DVD List Assignment

**C**reate a spreadsheet demonstrating that you understand the concept of building a “list” in Excel. A good example would be a list of all your DVD’s. You might include fields such as:

1. NUM – a sequential number for each DVD
2. TITLE – title of the DVD
3. ACTOR – principle actor in the DVD – NOTE: do not list multiple actors
4. RELEASE – year the DVD was released
5. STUDIO
6. RANK – your “ranking” from 0 – 5, 0 = worst, 5 = best
7. RATING
8. Other fields as needed

**S**tart with the “raw data” – enter in 5 or so records. Save the file, and then “experiment with it. For example, try sorting your data by different fields. Make sure you get the results you are looking for. Think about adding additional fields – what kind of things might you want to include to answer some questions like:

1. What is the total value of my DVD collection?
2. What is the average length of a movie?
3. If I sat and watched all my DVD’s, how long would it take?
4. How many of my DVD’s are of a certain “genre”?
5. What percent of my DVD’s are rated “R”?
6. Etc.

**M**odify your DVD to include fields and calculations to help answer some of these questions. Save the file again, and try adding some features that will help you to analyze and present your findings. Think about using some features such as:

* Sorting & filtering
* Subtotals
* Conditional Formatting
* VLOOKUP and other “complex” functions
* Charts and Graphs
* Pivot tables?

**B**e sure to adjust your list so it is easy to view both on the screen and printed out (e.g. use the Freeze Panes option and format Page Layout properly). You may add additional sheets for things such as charts and pivot tables, but don’t repeat the data list itself.

**W**rite up a summary of what you did with your list. Your summary should include:

* An introduction, e.g. this assignment demonstrates how you can use Excel to help analyze a list of records…
* An explanation of some of the key things that you did to help analyze your data, e.g. I used a Pivot table to help summarize my DVD’s to identify how many DVD’s I have by Genre and Rating. Think of some of the “key findings” that you made about your list, e.g. I realized that I have spent over $500 on DVD’s.
* Either print out the workbook, or Paste link key items from your spreadsheet into your MS Word report.
* Use this assignment as a way to “showcase your Word and Excel skills”!