

Bài tập theo Objective 3

Bài 1

- Open the Excel_3-1 workbook. On the Sales worksheet, do the following:
 - ☐ Convert the data range A2:M23 to a table that includes a header row and uses the default table style.
 - ☐ Assign the name Toys2016 to the table.
 - ☐ Move the *July* column so that it is between the *June* and *August* columns.
 - ☐ Move the *Linda*, *Max*, and *Nancy* rows at one time so that they are between the *Kay* and *Olivia* rows.
 - ☐ Add a row to the table for a salesperson named Raina, between the *Quentin* and *Steve* rows.
 - ☐ Add a row to the end of the table for a salesperson named William.
 - ☐ Add a column named Dec to the right end of the table.
 - ☐ Delete column M from the table.
- Save the Excel_3-1 workbook.
- Close the open workbooks

Bài 2

- Open the Excel_3-2 workbook, on the Sales worksheet, do the following:
 - ☐ Change the table style to *Table Style Medium 19*.
 - ☐ Configure the table style options to format alternating rows with different fill colors.
 - ☐ Configure the table style options to emphasize the first and last columns of the table.
 - ☐ Add a total row to the table.
 - ☐ Change the row name from *Total* to *Average*.
 - ☐ Modify the cells in the row to calculate the average sales for each month and for the year.
- On the Bonuses worksheet, do the following:
 - ☐ Remove the formatting from the table.
- Save the Excel_3-2 workbook.
- Close the open workbooks.

Bài 3

- Open the Excel_3-3 workbook, display the Bonuses worksheet, and do the following:
 - ☐ Apply a filter to display only the bonuses that were less than \$2,500.00.
- Display the Products worksheet and do the following:
 - ☐ Sort the data in ascending order by category and, within each category, by unit price.
 - ☐ Sort the data in descending order by category and, within each category, alphabetically by product name.

- ☐ Remove duplicates so that there is only one entry for each supplier.
- Save the Excel_3-3 workbook.
- Close the open workbooks.