**Prepare a Worksheet from Scratch**

Term 2: **Activity 1** **Sheet Tab Name:** Top 10 Albums

Today you will research the **Top Ten Best Selling Albums Worldwide (All-Time)**

**Steps:**

Column A – “Top Ten Best Selling Albums Worldwide of All-Time” [Merge and Center from A- G]

Column B – Album Name

Column C – Ranking

Column D – Artist Name

Column E – Producer(s) Name(s)

Column F - Year of the Album

Column G – Album Sales (millions)

Apply Gridlines, Use the Fill Tool to Shade the Labels and enhance the data.

Create a 2-D Column Graph to represent the Album Name and Album Sales

Go to Google and search images for each artist or album cover. Save each image to a folder on YOUR Profile.

If you cannot find the data, use this site: <http://www.toptens.com/music-albums-worldwide/>