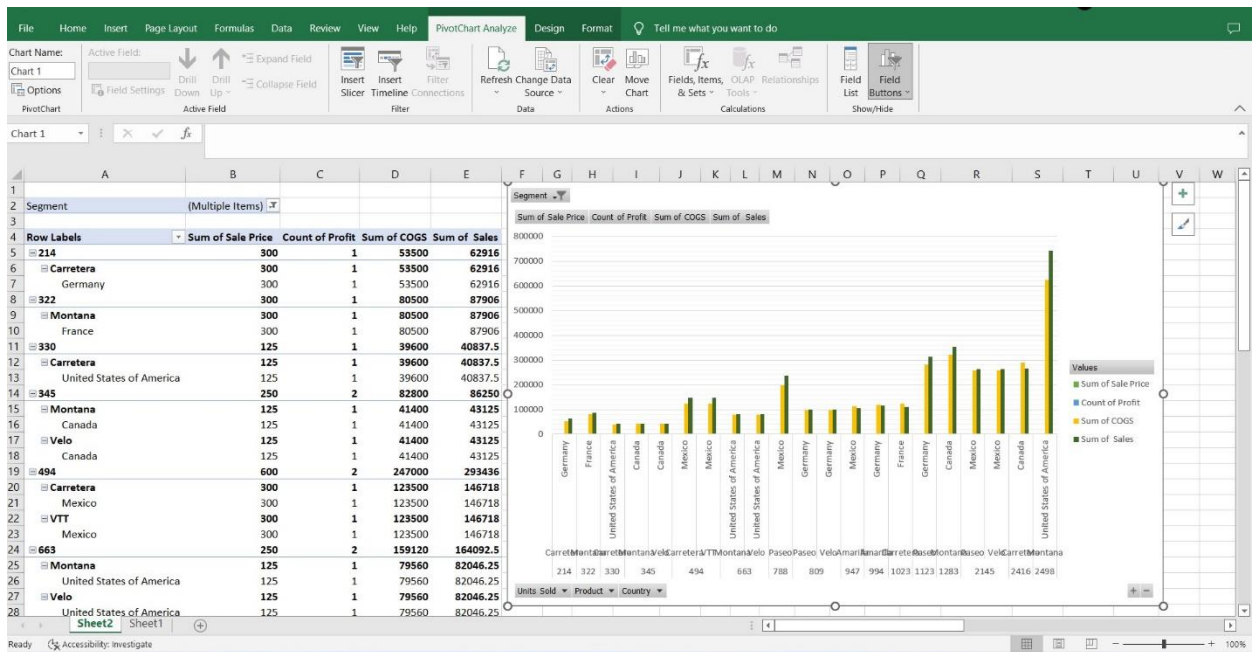


## 1.ADD THE DATA TO THE SPREADSHEET

File	Home	Insert	Page Layout	Formulas	Data	Review	View	Help	Tell me what you want to do																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
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## 2. CREATE A PIVOT TABLE AND CHANGE REPORT LAYOUTS



3.CREATE A DROP-DOWN LIST USING DATA VALIDATION

