David Smith
STAT 4260
Assignment 8

2.

Click "D" at the top of the table to select column D > press control + C to copy the text > press Alt to allow keyboard access to the menu > press H to select the home tab > press V to select paste > press V again to select paste values > press escape to remove the copy highlighting

3.

Click cell D1 > click "Sort & Filter" in the Home menu > click "Sort A to Z" > click "2" on the left side of the table to select row 2 > hold Shift and click "97" on the left side of the table to select rows 2 to 97, all the rows where column D is blank > right click "97" on the left side of the table > click "Delete" to remove all of the selected rows > click cell B2 > click "Sort & Filter" in the Home menu > click "Sort Smallest to Largest"

4.

Double click cell A2 > enter formula =IF(EXACT(C2, UPPER(D2)), C2, A1) > click cell A2 > double click the fill handle in the lower right corner of the cell to repeat the formula for all cells in the column

5.

Click "A" at the top of the table to select column A > press control + C to copy the text > press Alt to allow keyboard access to the menu > press H to select the home tab > press V to select paste > press V again to select paste values > press escape to remove the copy highlighting

6.

Double click cell D2 > delete "THESEUS" > enter formula =IF(EXACT(A2, C2), "", C2) > click cell D2 > double click the fill handle in the lower right corner of the cell to repeat the formula for all cells in the column

7.

Click "D" at the top of the table to select column D > press control + C to copy the text > press Alt to allow keyboard access to the menu > press H to select the home tab > press V to select paste > press V again to select paste values > press escape to remove the copy highlighting

8.

Click cell D1 > click "Sort & Filter" in the Home menu > click "Sort A to Z" > click "2" on the left side of the table to select row 2 > hold Shift and click "471" on the left side of the table to select rows 2 to 97, all the rows where column D is blank > right click "471" on the left side of the table > click "Delete" to remove all of the selected rows > click cell B2 > click "Sort & Filter" in the Home menu > click "Sort Smallest to Largest"

9.

Click File > click Open > click Browse > select "All Files" from the drop-down menu in the lower right > navigate to the correct directory > double click characters.txt > click Next > click Next > click Finish > make the new Excel workbook windowed, then drag the "characters" sheet tab in the lower left into the main Excel workbook (next to the "A_Midsummer_Nights_Dream" sheet tab) in order to have both sheets in the same Excel workbook

10.

Double click cell B1 > enter formula =PROPER(A1) > click cell B1 > double click the fill handle in the lower right corner of the cell to repeat the formula for all cells in the column > click "B" at the top of the table to select column B > press control + C to copy the text > press Alt to allow keyboard access to the menu > press H to select the home tab > press V to select paste > press V again to select paste values > press escape to remove the copy highlighting > right click "A" at the top left to open options for column A > click "Delete" to remove column A

11.

Double click cell D2 > enter formula =SUBSTITUTE(C2, D$1, UPPER(D$1)) > click cell D2 > click and drag the fill handle in the lower right corner of the cell over to cell X2 to repeat the formula for the entire row > double click the fill handle in the lower right corner to repeat the formula for each row in the sheet

12.

Click "C" at the top of the table to select column C > hold shift and click "X" at the top of the table to select columns C through X > press control + C to copy the text > press Alt to allow keyboard access to the menu > press H to select the home tab > press V to select paste > press V again to select paste values > press escape to remove the copy highlighting > click "C" at the top of the table to select column C > hold shift and click "W" at the top of the table to select columns C through W > right click "W" at the top of the table > click "Delete" to remove all of the selected columns > double click cell C1 > erase "Mustardseed" and type "Text" > press enter to rename the column

13.

Double click cell B2 > erase "3" and type "1", pressing enter > click cell B2 > click "Fill" in the Editing group of the Home tab > click Series > select "Columns" under "Series in" > in the "Stop value:" box enter 2232, the number of rows to be numbered > press OK