Version 2

Please add Your name into top of this document. Open file “Test\_tabel.xlsx” from the next location: Moodle: Practice 10->HAJB->Test\_Tabel.xlsx and perform the assignments described below. After finishing the assignment, send your work to address: ermotaks@ttu.ee.com and visit a teacher for checking the results.

1. Sort the table in two levels accordingly: “Court / Court House“ in order A to Z; „Judge / Judge assistent“ in order Z to A.
2. Using Pivot Table, find out the number (Values) of different judges (Column labels) within different Courts (Row labels).
3. Add a column and create an IF clause to estimate the cases which are made in “HMK Liivalaia“ and Case Category is „Bailiff judge case„. 5 records present in form: „Found“, result of the rest of the records remain empty.

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