

Econ 5/Poli 5D: Pre Class 2 Exercise

1. Open a new, blank workbook.
2. Save your workbook as LastName_pre2.xlsx where 'LastName' is your last name.
3. Write the number "1" (without the quotes) in cell A1 and the number "2" in cell A2.
4. Use the [Auto Fill feature](#) to continue the sequence down to cell A14. Your last entry in cell A14 should read "14".
5. Write the word "Monday" in cell B1 and the word "Tuesday" in the cell B2.
6. Use the [Auto Fill feature](#) to continue the sequence down to cell B14. Your last entry in cell B14 should read "Sunday".
7. Insert a new row above row 1 by [right-clicking the row heading](#) for row 1 and selecting "Insert".
8. Label column A by writing "day_number" in cell A1. Similarly, label column B "day_of_week".
9. [Add a filter](#) to the entries, sort column A largest-to-smallest, and display only rows where *day_of_week* = "Saturday".
10. Save your workbook and submit.

When you are finished, your workbook should look like this:

	A	B	C
1	day_number	day_of_week	
3	13	Saturday	
10	6	Saturday	
16			
17			
18			
19			
20			
21			
22			
23			
24			