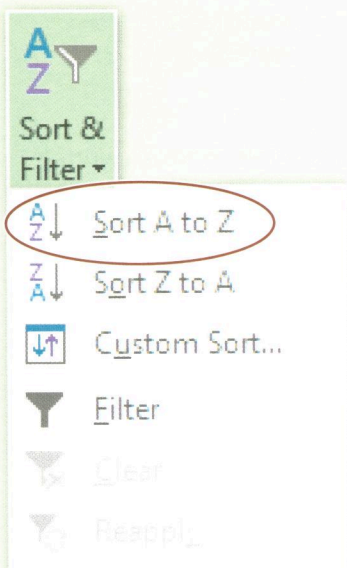
**4.** From the **HOME** tab, **Editing** group, do the following:

- a. Select cells C5 to C19

- b.** Select **Sort A-Z**

- c. Choose **Expand the Selection** and **Sort** (as shown below)

**4b.**



5. Proofread your work for accuracy and format, then resave the file.
6. Select all cells containing data and Print Preview your worksheet.
7. Your worksheet should look similar to *4.2 Source Doc*.
8. Print a copy if required.

4.2 Source Doc.

## 2013 Domestic Gross Revenue as of September 1, 2013

Rank	Movie Title	Studio	Total Gross	# Theaters	% of Total
1	Iron Man 3	Buena Vista	\$ 408,834,393.00	4,253	100.0%
4	Monsters University	Buena Vista	\$ 263,568,953.00	4,004	98.2%
6	Oz The Great and Powerful	Buena Vista	\$ 234,911,825.00	3,912	100.0%
9	The Croods	Fox	\$ 187,116,898.00	4,065	100.0%
10	The Heat	Fox	\$ 157,305,506.00	3,184	98.6%
15	The Wolverine	Fox	\$ 127,822,228.00	3,924	96.5%
7	Star Trek Into Darkness	Paramount	\$ 228,225,160.00	3,907	99.8%
8	World War Z	Paramount	\$ 200,286,551.00	3,607	99.0%
14	Grown Ups 2	Sony	\$ 130,019,905.00	3,491	97.3%
2	Despicable Me 2	Universal	\$ 354,699,250.00	4,003	96.8%
5	Fast & Furious 6	Universal	\$ 238,664,225.00	3,771	100.0%
12	Identity Thief	Universal	\$ 134,506,920.00	3,230	100.0%
3	Man of Steel	Warner Bros.	\$ 290,650,276.00	4,207	99.9%
11	The Great Gatsby (2013)	Warner Bros.	\$ 144,840,419.00	3,550	100.0%
13	The Conjuring	Warner Bros.	\$ 133,896,232.00	3,115	97.4%