1. Sort the table by the third column (Stock) in descending order (most to least).

|  |  |  |
| --- | --- | --- |
| **Discontinued** | **Size** | **Stock** |
| Raincoats | L | 7 |
| Gloves (pairs) | S | 12 |
| Scarves | XL | 4 |
| Hats | M | 21 |
| Belts | L | 8 |

2. Add a function in the bottom right cell to determine the total number of items.

|  |  |
| --- | --- |
| **Item** | **Number** |
| Books | 1 |
| Magazines | 3 |
| Pens | 3 |
| Pencils | 2 |
| Highlighters | 2 |
| Scissors | 1 |
| **Total** |  |

Now change the number of pens to 4 and update the function.

*Tip*: Right-click the function and select *Update Field* from the pop-up menu.

3. Add a function in the bottom right cell to calculate the average distance.

Format the answer to display one decimal place.

*Tip*: Select the number format 0.00 in the Formula dialog boxand make the necessary change.

|  |  |
| --- | --- |
| **Long jump competitors** | **Distance (m)** |
| Badenhorst L. | 6.1 |
| Sithole J.K. | 5.45 |
| Wilschutt F. | 5.2 |
| Memani R.P. | 4.37 |
| Van der Westhuizen D. | 4.8 |
| Baaitjies S. | 5.72 |
| **Average Distance** |  |

4. Sort the items first by Type, then by Cost.

|  |  |  |
| --- | --- | --- |
| **Item** | **Type** | **Cost (R)** |
| Dagwood | Sandwich | 14.90 |
| Chicken | Pie | 18.50 |
| Steak and kidney | Pie | 19.00 |
| Double-decker | Sandwich | 22.50 |
| Lamb curry | Pie | 18.50 |
| **Most expensive item** | |  |

Now add a function in the bottom right cell to determine the cost of the most expensive item.

Format the answer as currency in Rands.