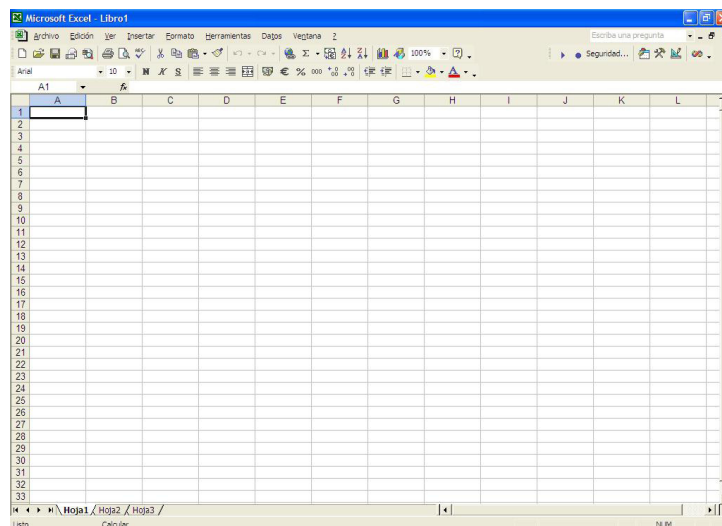


How to order some terms with Microsoft Excel

In your book we have suggested that you make a glossary with all the new terms you will be learning throughout the year. If you do this with a computer it will be much easier, as you will be able to order terms quickly in alphabetical order and correct any mistakes you may make easily.

You should follow the steps below:

1. Run the programme Microsoft Excel (this can be done from the menu **INICIO** in your computer, moving to **PROGRAMAS** and then to **Microsoft Excel**). The programme will show a screen with a new document (if not, press the keys **CTRL+U** and it will appear). The screen will look like the one below.



2. Write down the terms in the first column on the left, and on the right, their definition. To explain how the terms are ordered, we will show you an example of terms which you can see on the next screen.

TERM	DEFINITION
Planet	A spherical body which moves around the Sun in an anticlockwise direction and has cleared its orbit of other celestial bodies.
Dwarf planet	A round celestial body orbiting the Sun which has not cleared their neighbouring regions of other bodies.
Star	Celestial body which emits their own light.
Nebula	Huge cloud of gas and dust.
Pen	A writing implement with a point from which ink flows.
Magnitude	Property of a body that can be measured such as length, mass, volume, temperature or density.
Scissors	Cutting tool, consisting of two sheets of a single-edged blade attached in the form of a central spindle, which open and close.
Medusa	Marine invertebrate animal phylum Cnidaria with umbrella-shaped body from which hang tentacles or arms and reproduces sexually by touching the skin becomes irritated.
Spoon	Instrument handle concave oval used for eating.
Computer	Machine capable of handling information automatically through mathematical and logical operations performed very quickly and controlled by software.
Clipboard	Area that can be copied to pass information from one program to another.
Phone	A device that receives and transmits communications over long distances.
Disk	Cylindrical body whose base is very large relative to its height.
Paper	Paper. Thin films made of vegetable fiber pulp is used to write or draw on it, wrap objects and many other applications.
Cup	Small container with a handle, which is wider than tall and is generally used to make certain drinks.
Discomfort	An uncomfortable feeling in some part of the body.

3. Next, select all the terms and their definitions with the help of the mouse, and in the menu **Datos**, the option **Ordenar**, as shown on the screen.

TERM	DEFINITION
Planet	A spherical body which moves around the Sun in an anticlockwise direction and has cleared its orbit of other celestial bodies.
Dwarf planet	A round celestial body orbiting the Sun which has not cleared their neighbouring regions of other bodies.
Star	Celestial body which emits their own light.
Nebula	Huge cloud of gas and dust.
Pen	A writing implement with a point from which ink flows.
Magnitude	Property of a body that can be measured such as length, mass, volume, temperature or density.
Scissors	Cutting tool, consisting of two sheets of a single-edged blade attached in the form of a central spindle, which open and close.
Medusa	Marine invertebrate animal phylum Cnidaria with umbrella-shaped body from which hang tentacles or arms and reproduces sexually by touching the skin becomes irritated.
Spoon	Instrument handle concave oval used for eating.
Computer	Machine capable of handling information automatically through mathematical and logical operations performed very quickly and controlled by software.
Clipboard	Area that can be copied to pass information from one program to another.
Phone	A device that receives and transmits communications over long distances.
Disk	Cylindrical body whose base is very large relative to its height.
Paper	Paper. Thin films made of vegetable fiber pulp is used to write or draw on it, wrap objects and many other applications.
Cup	Small container with a handle, which is wider than tall and is generally used to make certain drinks.
Discomfort	An uncomfortable feeling in some part of the body.

