

**Instructions:** Follow these directions exactly as they are written, in the order they are given.

1. **Open the “Excel Practice Exercise 2.xlsx” file on your flash drive.**

HINT: Open Excel → File tab → Open → Browse → Select KINGSTON (E:) → Open “Excel Practice Exercise 2.xlsx”

2. **Sort the Sales Reps in alphabetical order by last name.**

HINT: Select all cells that need to be included in the sort (A3 to G8) → Home tab → Editing group → Sort & Filter button → Sort A-Z

3. **Perform a Custom Sort so the two Sales Reps named “Jones” will be sorted alphabetically by first name.**

HINT: Select all cells that need to be included in the sort (A3 to G8) → Home tab → Editing group → Sort & Filter button → Custom Sort → Add Level button → In the “Then by” field, select Column B → OK

4. **Before proceeding, make sure your sort results look like the image below. Otherwise undo and repeat steps 2 and 3.**

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

5. **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.**

HINT: 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

HINT: 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

6. **Use Fill Handle to fill Conditional Formatting rules from cell G3 to cell G8.**

7. **Insert a comment about Mary Frankford that states she is the sales leader for the month.**

HINT: Right-click cell A5 → Insert Comment → Type “Sales Leader for Month” → Click in clear cell

8. **Unhide the comment.**

HINT: Right-click cell A5 → Show/Hide Comments

9. **Move the comment so it is not covering any data.**



**10. Make a copy of Sheet 1.**

**HINT:** Right-click on the “Sheet 1” name label → Move or Copy → Click the “Create a copy” checkbox → Click OK

**11. Rename the copy of Sheet 1 to Template.**

**HINT:** Right-click on the “Sheet 1 (2)” name label → 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.**

**HINT:** 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.**

**HINT:** Right-click the “Sheet 2” tab → Delete

**15. Add a new worksheet.**

**HINT:** Click the New Sheet button to the right of the “Sheet 3” tab

**16. Make the January worksheet the active tab.**

**HINT:** Click on the tab

**17. Save your file as “Excel Exercise 2 Complete.xlsx”.**

**HINT:** File tab → Save As → Browse → Select KINGSTON (E:) → “Excel Exercise 2 Complete” into the “File name” field → Click Save

**18. Notify the teacher you are finished so your work can be checked.****19. Close Excel.****20. Safely eject your flash drive.**

**HINT:**  icon on Task Bar → Eject option