

Session 2: Exercise

- 1 Open a new blank workbook.
- 2 Use AutoFill to put the three months Jan, Feb, and Mar into cells A4:A6.
- 3 Using only the keyboard add the following data:

	A	B	C	D	E
1	Profit Analysis				
2					
3		London	Paris	New York	Average
4	Jan	2,500	3,100	2,300	
5	Feb	2,200	2,700	2,600	
6	Mar	2,100	2,600	2,800	
7	Total				

- 4 Use AutoSum to compute London's total profit for Jan/Feb/Mar in cell B7.
- 5 Use AutoSum to compute the average January profit in cell E4.
- 6 Use AutoFill to extend the London total in cell B7, to the Paris and New York totals in cells C7 and D7.
- 7 Use AutoFill to extend the January average profit in cell E4, to the February and March average profits in cells E5 and E6.
- 8 Select all of Column A and all of Column E (at the same time) and bold face the values in them.
- 9 Select row 3 and row 7 (at the same time) and bold face the values in them.

	A	B	C	D	E
1	Profit Analysis				
2					
3		London	Paris	New York	Average
4	Jan	2,500	3,100	2,300	2,633
5	Feb	2,200	2,700	2,600	2,500
6	Mar	2,100	2,600	2,800	2,500
7		6,800	8,400	7,700	
8					

- 10 Select cells B4:B6 and cells D4:D6 at the same time and then read the total London and New York sales figure for Jan, Feb and March from the summary information displayed on the status bar.
- 11 Select cells B4:D6 and zoom the selection so that these cells fill the screen.
- 12 Save your work as *Exercise2-End*.

If you need help
slide the page to
the left

