

Excel Examples: Table operations

1. Consider the sheet **[14-OST.xlsx | Exmp01]** with information on several stores' sales
 - 1.1. Sort the table ascendingly by the values of the products' categories ("Categoria")
 - 1.2. Sort the table by two criteria: "Região" (ascendingly) and "Valor vendas" (descendingly)

2. Consider the sheet **[14-OST.xlsx | Exmp02]** with information regarding the services used by several teams
 - 2.1. Convert column A into several columns regarding that:
 - The information in column A has the separator space (" ")
 - The information about employees ("Funcionários") is not useful and can be deleted
 - The final result should have 3 columns: Data, Equipa and Serviço
 - 2.2. Using the table obtained on the previous exercise, delete the repeated records by "Equipa" and "Serviço"

3. Consider the sheet **[14-OST.xlsx | Exmp03]**. Apply the following validation rules:
 - Column "Data Requisição": date between 1/5/2011 and 31/5/2011
 - Column "Equipamento": list based on the list in H2:H6
 - Column "Quantidade": cannot have values smaller than 0 or greater than 3
 - Column "Código Funcionário": text with a maximum of 5 characters
 - Column "Data devolução": date after the one in "Data Requisição"
 - For all the rules, create an entry message and an error message

4. Consider the sheets **[14-A.xlsx]**, **[14-B.xlsx]**, **[14-C.xlsx]** with the same data structure. Using data consolidation, build in **[14-OST.xlsx | Exmp04]** a summary map that presents the totals (sum) of all projects

5. Consider the sheet **[14-OST.xlsx | Exmp05]** with information about services
 - 5.1. Build a subtotals report that presents the total by team ("equipa")
 - 5.2. Change the previous report so that it presents the average number of employees per service
 - 5.3. Build a report that simultaneously presents, by service, the average number of employees, the average service time and the total price

6. Consider the file Bolsa.txt. Import the file's content to **[14-OST.xlsx | Exmp06]**, converting it into several columns, taking into account that the data is separated with comma (",")