

Unit 1 ► [Executive...]

1. In the Annual Sales worksheet, **Sort** the data in the cell range **A5:F15** by the **Total** column and order the **values** by **largest to smallest**.
2. In cell **B18** enter a cell reference to the cell **A6**.

Unit 2 ► [Executive...]

1. In the **Source Data** worksheet **Sort** the **Data** alphabetically by **CustomerID** and then by **Product**.

Unit 3 ► [Executive...]

1. In the **Marketing Budget Plan** worksheet, sort the data in the cell range **A78:D85** by **Column B, Largest to Smallest**.

Unit 4 ► [Executive...]

1. In the **Marketing Budget Plan** worksheet, select cells **A2:D95** and **Filter** the **Category** by the color Black.

Unit 5 ► [Executive...]

1. In the **Expenses** worksheet, sort the data in cell **B40:D45** by the **Actual** column, **Largest to Smallest**.

Unit 6 ► [Executive...]

1. Apply a **Filter** to the data in the table that will only show miles driven for a **Business Purpose**.

Unit 7 ► [Executive...]

1. Filter the table to display data from only the **Oncology** and **Gastrointestinal** categories and those pharmaceuticals that end with the suffix ex or lux.

Unit 8 ► [Executive...]

1. Sort the table data by the **Variant** column and then by the **Year** column in ascending order.