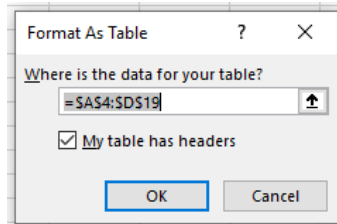


Excel Project 1, Part 4: Format as a Table with Sort Options

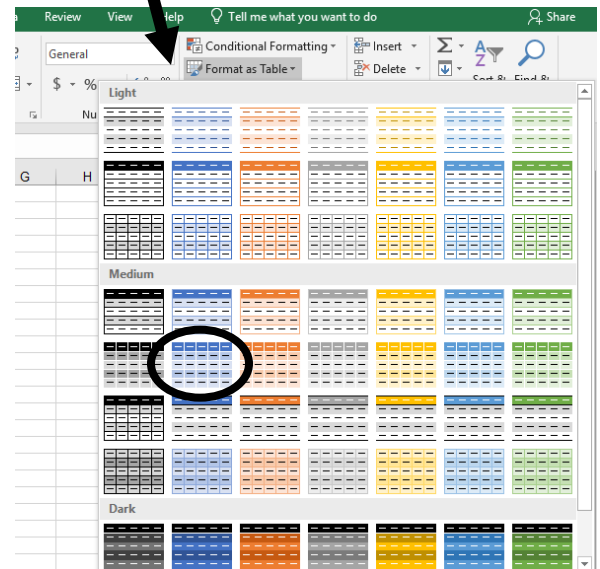
1. HIGHLIGHT THE RANGE **A4:D19** (shown left).
2. Under HOME tab, find **FORMAT AS A TABLE** pull-down menu. *You will see Light, Medium, and Dark choices.*
3. Use a MEDIUM (**NOT** Light or Dark) formatting style of your choice. The example used here is: *Blue, Table Style Medium 9*. Excel will prompt to verify where the data is for the table (shown below). **IF YOU SEE THIS, CLICK OK**

Part	Labor	Material	Total
A121A	\$ 354.65	\$ 329.49	\$ 684.14
C67X	\$ 338.59	\$ 283.47	\$ 622.06
399Y	\$ 116.90	\$ 121.38	\$ 238.28
C8V	\$ 23.49	\$ 17.56	\$ 41.05
RWT10	\$ 121.49	\$ 99.13	\$ 220.62
I9Y	\$ 87.59	\$ 124.95	\$ 212.54
U48L	\$ 139.99	\$ 57.25	\$ 197.24
X31	\$ 382.35	\$ 224.25	\$ 606.60
J412	\$ 125.79	\$ 65.75	\$ 191.54
Z100	\$ 429.39	\$ 325.43	\$ 754.82
W23F	\$ 49.59	\$ 99.48	\$ 149.07
G121X	\$ 125.59	\$ 279.68	\$ 405.27
J912	\$ 79.85	\$ 186.37	\$ 266.22
H798P	\$ 85.19	\$ 27.58	\$ 112.77
D1212	\$ 212.79	\$ 65.78	\$ 278.57



4. You should now have what is shown below:

Thompson, Inc			
By: Your Name			
Part	Labor	Material	Total
A121A	\$ 354.65	\$ 329.49	\$ 684.14
C67X	\$ 338.59	\$ 283.47	\$ 622.06
399Y	\$ 116.90	\$ 121.38	\$ 238.28
C8V	\$ 23.49	\$ 17.56	\$ 41.05
RWT10	\$ 121.49	\$ 99.13	\$ 220.62
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H798P	\$ 85.19	\$ 27.58	\$ 112.77
D1212	\$ 212.79	\$ 65.78	\$ 278.57



Part	Labor	Material	Total
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5. The PULL-DOWN arrows next to your headings are SORT OPTIONS. **DO NOT SORT BY PART**, as this is not meaningful (*Pull-down menu is shown above*).
6. **SORT LABOR, SMALLEST TO LARGEST** and check that you get **\$23.49**.
7. **Then SORT LABOR, LARGEST TO SMALLEST**. You should get **\$429.39**.
8. Repeat this for MATERIAL and TOTAL (Smallest to Largest, then Largest to Smallest). **Check figures** for each: (**\$17.56 & \$329.49**), (**\$41.05 & \$754.82**)