

Favorite MP3 List

1. Open a new workbook in Excel and save it in your network folder with the name lastname_favemp3
2. You will create a worksheet that lists your top 30 all-time, favorite songs.
3. In row 1, type a title for your spreadsheet (ex: Bianca's Best MP3's)
4. Enter the following labels as column headings starting in column A. Band/Artist, Song Title, Album, Song Length.
5. In the rows below each column heading, enter the information for at least your top 30 favorite songs. If you don't know something, look it up on the Internet.
6. Add a picture of the cover album in column E. You might have to resize the columns and remove the link. To remove a link right-click then choose "Remove hyperlink" from the choices.
7. Make sure you adjust the column width so you can read all of the data entered in the report.
8. Change the cell color of your top 5 favorite songs to a dark blue.
9. Add any formatting to make your spreadsheet more attractive.
10. Add your name to the worksheet and print it out.
11. Save the worksheet, close the file and exit Excel.
12. Submit your file to ustudy.org.

Grading

Have 30 songs	Yes No	4
Entered all required information	Yes No	4
Adjusted columns accordingly	Yes No	4
Added formatting	Yes No	4
	Average Points	

Sample MP3 List

	A	B	C	D
1	Amanda's Best MP3's			
2				
3	Band/Artist	Song Title	Album	Length
4	Alicia Keys	No One	As I am	1:57
5	Augustana	Boston	All the Stars and Boulevards	1:56
6	Brittney Spears	Gimmie More	Blackout	1:58
7	Carrie Underwood	Before He Cheats	Some Hearts	2:02
8	Celine Dion	Alone	Taking Chances	2:23
9	Chris Brown	With You	Exclusive	1:34
10	Colbie Caillat	Realize	Coco	2:27
11	Daughtry	Over You	Daughtry	1:49
12	Fergie	Clumsy	The Dutchess	2:04
13	Goo Goo Dolls	Better Days	Greatest Hits	2:25
14	Jordin Sparks	Tattoo	Jordin Sparks	2:35
15	Kanye West	All Falls Down	A Tribute to Kanye West	2:15
16	KT Tunstall	Suddenly I See	Eye to the Telescope	2:05
17	Lifeshouse	First Time	All the Right Reasons	2:04
18	Natasha Bedingfield	Unwritten	Unwritten	1:59
19	Nelly Furtado	Maneater	Loose	2:17
20	Ne-Yo	Because of You	Because of You	1:59
21	Paramore	Missy Business	Diet	2:02