4. A window like the one below will then appear. Next, indicate the column you want to order alphabetically; in this case it will be the one we have called *Term*, as well as the criterion for ordering it, which will be from the bottom to the top.

Ordenar

Ordenar por: **DEFINITION**

(ninguna)

TERM

DEFINITION

☒ Ascendente
☐ Descendente

☒ Ascendente
☐ Descendente

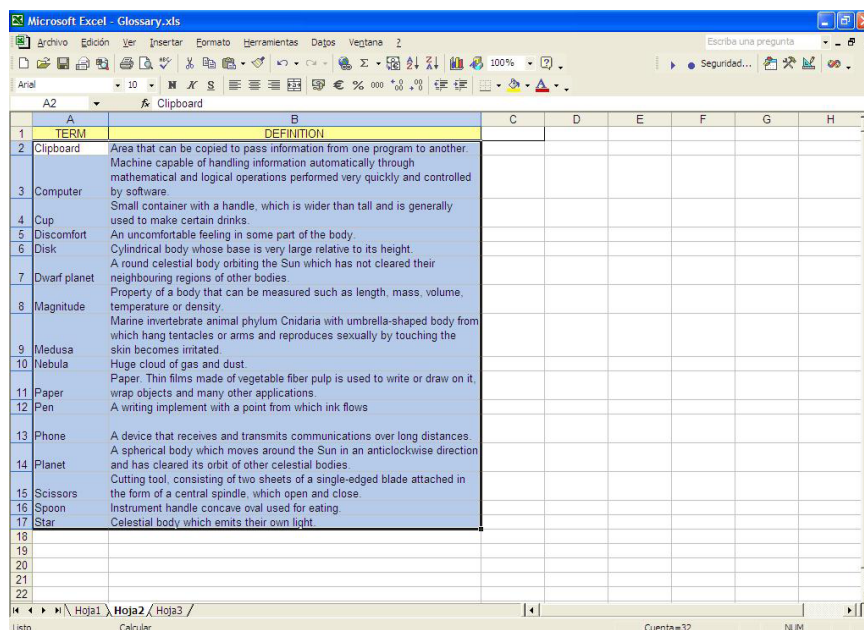
☒ Ascendente
☐ Descendente

La lista tiene fila de encabezamiento

☒ Sí
☐ No

Opciones... Aceptar Cancelar

After clicking on the key **Aceptar**, the list of terms will be ordered automatically. Notice how each term appears with its definition; the programme has taken care of keeping things in order.



The screenshot shows a Microsoft Excel window titled "Glossary.xls". The spreadsheet contains a table with two columns: "TERM" and "DEFINITION". The terms are listed in column A (rows 2-17) and their definitions are in column B (rows 2-17). The terms are: Clipboard, Computer, Cup, Discomfort, Disk, Dwarf planet, Magnitude, Medusa, Nebula, Paper, Pen, Phone, Planet, Scissors, Spoon, and Star. The definitions are provided for each term. The table is sorted alphabetically by term.

TERM	DEFINITION
Clipboard	Area that can be copied to pass information from one program to another. Machine capable of handling information automatically through mathematical and logical operations performed very quickly and controlled by software.
Computer	Small container with a handle, which is wider than tall and is generally used to make certain drinks.
Cup	An uncomfortable feeling in some part of the body.
Discomfort	Cylindrical body whose base is very large relative to its height.
Disk	A round celestial body orbiting the Sun which has not cleared their neighbouring regions of other bodies.
Dwarf planet	Property of a body that can be measured such as length, mass, volume, temperature or density.
Magnitude	Marine invertebrate animal phylum Cnidaria with umbrella-shaped body from which hang tentacles or arms and reproduces sexually by touching the skin becomes irritated.
Medusa	Huge cloud of gas and dust.
Nebula	Paper. Thin films made of vegetable fiber pulp is used to write or draw on it, wrap objects and many other applications.
Paper	A writing implement with a point from which ink flows.
Pen	A device that receives and transmits communications over long distances.
Phone	A spherical body which moves around the Sun in an anticlockwise direction and has cleared its orbit of other celestial bodies.
Planet	Cutting tool, consisting of two sheets of a single-edged blade attached in the form of a central spindle, which open and close.
Scissors	Instrument handle concave oval used for eating.
Spoon	Celestial body which emits their own light.
Star	

The programme Microsoft Word also allows you to order lists of terms, take a look at this programme and the possibilities it offers you.