<https://support.microsoft.com/en-us/office/show-the-developer-tab-e1192344-5e56-4d45-931b-e5fd9bea2d45#:~:text=On%20the%20File%20tab%2C%20go,select%20the%20Developer%20check%20box>.

Start the Macro Recorder and manually perform the tasks

1. select the Amount column and apply a currency format (e.g., $#,##0.00)
2. format the Date column (e.g., MM/DD/YYYY)
3. sort the data by Category
4. (use the Subtotal feature to sum the Amounts by Category.)
5. Stop the recording.

A screenshot of a computer

AI-generated content may be incorrect.

Name/setup the macro

A screenshot of a computer

AI-generated content may be incorrect.

Don’t worry about Office Scripts for now