**Module 13 – Sorting & Filtering**

**Exercise**

1. Open the file called **Sort & Filter**.
2. Sort the list by the column labeled **LAST**.
3. Sort the list by the column labeled **HRS**.
4. Sort the list by columns labeled **DIVISION**, then by **LAST**.
5. Filter the list to only show employees in the Children’s **DEPT**.
6. Add a second filter. Filter the list to show employees in the Children’s **DEPT** and also inthe Australia **DIVISION**.
7. Remove all of the filters.
8. Save and close the file.