

Excel Module 4b-1: Microsoft Excel

Project: Zoom

1. In the Lesson 06 folder, open the **Zoom.xlsx** workbook from your folder.
2. **SAVE AS: Zoom Salaries**
3. Insert your **footer**.
4. Click on cell E6. Sort the Performance Rating in descending numerical order (from largest to smallest).
5. In cell F5, enter Salary Category as the label.
6. Save your work.
7. In cell F6, enter an IF function to indicate the employee's salary category (Low or High). (***HINT: Use the IF dialog box to help you write the function**)
 - If the salary in D6 is less than \$36,001, display "Low", otherwise display "High" (*HINT: Do not write the \$ or the , comma)
8. Copy the formula down for each employee.
9. Save your work.
10. Apply a conditioning formula to the Annual Salary column range D6:D20 to highlight the top five annual salaries with a light red fill with dark red text.
11. **SAVE** your work.