ITMG 100   **Hands-On Project #5**   **Dr. Burgher**

United States Airports

This assignment illustrates the use of many Excel spreadsheet list management features. A copy of the partially completed workbook is available on WebCT. You need to download and complete the workbook by entering the appropriate formulas/functions using the following directions:

1. Sort the airports by **State and then by Activation Date**.

2. Below the data, starting in Column A, set up the criteria for and extract records of **all seaplane bases in Alabama**. Label the area of the spreadsheet as "Seaplane Bases in Alabama" and format the headers with a light blue fill.

3. Below the data, starting in Column A, below #2, set up the criteria for and extract records of **all airports that have an elevation of 331 feet**. Label the area of the spreadsheet as "Airports with an Elevation of 331 feet" and format the headers with a light green fill.

4. Below the data, starting in Column A, below #3, set up the criteria for and calculate the **average elevation for all airports in Colorado**. Label the area of the spreadsheet as "Average Elevation of Airports in Colorado" and format the headers with a light yellow fill.

The following are the requirements for submission of the completed project:

1. When you first open the downloaded file, enable the content, then enter your name as requested and save.

2. Accomplish the requirements of the project, re-save and zip the file.

3. Create a new email message including your name in the message.

4. Attach the spreadsheet file to your email message and send to me at: ron@ronburgher.com. Make sure your subject line reads "Information Systems Project #5 from <put in your name>