*Before you start, please:*

1) Insert the CIS125 class USB Thumb drive

2) On the USB root folder/directory, create the *CIS125* folder (unless the folder already

exists)

3) Under *CIS125*, create ***Week6-Files*** folder (unless the folder already exists)

4) Use *USB-thumb-drive-letter:\CIS125*\***Week6-Files*** to store all week six files

5) Download *Week6-Assignment.docx* to ***Week6-Files*** folder

6) Open the *USB-thumb-drive-letter:\CIS125\Week6-Files\****Week6-Assignment.docx*** file,

answer all questions, save the changes to the file, and upload to Moodle.

Instructions (Total points: 10) Subtract one point for each missing step or error

1. Start Excel, and open week4 excel file.
2. Save the file as week6\_lastname.
3. Create a table in range A4:D12 and make sure it has headers.
4. On the Table Design tab, select Blue, Table Style Light 9.

**Sorting Tables**

1. Click on the drop-down box in the Items header: (blue color) to sort from A to Z.
2. Click on Data tab, select Sort, click Add Level.
3. Click the Then by arrow, and then click Unit Price. Verify that Sort On displays *Cell Values* and set Order to Largest to Smallest. Click OK.
4. AutoFit columns A:H.

**Conditional Formatting**

1. Select cells D5:D12. On the Home tab, click Conditional Formatting.
2. Point to Greater than and enter 50 with yellow fill text.

Output:

