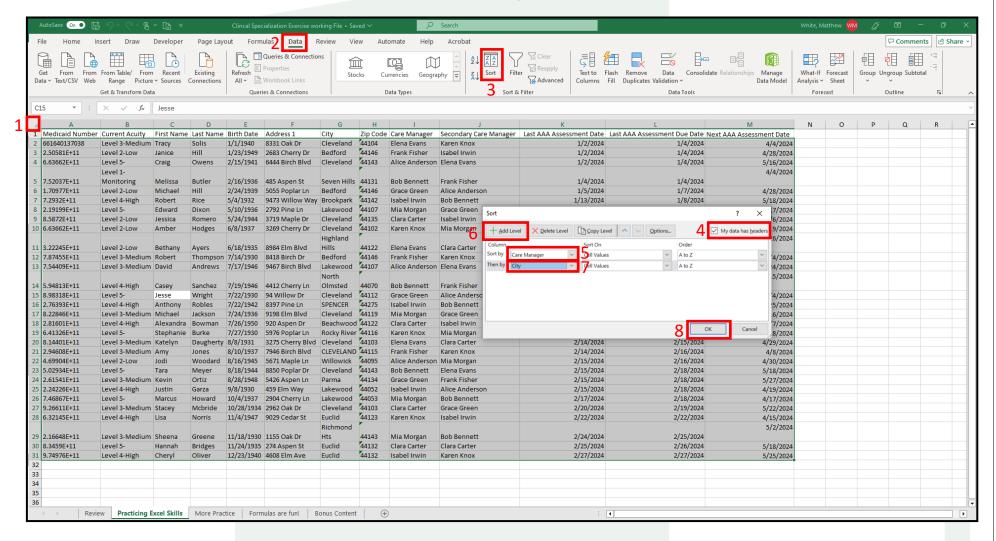


Sorting Data:

- 1. Highlight all of your data.
- Click the Data tab.
- 3. Click the Sort button

- Make sure the My data has headers box should be checked.
- **5.** Click the Sort by drop-down box and choose the item you want to sort by.
- 6. Click OK.

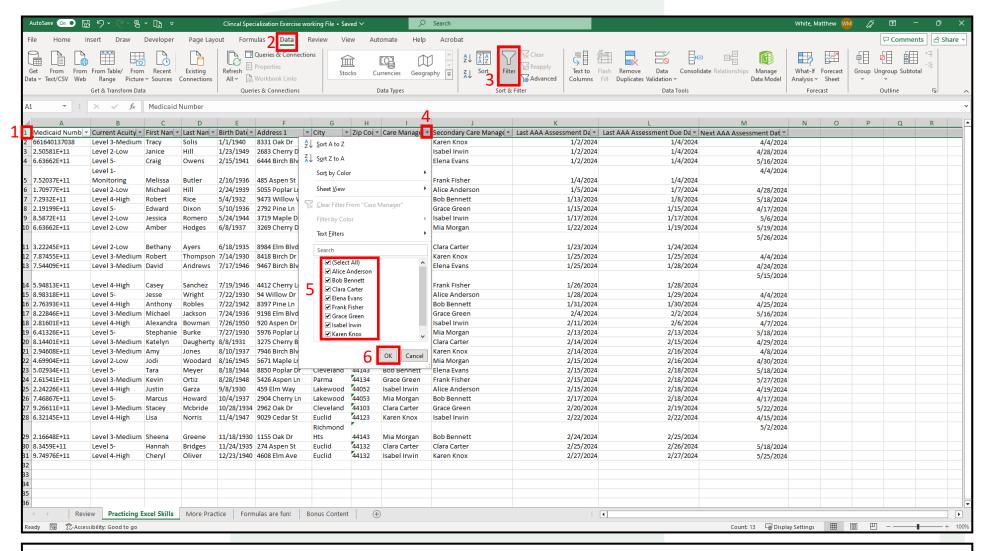


Completing a Second-level Sort:

- Highlight all of your data.
- 2. Click the Data tab.
- 3. Click the Sort button

- 4. Make sure the My data has headers box should be checked.
- **5.** Click the Sort by drop-down box and choose the first item you want to sort by.
- 6. Click the Add Level button.

- **7.** Click the Then by drop-down box and choose the second item you want to sort by.
- 8. Click OK.

