



### Module 12 Exercises

Inside the Module 12 folder there is an Excel file called 'Bluelake Services Exercise'. Please use this file to complete the following Exercises.

1. Convert the data into a Table of Records.
2. Sort the 'Employee' data range into alphabetical order.
3. Create a custom Filter to only show the Employee records that contain an Employee number that is less than '120'.
4. As an additional exercise, re-open the 'Bluelake Services Exercise' file and create a subtotal from the 'Hourly Rate' column.