**13. Dig the Data: Sort It Out  
 Steps to Create Your 30-minute Playlist in Excel Part 2**

**(Located on the** [**remc.org/21things4students site**](https://www.remc.org/21things4students/)**)**

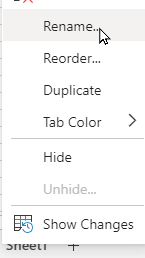
**Summary of spreadsheet actions for this part:**

* Add additional data, up to 10 of your own favorite artists/songs with genre and length (appropriate for your school audience and setting).
* Copy selected data onto another sheet and name the sheet Playlist.
* Use a formula to calculate the total length of minutes and then seconds of your playlist.
* **Add or delet**e songs so that the length of your Playlist is approximately 30 minutes.

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| **Your task is to finalize your list of music choices for a playlist. You will create a new sheet to copy and paste your selections into and use formulas to create a 30-minute playlist.** Note: The songs shown in the screenshots in these directions may not be identical to yours. These screenshots are shown as examples. |

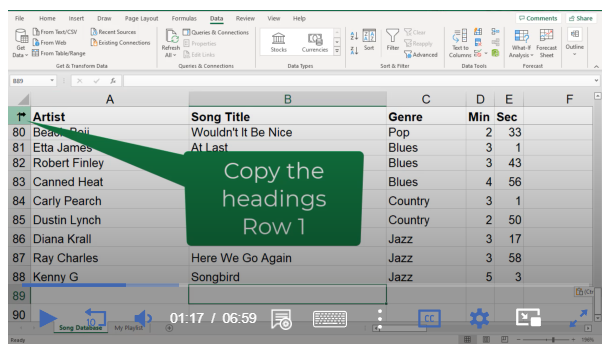
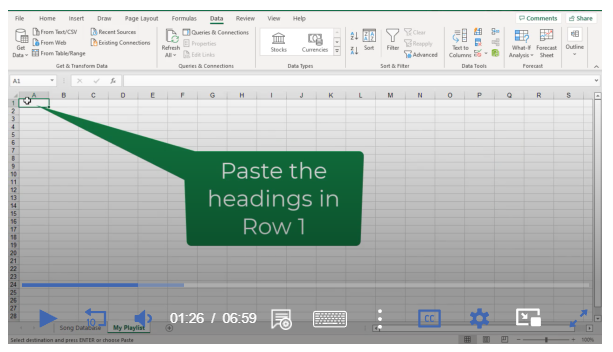
 **Remember you can use the undo and redo arrows for any errors.**

**Steps to create your playlist:**

1. On the **Song Database**, **add up to 10 of your favorite song choices to the bottom** of the list, including the artist, song title, genre, minutes, and seconds.
2. **Create a new sheet** using the + and **Rename it My Playlist** by either doing a double-click on the new sheet name, or Right-click and choose Rename.



1. Return to the **Song Database** and **copy the headers** in Row 1 and **paste them on Row 1 of the Playlist sheet.**

(Song database sheet) (Playlist sheet)

1. **Use a technique to make the column “fit” to the size of the contents.**
   1. Move your cursor over the divider line between the column names and when it becomes a line with two arrows, double-click to have the colum automatically resize to the contents of the column.  
      **Graphical user interface, application, table, Excel

      Description automatically generated**
2. On the **Song Database** (remember steps for sorting)**,** sort as desired and then copy 10-12 of your favorites and paste them (one at a time) on the P**laylist sheet below the headers**.

\*Suggestion: It might help to freeze the headers on your Playlist sheet. Select Row 1, use the View menu, and freeze the top row.

**Using formulas to fine-tune your Playlist to 30 minutes:**

1. On the **Playlist,** place your cursor 5 or more rows below the last song in the D or Minutes Column.



1. Graphical user interface, application, table

   Description automatically generatedSelect Formulas  on the main menu, then locate the Math and Trig Icon  
    and use the drop-down to scroll down to the word SUM  (shown below)   
     
   **Result:** you will see =SUM(

Table

Description automatically generated with medium confidenceNow drag with your mouse from the first minutes down to the empty cell just before the cell with the formula and select **Enter.** It will show the total minutes in the column.

NOTE: If you are working in OneDrive online this will look a little different with a pop-up Arrange box (as shown in the video).

The total minutes should appear in either case.

1. **Now you want to get a total of seconds in column E.**   
   Here’s a great formula feature:

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| To **apply the formula to the Seconds column**, hover your mouse over the SUM cell and look at  the **bottom right corner** of the cell for a dark square A picture containing graphical user interface  Description automatically generated  Put your cursor on that small square until it changes to a + and drag over to the right under the seconds column. You will see a total of the seconds appear. |

**9. Change the seconds into minutes.**

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| To change the seconds into minutes we need to divide the formula by 60 (60 sec = 1 min). To do this go up to the formula bar Text, whiteboard  Description automatically generated **and type /60** at the end of the formula and press Enter.  You will now have a total of the seconds in minutes you can now use another formula to add these to the total minutes (or in your head). |

1. **Get a Total for minutes and seconds.**

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| Go one row down and into column C and Type **Total Min**  Put your cursor in the blank cell in Column D next to Total Minutes.  Go to the **Formula menu>Math & Trig>SUM** like before, but this time drag your mouse across the two totals in the row above. And press Enter. |

1. **Final Step**

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| **If your total minutes are more than 30,** then you will need to delete one or more songs until your total is 30 or less minutes.  **If your total is less than 30 minutes**, then you will need to pick another song (or songs) from the Song Database list and add (paste it) to your Playlist until you are close to 30 minutes. |

**The last activity of this Quest is to learn about Filters.**

Congratulations on creating your playlist.