EXCEL: CHAPTER 3 EXERCISE 4

**This Chapter coves the second tab on the Excel Menu Bar called, Insert View. All work in these directions will cover Chapter 1, 2 and 3.**

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| **Your boss asks you to put together this workbook for a potential client. The client is interested in how well you can format a spreadsheet. As you complete each step, copy the checkmark in Column 1 to show you have completed the step.** | |
| **🗹** | 1. Open up your **Ex. 7 Word instructions.** Open up Chapter 3: Exercise 7. **Snap** in place the **Word** **Ex. 7 Instructions** on the left side (or right). Then select your Chapter 3 Excel 7 exercise. If you have done it correctly, then should be side-by-side and you should be able to move back and forth between documents without either disappearing |
|  | 1. Add a **Pivot** **Table** to a **new** **sheet**. Accept all other default settings. |
|  | 1. In the **Pivot** **table** include only **two** **fields**: **Region** & **Order Amount**. |
|  | 1. In the **Rows** area, **remove** **Region** and **replace** it with **Salesperson**. |
|  | 1. In the **Pivot** **table**, add **Month** to the **Column** Area. |
|  | 1. Insert a **highlight** **rule** that puts a **Blue**, **Accent** **2** **condition** in **B5:D12** for **values** that are over **$1,000**. |
|  | 1. Do a **sort** that **alphabetizes** from **Z-A**. **Rename** Sheet 1 to **PivotTable 1**. |
|  | 1. **Save your exercise**. Show me your work when you have finished. |