

Answer key - 3

1. Click the tab of the sheet you want to duplicate. In this case, Movie Data. Select Duplicate from the menu that appears and a new sheet will appear in the toolbar.
2. Select the columns you want to hide. Right-click the column(s) and select Hide column or click on the arrow to open the column menu and select Hide column.
3. Select all the data on your sheet. Open Data menu and select Sort range. In this case we want to sort the Budget, so we're going to sort by Column M and in ascending order.
4. Select the Budget column. Navigate to Fill color in the toolbar and choose another color for this column.

Use the completed test below to check your work!

[Answer Key - Module 3](#)