1. On the "ABC" worksheet, insert a table from A1:I10, Row 1 as header.

2. On the "Summary" worksheet, format the data range C2: I 12 as a table that has headers. Apply the orange, table style medium 3 (table style medium 3) format.

3. On the "Customers" worksheet, format the table so that every other row is shaded. Use a technique that automatically updates the formatting if you insert a new row.

4. At the end of the table on the "Invoice" worksheet, add a row that automatically calculates the total for sales.

5. Remove the table functionality from the table in the "Business" work sheet. Retain the font and cell formatting and the location of the data.

6. Remove the duplicate records in the "Product" worksheet, on the basis of product.

7. On the "Manager" worksheet remove the table column containing Invoice date.

8. In the "Weekly Summary" worksheet rename the table as "List".

9. Give an alternative text title to the existing table in the "HR Data" as "HR Review".

10. On the "Data" worksheet, Locate the table that has name "Rates" and change the value in the "Per page" column of the "Technical Review 1" row to "2.00".

11. Remove the row containing the "Customer ID" 1005 from the table on "ABC" worksheet.

12. Insert a slicer to display the "Product", for the table on the "Product 1" worksheet. Select "fruit" in the slicer.

13. On the "Zone" worksheet, add the total row and configure the total row so that to display total sales for last four months, from march to June.