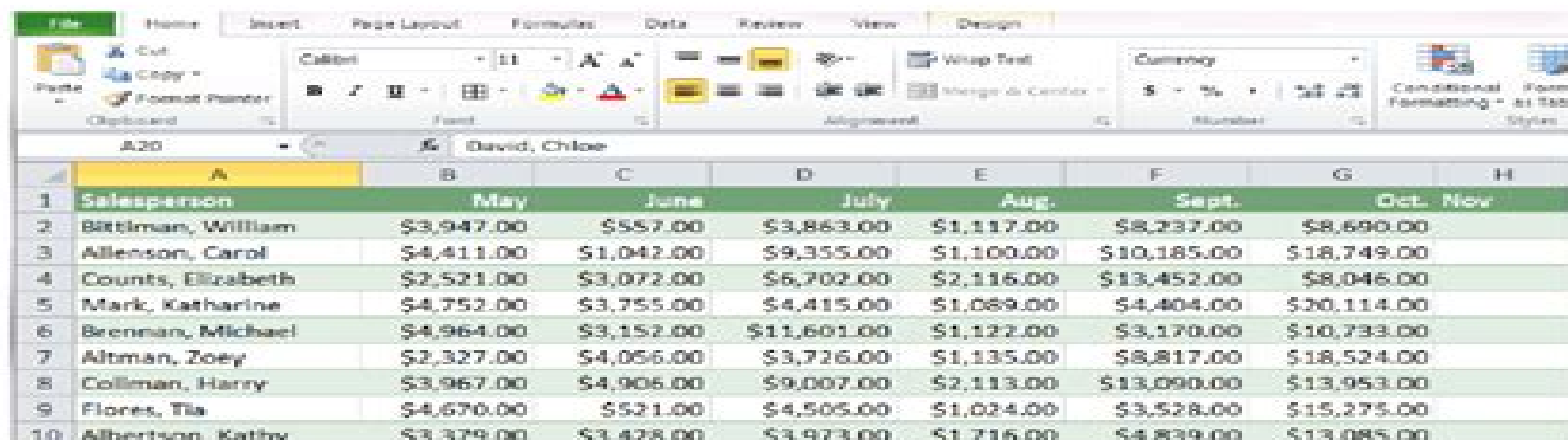


# Beginners Excel Practice Exercise: Data Entry and Tables



	A	B	C	D	E	F	G	H
1	Salesperson	May	June	July	Aug.	Sept.	Oct.	Nov
2	Bittman, William	\$3,947.00	\$557.00	\$3,863.00	\$1,117.00	\$8,237.00	\$8,690.00	
3	Allenson, Carol	\$4,411.00	\$1,042.00	\$9,355.00	\$1,100.00	\$10,185.00	\$18,749.00	
4	Counts, Elizabeth	\$2,521.00	\$3,072.00	\$6,702.00	\$2,116.00	\$13,452.00	\$8,046.00	
5	Mark, Katharine	\$4,752.00	\$3,755.00	\$4,415.00	\$1,089.00	\$4,404.00	\$20,114.00	
6	Brennan, Michael	\$4,964.00	\$3,152.00	\$11,601.00	\$1,122.00	\$3,170.00	\$10,733.00	
7	Altman, Zoey	\$2,327.00	\$4,056.00	\$3,726.00	\$1,135.00	\$8,817.00	\$18,524.00	
8	Collman, Harry	\$3,967.00	\$4,906.00	\$9,007.00	\$2,113.00	\$13,090.00	\$13,953.00	
9	Flores, Tia	\$4,670.00	\$531.00	\$4,505.00	\$1,024.00	\$3,528.00	\$15,275.00	
10	Albertson, Kathy	\$3,379.00	\$3,428.00	\$3,973.00	\$1,716.00	\$4,839.00	\$13,085.00	

- 1.) Type the **labels**: these are the titles of each column of data. Use the tab or arrow keys to navigate quickly to the next cell. (Hint: you can use the **autofill** feature to quickly fill in the labels that are months)
- 2.) Next, type the names listed in column A. Remember to **resize** the column if the name is longer than the cell.
- 3.) Type the **constants**: these are the monetary values you see above. Use the **number formatting** command to format the cells to “currency”.
- 4.) Once you have entered all of this data, **insert a table** using the data. Change the table’s style and sort the contents of column A in alphabetical order.

# Data Entry Practice Sheets

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successes and errors and to apply these lessons towards the future The creation of a debt management unit and the coordination required for good debt management can be expected to generate resistance from both other agencies and the private sector Thus the international organizations with an interest in improving debt management in the developing countries have a major role to play in taking the issues of debt management including the importance of the debt office to decisionmakers at the highest levels in their policy dialogue and lending activities Although problems remain both upstream and downstream from the computer supported operations of debt data management it is agreed that these information systems are much closer to an acceptable solution than was the case in the past

**Introduction to Clinical Skills** Mark B. Mengel, Scott A. Fields, 2007-08-19 This practical text is an excellent introduction to the clinical skills all physicians particularly those in primary care disciplines need to treat their patients in a humane fashion and at a reasonable cost The authors focus on patient centered or generalist skills that will help the biomedically oriented physician become more comfortable in managing patient care situations In addition the chapters review the diagnostic treatment and technical skills that medical students encountered in their Introduction to Clinical Medicine or Physical Diagnosis courses The book's clinical cases will stimulate class discussions and provide vignettes for skills practice

*Management Accounting*, 1921

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**A.L.A. Practice Sheets** American Library Association. Library Curriculum Study, 1926

*Cost Accounting; Principles and Practice* John Packard Jordan, Gould Leach Harris, 1920

*Operating Data Entry Systems* Peggy L. Hanson, 1977

*The Administration of Television Newsfilm and Videotape Collections* Steven Davidson, Gregory Lukow, 1997

**McTrans Catalog**, 1994-06

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