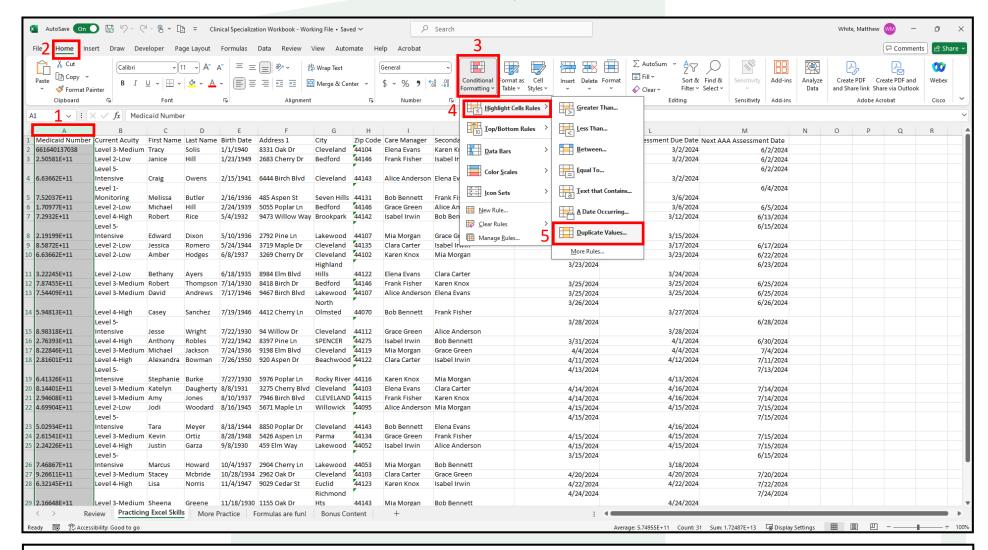


Filtering Data:

- 1. Click on the "1" next to the top row to highlight the first row of data.
- 2. Click on the Data tab.

- 3. Click on the Filter button.
- Click the downward-pointing triangle next to the header by which you want to filter the data.
- **5.** Uncheck the items that you do not wish to see. Only the check marked items will be visible.

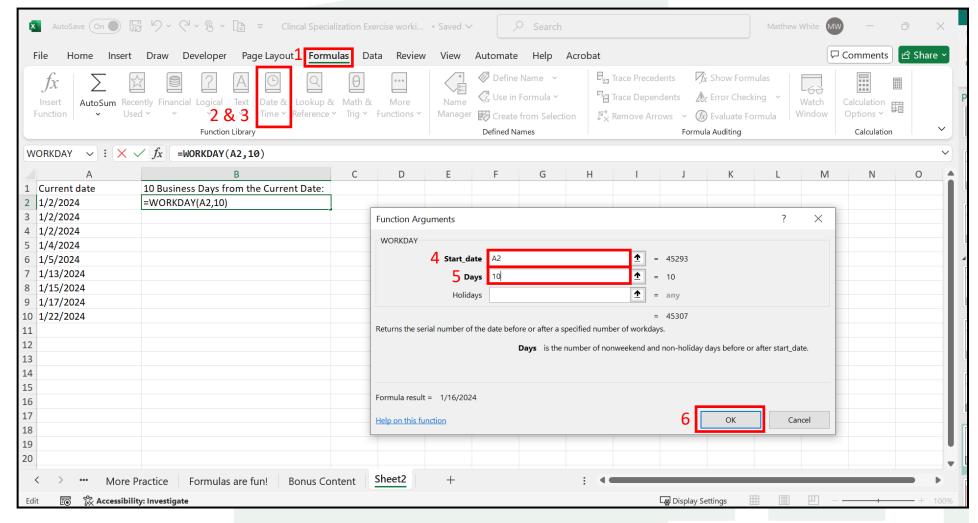
6. Click OK.



Conditional Formatting

- Highlight your data.
- 2. Click on the Home tab.
- 3. Click on the Conditional Formatting button

- 4. Hover overtop of Highlight Cells Rules
- Click on the type of formatting you want (for example, Duplicate Values)
- 6. Click OK (not picture above)



Workday Function— Returns a date that is a specified number of working days in the future.

1. Click the Formulas tab.

- 2. Click Date & Time Functions
- 3. Click on Workday *not visible in the picture above * 6.
- **4.** In the Start_date box, type the cell that contains your starting date. For example, A2.
- 5. In the Days box, type the number of days you want

to skip ahead. For example, 10

- 5. You can leave the holidays box blank.
- **7.** Click on OK.
- **8.** Pull down the green box to apply the formula down the column.