

Exercise-1

So, you think you've got the basics down? Let's quiz you a bit. Let's pretend you're a production assistant in an upcoming blockbuster film. The producer has requested a clean spreadsheet that reports only movie titles, film release dates, budgets, and box office revenues. To make her a fresh sheet, you'll have to do three things.

1. First, you'll need to make a copy of the "Movie Data" sheet by [clicking here](#).
2. Second, you'll need to delete everything except the four key columns: movie titles, film release dates, budgets and box office revenues
3. Lastly, you'll need to name your sheet.