4th Grade Excel Project

Great Mail Race Information / Database for Sorting and Filtering

**Definition:**

A database is a collection of related information stored in a computer file in an organized fashion.

The information, or [**data**](http://spreadsheets.about.com/od/d/g/data_definition.htm), is organized in such a way that it can easily be managed, updated, and searched for specific information.

An Excel database can be used to keep track of valuable information.

**Objectives:**

1. Students will enter state data into Excel
2. Students will then sort the data by alphabetical order.
3. Students will sort the data by population.
4. Students will sort the data by class size.
5. Students will learn new Excel vocabulary.

**Excel Vocabulary Words:**

Spreadsheets, cells, rows, columns, labels, values, charts

**Directions: Open Microsoft Excel**

1. Click on the Insert Tab<Text Box< Click the cursor into the Excel Doc.
2. Type in the title, Great Mail Race, you can change the font , size, and color of the title
3. In A5 write the title, State in Bold
4. In B5 write the title, Population in Bold
5. In C5 write the title, Class Size
* Discuss as a class other titles we could add to our chart from the survey the states filled out and returned to our school.
* Add any additional ideas to our Excel Database
1. Click on the Microsoft icon in the upper left hand corner of the screen, choose , Save As<StudentFile<Room Number<your name
2. Change the file name to read Great Mail Race Info, click on save