

- Open “Excel Practice Exercise 2.xlsx” on your flash drive.**
 (Open Excel → File Tab → Open → Select KINGSTON (I:) → Open “Excel Practice Exercise 2.xlsx”)
- Sort the Sales Reps in alphabetical order by last name.**
 (Select all cells that need to be included in the sort (A3 to G8) → Home Tab → Editing group → Sort & Filter button → Sort A-Z)
- Perform a Custom Sort so the two Sales Reps named “Jones” will be sorted alphabetically by first name.**
 (Select all cells that need to be included in the sort (A3 to G8) → Home Tab → Editing group → Sort & Filter button → Sort A-Z → Custom Sort → Add Level button → In the “Then by” field, select Column B → OK)
- Before proceeding, make sure your sort results look like the image below. Otherwise undo and repeat 1 and 2.**

Edwards	Lisa	\$ 250.00	\$ 335.00	\$ 950.00	\$ 200.00	\$1,735.00
Flinn	Jeremy	\$ 321.00	\$ 485.00	\$ 485.00	\$ 200.00	\$1,491.00
Frankford	Mary	\$ 176.00	\$ 723.00	\$ 792.00	\$ 200.00	\$1,891.00
Haverford	Rebecca	\$ 360.00	\$ 211.00	\$ 198.00	\$ 200.00	\$ 969.00
Jones	Kyle	\$ 235.00	\$ 185.00	\$ 440.00	\$ 200.00	\$1,060.00
Jones	Stanley	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 400.00

- Create Conditional Formatting rules so that Total Sales by Rep over \$1000 display in green fill and green text and under \$1000 display in red fill and red text.**
Rule #1: (Select cell G3 → Home Tab → Styles group → Conditional Formatting button → Highlight Cell Rules → Greater than → Enter 1000 → Select Green Fill with Dark Green Text → Click OK)
Rule #2: (Select cell G3 → Home Tab → Styles group → Conditional Formatting button → Highlight Cell Rules → Less than → Enter 1000 → Select Light Red Fill with Dark Red Text → Click OK)
- Use Fill Handle to fill Conditional Formatting rules from cell **G3** to cell **G8**.**
- Insert a comment about Mary Frankford that states she is the sales leader for the month.**
 (Click in cell A5 → Review Tab → Comments group → New Comment button → Type Sales Leader for Month → Click in clear cell)
- Unhide the comment.**
 (Click in cell A5 → Right-click and select “Show/Hide Comments”)
- Drag the comment so it is not covering any data.**



10. **Make a copy of Sheet 1.**
(Right-click on the “Sheet 1” name label → Select “Move or Copy” → Click in the “Create a copy” checkbox → Click OK)
11. **Rename the copy of Sheet 1 to Template.**
(Right-click on the “Sheet 1(2)” name label → Select “Rename” → Type “Template” → Click in a clear cell)
12. **Rename Sheet 1 to January.**
13. **Move the January tab to the left of the Template tab.**
(Click and hold the “January” sheet tab and drag it to the drop point to the left of the “Template” sheet tab, then let go)
14. **Delete Sheet 2.**
(Right-click on the “Sheet 2” tab name label → Select “Delete”)
15. **Add a new worksheet.**
(Click on the Insert Worksheet button to the right of the “Sheet 3” tab)
16. **Make the January worksheet the active tab.**
(Click on the tab)
17. **Save your file as “Excel Exercise 2 Complete.xlsx”.**
(File Tab → Save As → Type “Excel Exercise 2 Complete” into the “File name” field → Click Save)