

Excel ribbon tabs: Alignment, Number, Styles, Cells, Editing.

Alignment: Wrap Text, Merge & Center.

Number: General, \$, %, .00, .00.

Styles: Conditional Formatting, Format as Table, Cell Styles.

Cells: Insert, Delete, Format.

Editing: AutoSum, Fill, Clear, Sort & Filter (highlighted), Find & Select.

E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
		Last Name	Country	Quarter	Sales									
		Brown	USA	Qtr 2	3255									
		Johnson	USA	Qtr 4	1486									
		Smith	USA	Qtr 3	1891									
		Williams	UK	Qtr 2	1064									
		Williams	UK	Qtr 1	1243									
		Smith	USA	Qtr 1	965									
		Johnson	USA	Qtr 4	1486									
		Smith	USA	Qtr 3	1891									
		Brown	USA	Qtr 2	3255									
		Bell	AUS	Qtr 4	486									
		John	BD	Qtr 2	933									
		Jonathan	FRANCE	Qtr 3	139									
		Jews	GERMANY	Qtr 1	743									
		Zebra	POLAND	Qtr 4	921									
		Marissa	SPAIN	Qtr 1	9698									
		Susmita	ITALY	Qtr 3	16753									
		Sophia	USA	Qtr 3	14867									
		Wright	UK	Qtr 4	19302									
		Jones	UK	Qtr 1	7433									

Sort

Add Level

Delete Level

Copy Level

Options...

☒ My data has headers

Column

Sort On

Order

Sort by Last Name

Cell Color

On Top

OK

Cancel