a. Open e04p2Popcorn and save it as e04p2Popcorn_LastFirst.
b. Click cell C7, click the Home tab, click the Sort & Filter arrow in the Editing group, and select Sort A to Z. This sorts the data by account type in Column C.
c. Click the Insert tab, click Table in the Tables group, and click OK in the Create Table dialog box.
d. Click Table Style Medium 3 in the Table Styles group on the Design tab.
e. Click cell G7 and type = [Price per lb][Volume in lbs]*+$3 and press Enter.
f. Click cell H7 and type = [Price per lb][Volume in lbs]-[Deposit] and press Enter.
g. Select the range G7:H106, click the Home tab, and click Accounting Number Format in the Number group.
h. Click the Design tab and click Total Row in the Table Style Options group.
i. Click the Deposit Total Row arrow, and select Total, click the Volume in lbs Total Row arrow, and then select Average. Apply Number Style Format to the results in cell E107.
j. Click the filter arrow of the Account type column, click the Select All check box to deselect it, click Local, and click OK.
k. Select the range H22:H51, click Quick Analysis, and then select Greater Than. Type 150.00 in the Format cells that are GREATER THAN box, select Green Fill with Dark Green Text, and click OK.
l. Select the range E22:E51, click Quick Analysis, and then select Data Bars.
m. Click the Page Layout tab, click the Scale box in the Scale to Fit group, and then type 85%.
n. Create a footer with your name on the left side, the sheet name code in the center, and the file name code on the right side of each worksheet.
o. Save and close the file. Based on your instructor’s directions, submit e04p2Popcorn_LastFirst.