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## 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 | Total           | 6,800  | 8,400 | 7,700    |         |

- 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

