

## Microsoft EXCEL Module 12 - Sort, Filter, & Subtotal Tables

## 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.

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